

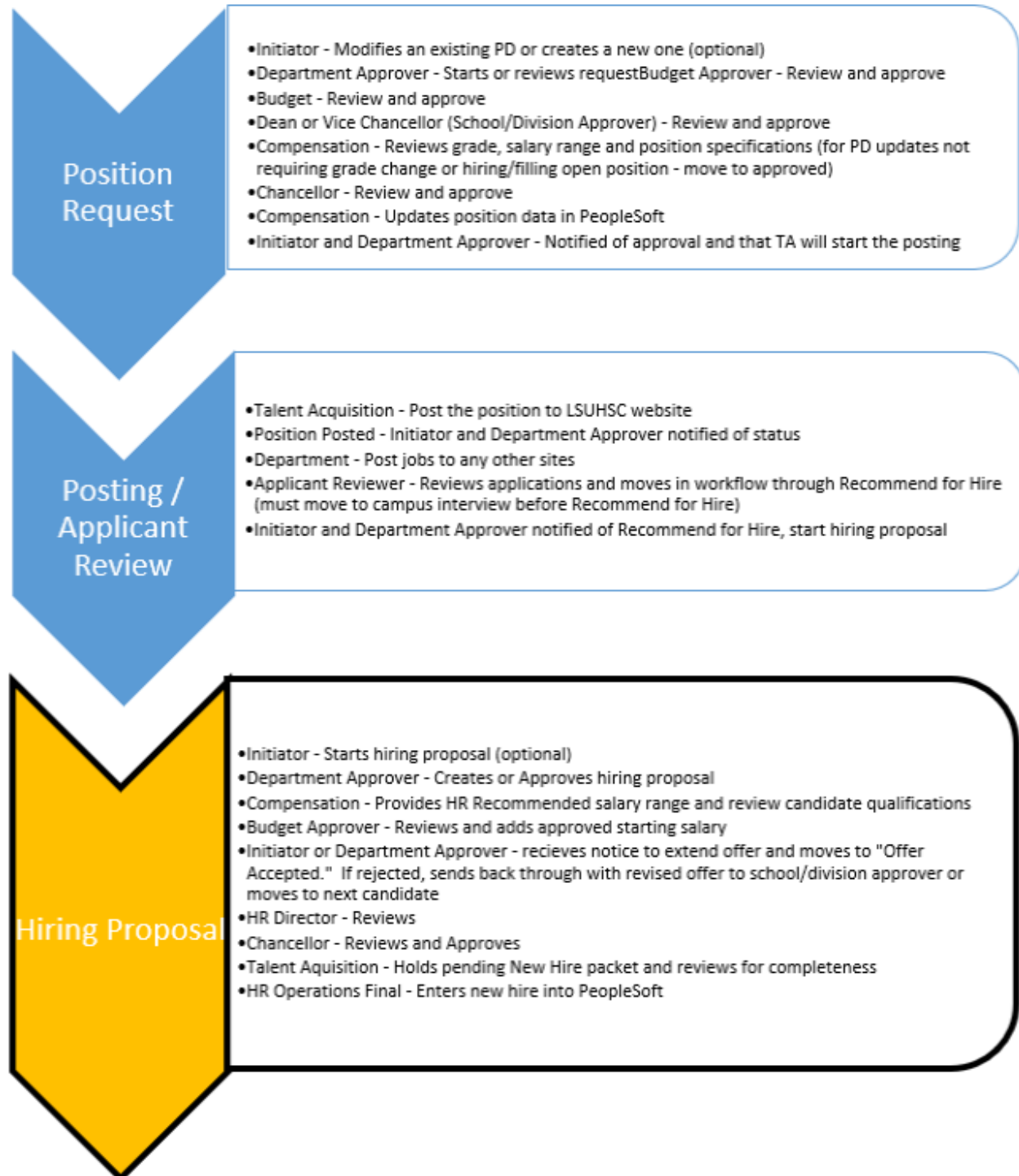
## PeopleAdmin – Faculty & Unclassified Hiring Proposal Guide

For Questions, contact

[nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu)

[recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu)

### Unclassified and Administrative Faculty PeopleAdmin Process Steps



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### Faculty PeopleAdmin Process Steps *(Administrative faculty start with Position Request)*

