

FAQ's

I am receiving an error message when I log into PeopleAdmin using my log-in information. How do I gain access to PeopleAdmin?

You do not need to type in your username and password to gain access to PeopleAdmin. Simply use **Click here for single sign on** to gain access.

When I want to fill a vacated Classified, Unclassified, Other Academic or Administrative Faculty position, do I Create a New Position?

No, you should only use *Create a New Position* when there is not an existing position in your organization. To re-fill a vacancy, you should *Modify* the existing position description.

When I want to fill a vacated Faculty position, do I Create a New Position?

No, you should only create a new position when there is not an existing position in your organization. To re-fill a vacancy, use the *Create from position description* option and input the position number you are re-filling. To create a new position, use the *Create from position type* option and start a new position request. You can type "TBD" for position number and once position is approved, the TA/OPS team will assign it a position number, which will be visible in the approval notification.

Can I start the position request as soon as I receive a resignation letter, or do I need to wait for the employee to terminate?

You can start the position request as soon as you know a position will be vacated. This allows you to get approval to fill the position.

Can I allow a master's degree to make up for required experience?

Not unless you have provided that option under *Substitutions* section. The candidate must meet all required qualifications.

What should the percentage total be for the job duties and responsibilities in the position description?

The job duties and responsibilities of the position description form must equal 100% and must include 5% *other duties assigned*. Please note, *other duties as assigned* must not exceed 5% of the positions' total responsibilities.

What salary can we offer a classified employee? State Civil Service requires we offer the minimum of the range unless there is an approved special entrance rate (SER) or if the candidate has extraordinary credentials above the minimum qualifications. If the candidate has more than required, discuss options with the HR Analyst or HR compensation.

Why do I not see *recommend for hire as option*?

You must first move to and save in an interview status (phone or campus) prior to seeing option to make a recommendation for hire.

I submitted a recommendation for hire but have not received an update. How do I check the status?

Ensure you have completed not only the recommendation for hire but also a hiring proposal. Once the hiring proposal is completed you can check the status of the hiring proposal in the history tab of the hiring proposal. The history tab is also available to check the status of position requests and postings. This allows you to see who moved a request along as well as when it was done.

Why am I receiving an error (*this position is currently locked for editing due to an open position request*) when trying to submit a hiring proposal?

1. You have a current hiring proposal that must be updated to “offer declined” if that candidate does not accept the offer.
2. Another school/department has an active hiring proposal for the same candidate. Please contact nohrmcompensation@lsuhsc.edu for next steps.

How do I request background check for a position not in PeopleAdmin?

Gratis, Student Worker, Graduate Assistant, Fellow, Intern, House Officer and part-time POA Faculty (not advertised) positions are not recruited via the PeopleAdmin system. Once an offer is accepted for one of these position types, please email recruittalent@lsuhsc.edu with the following information:

1. Candidate's Name
2. Personal E-mail Address
3. Department Name and Department ID
4. Employee Classification (Faculty, Unclassified, Other Academic, Classified, Fellow, Graduate Assistant, Student Worker, Intern)
5. Position Number (if applicable)

Do I submit a hiring proposal funding sheet or PER-2 form with the new hire packet?

The hiring proposal funding sheet was designed to take place of PER-2 form, therefore can always be used. If you prefer, for recruitments not completed in PeopleAdmin, you may continue to use a PER-2 form.

What is an I-9 form?

An I-9 form establishes that an employee is eligible to work in the U.S. The form must be completed in Hire Right. The Employee must complete section one no later than the first day of work. The employer (hiring department or HR Analyst for Classified employees) must view original I-9 supporting documents in-person within 3 days of start to complete verification process (see I-9 guides under PeopleAdmin tab of HRM Website) and below:

- [Hire Right Training Guide](#)
- [Hire Right I-9 Supervisor Training Guide](#)

How do I gain access to Hire Right to initiate an I-9 form?

If you do not have a current Hire Right user account, request your Dean/Division Head office make a request to recruitalent@lsuhsc.edu on your behalf.

How do I reset my Hire Right credentials?

If your password has been inactivated due to lack of activity on your account, please email recruitalent@lsuhsc.edu to request password reset.