#### Posting

- Initiator - Creates posting (optional)
- Department Approver - Creates or Approves posting
- Budget Approver - Reviews funding and approves
- Dean or Vice Chancellor (School/Division Approver) - Reviews and approves
- Talent Acquisition - Review of advertisement, salary range, and position details
- Chancellor - Review and approve
- Talent Acquisition - Final review and posting
- Position Posted - Initiator and Department Approver notified of status
- Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
- Initiator and Department Approver notified of Recommend for Hire

#### Hiring Proposal

- Initiator - Starts hiring proposal (optional)
- Department Approver - Creates or Approves hiring proposal
- Talent Acquisition - Reviews candidate qualifications
- Budget Approver - Adds approved starting salary
- Initiator or Department Approver - receives notice to extend offer and moves to "Offer Accepted." If rejected, sends back through with revised offer or moves to next candidate.
- Chancellor - Reviews and Approves
- HR - Compensation
- Talent Acquisition process candidate and notify HR Director
- HR Operations Final - Enters new hire into PeopleSoft

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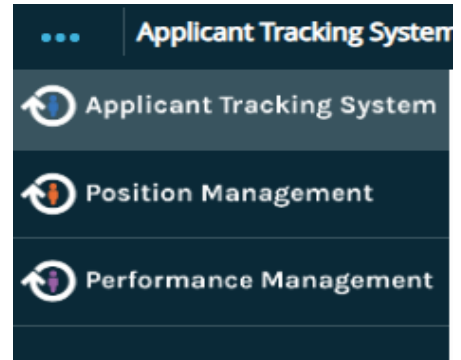
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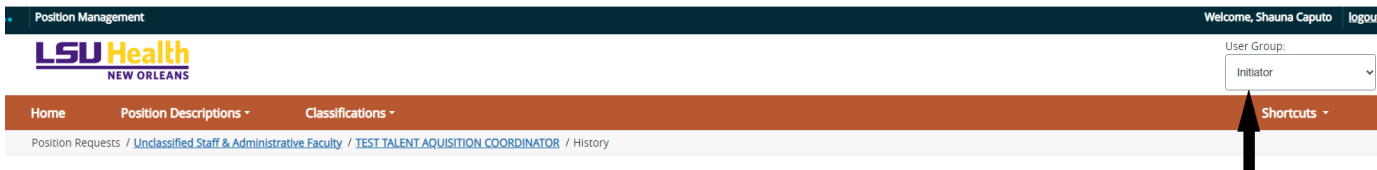


**NOTE:** Both Unclassified Staff & Administrative Faculty and Faculty follow this process. **For Classified positions**, HR Operations will begin the Hiring Proposal once department has initiated a **Recommendation for Hire**.

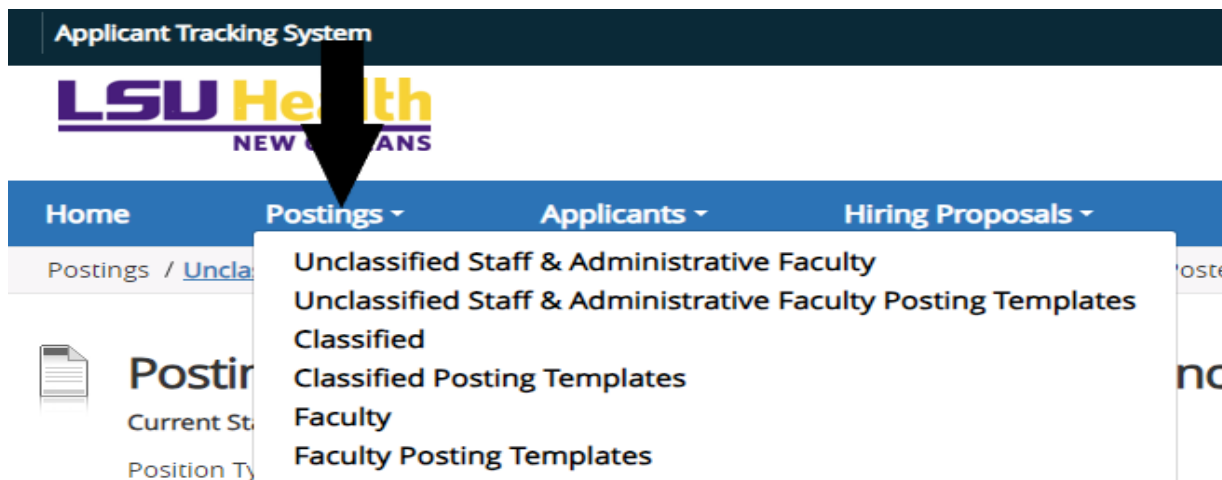
1. Access [PeopleAdmin](#)
2. Select role in top right-hand corner - Click **Initiator** or **Department Approver** to begin the hiring proposal.



**NOTE:** If you have just moved the applicant to “Recommend for Hire,” you may have to change your role to “Initiator” or “Department Approver”.



3. Click the posting link and choose the appropriate position type for the employee you would like to initiate hiring proposal for.



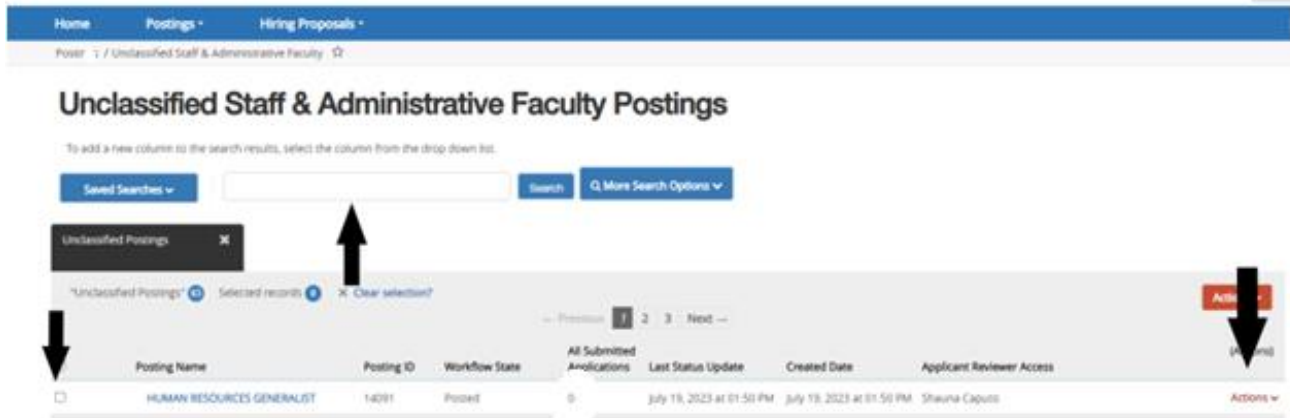
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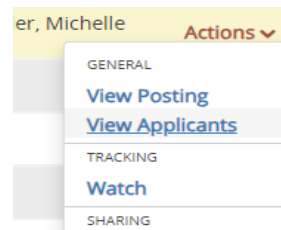
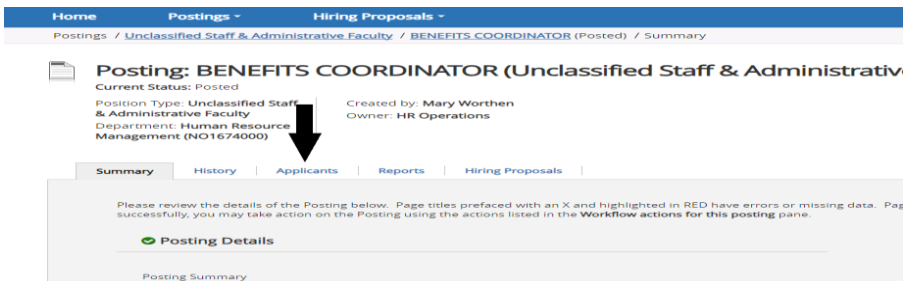
[nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu)

[recruitalent@lsuhsc.edu](mailto:recruitalent@lsuhsc.edu)

4. Use the search box or find the position from the list.



5. Select **Actions** and **View Applicants** or click in posting and then on the **Applicants tab** to view applicants.



6. Each applicant should have a disposition.



**NOTE:** You may leave one or two “runner-up” candidates in an interview state (phone or campus) in case your first choice does not work out and you would like the option to recommend for hire another candidate. Once the final candidate accepts and completes all pre-employment clearances, update the final disposition of all non-selected applicants.

7. Click in Application on the candidate noted as **Recommended for Hire**.
8. Go to **Take Action** on Job Application Button and click the start **Unclassified or Faculty Hiring Proposal**.

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NEW ORLEANS

Home Postings Hiring Proposals Shortcuts

Postings / ... / Applicant Review / Krystal City (Recommend for Hire) / Summary Search Results: Next

Job application: (Unclassified Staff & Administrative Faculty)

Current Status: Recommend for Hire  
Application form: Unclassified Application

Full name: Created by:  
Address: Owner: Initiator

Username:  
Email:  
Phone (Primary):  
Phone (Second):  
Position Type: Unclassified Staff & Administrative Faculty  
Department: Human Resource Management (NO1674000)

Summary Documents Recommendations (0 of 3) History Reports

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application
- ★ Start Unclassified Hiring Proposal
- ★ Order HireRight Background Check

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description Employment Verification

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search More Search Options

with title

"with title" 3 Delete this search? Selected records 0 Clear selection?

	Full Name	Documents	Posting Number	Workflow State (Internal)	Workflow State (External)	Application Date	Combined Document	Active/Inactive	Job Title	Actions
<input type="checkbox"/>				Recommend for Hire	Interviewed - In Progress	April 19, 2023 at 07:55 PM	Generate	Active	CLINICAL TRIALS COORDINATOR 1	Actions
<input type="checkbox"/>			U01001P	Under Review by Department	In Progress	April 19, 2023 at 09:31 PM	Generate	Active	CLINICAL TRIALS COORDINATOR 1	Actions
<input type="checkbox"/>			U01001P	Under Review by Department	In Progress	April 20, 2023 at 06:50 AM	Generate	Active	CLINICAL TRIALS COORDINATOR 1	Actions

9. The current Position Description will populate. Click **Select Position Description**. Do not select a position from the list below

LSU Health NEW ORLEANS

User Group: Initiator

Home Postings Hiring Proposals Shortcuts

/ Postings / ... / Applicant Review / Krystal City (Recommend for Hire) / New Hiring Proposal

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- BENEFITS COORDINATOR

Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

Saved Searches Search More Search Options

Position Description Library

"Position Description Library" 20

	Functional Position Title	Position Number	Last Name	First Name	Supervisor	Status	Created Date	Last Updated	Actions
<input type="radio"/>	TALENT ACQUISITN & HR OPS MGR	00017627	Caputo	Shauna	ASST DIR TALENT MANAGEMENT	Active	September 15, 2021 at 02:31 PM	July 20, 2023 at 03:18 PM	Actions
<input type="radio"/>	HUMAN RESOURCES GENERALIST	00055567			TALENT ACQUISITN & HR OPS MGR (Shauna Caputo)	Active	July 19, 2023 at 01:49 PM	July 19, 2023 at 01:49 PM	Actions
<input type="radio"/>	Test	999				Active	June 21, 2023 at 09:24 AM	June 21, 2023 at 09:24 AM	Actions

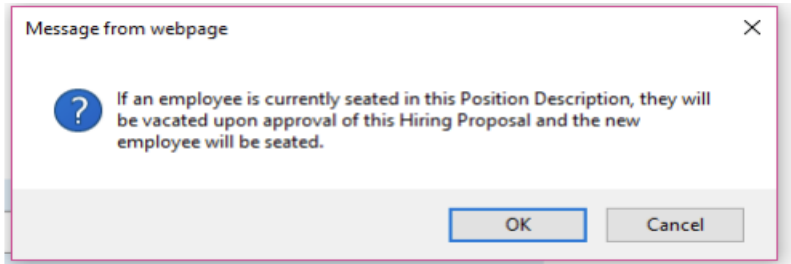
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10. When selecting the position, this message will display:



**Click OK.** Ignore the message as this only vacates the position in PeopleAdmin and does not affect the person's status in PeopleSoft or any other LSUHSC applications.

11. The incumbent salary is the prior incumbent's salary. This and the Budgeted Salary reflect prior entries. Budget information can be entered by either using the *Add Budget Information* boxes below for each funding source or the data can be entered on the funding source spreadsheet which is uploaded under Hiring Proposal Documents. (See next page.)

Position Budget Information

Funding Source Template

Budget information can be entered by either using the *Add Budget Information* boxes below for each funding source or the data can be b Documents.

Funding Type

Department (7 digits)

Fund (3 digits)

Program (5 digits)

Class (5 digits)

Project/Grant/Speed type (10 digits)

Account


% Distribution

Remove Entry?

Salary Information

Incumbent Salary

Budgeted Salary



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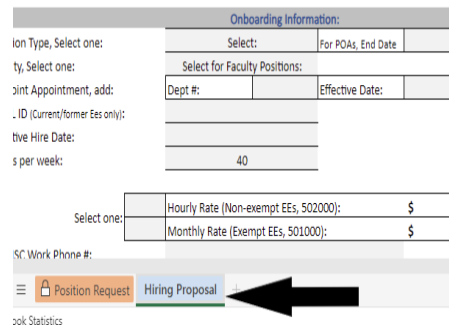
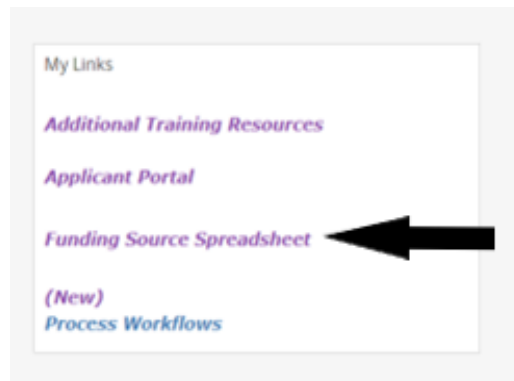
**LSU HEALTH SCIENCES CENTER - NEW ORLEANS**  
**Hiring Proposal Funding Document**

*This document will populate based on the position request information. When completing the hiring proposal, update as necessary focusing on the shaded boxes.*

Position Title: \_\_\_\_\_  
Position Number: \_\_\_\_\_  
Candidate Name: \_\_\_\_\_

Base Pay							
Department	Fund	Program	Class	Project/Grant/ Speed Type	Account	Final % Dist	Final Salary Amount
							\$ _____

The “Hiring Proposal Funding Sheet” is available in “My Links” on the People Admin home page (bottom right.) It is the second tab within the Funding Source Spreadsheet. The top portion of this form should be filled out at this step in the hiring proposal process.



12. Enter a Proposed Starting Salary and a Proposed Start Date, then **click save and continue**. (Orientation date is optional).

Hiring Proposal Information

Hiring Proposal Number \_\_\_\_\_

\* Proposed Starting Salary  This field is required.

\* Proposed Start Date  This field is required.

Orientation Date

**13. Take Action on Hiring Proposal**

If you are an Initiator, you will move to **Department Approver**

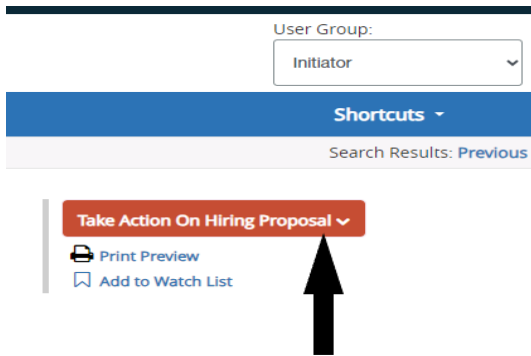
If you are a Department Approver, you will move to **HR Compensation**

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14. For Unclassified & Administrative Faculty positions, HR Compensation ([nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu)) will review hiring proposal and candidate qualifications and insert an HR recommended salary range before moving on to Budget for review and approval.

For Faculty positions, Talent Acquisition & Operations ([recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu)) will review hiring proposal and candidate qualifications and move on to budget for review and approval.

15. At the Budget or School/Division Approver stage, an approved starting salary must be entered.
16. Once Approved by Budget and School Division Approver, either the Initiator or Department Approver will receive email indicating they are approved to make offer. **If there is no Approved Starting Salary, do not make offer prior to contacting HR ([nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu)) to confirm approved starting salary that can be offered to candidate.**
17. Once employee responsible for making offer is clear on what the approved maximum salary offer is, the offer can be extended to candidate.



**NOTE:** If department wants to make an offer above the HR recommended range, a written justification approved by Dean/Division Approver is required uploaded in either the *Other Document or Approved Hiring Freeze Exception Form* field **PRIOR** to offer being made.



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Salary Information	
Incumbent Salary	46350
Budgeted Salary	
Approved Starting Salary (MUST BE COMPLETED)	39,481 - 44,404
HR Recommended Salary/Range	39,481 - 44,404
Unclassified Pay Level	N23(Min \$37,000 - Mid \$47,500 - Max \$58,000)

Hiring Proposal Information	
Hiring Proposal Number	U00011HP
Proposed Starting Salary	44,400
Proposed Start Date	01/21/2020
Orientation Date	
Employee ID	0074502



**NOTE:** It is important to use the final salary approved when making an offer. Click in the **History** tab to view notes which may have been added to the hiring proposal as it moved through the process.

ACQUISITION COORDINATOR

Summary History

Workflow	Notes	Emails
Email Sent	"Hiring Proposal Status Update" sent to 1 user via "Users for hiring proposal site trigger action: SiteTriggerDefinition (45)"	February 18, 2020 at 09:28 A
Email Sent	"Hiring Proposal Status Update" sent to 1 user via "Users for hiring proposal site trigger action: SiteTriggerDefinition (43)"	February 18, 2020 at 09:28 A



**NOTE:** Required documents **must be uploaded prior to updating hiring proposal to Offer Accepted**. Department will no longer have access to upload documents to hiring proposal after updating to **offer accepted**.

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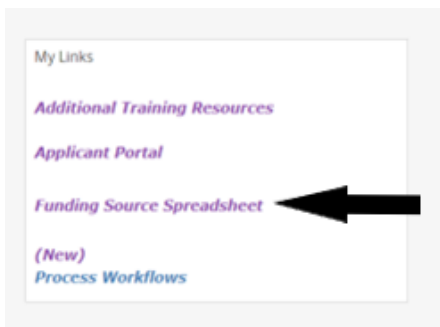
[nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu)

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18. Upload (at minimum) the **required** Hiring Proposal Documents for review:

**Required: Budget Authorization - Hiring Proposal Funding Sheet.** The “Hiring Proposal Funding Sheet” is available in “My Links” on the People Admin home page (bottom right.) It is the second tab within the Funding Source Spreadsheet. The bottom portion of this form should be filled out at this step in the hiring proposal process.

Onboarding Information:			
Position Type, Select one:	Select:	For POAs, End Date	
Faculty, Select one:	Select for Faculty Positions:		
For Joint Appointment, add:	Dept #:	Effective Date:	
EMPL ID (Current/former Ees only):			
Effective Hire Date:			
Hours per week:	40		
Select one:	Hourly Rate (Non-exempt EEs, 502000):	\$	-
	Monthly Rate (Exempt EEs, 501000):	\$	-
LSUHSC Work Phone #:			
Candidate's Personal E-mail (NEO Invite)			
Reports To Position Number:			
Reports To Name:			
Department #/Name:			
Location Code			



A screenshot of the 'Onboarding Information' form, identical to the one above. Below the form, there is a navigation bar with a hamburger menu icon, a 'Position Request' tab, and a 'Hiring Proposal' tab (with a black arrow pointing to it). Below the tabs, there is a 'Work Statistics' link.

**Required: Approved Signed Offer Letter-** for review by Budget, School/Division Approver and Vice Chancellors.

A screenshot of the 'Hiring Proposal Documents' section in the PeopleAdmin system. The page title is 'Editing Hiring Proposal'. The left sidebar shows 'Hiring Proposal Documents' as the active section. The main content area shows a list of documents with checkboxes and 'Actions' links. The documents listed are: Budget Authorization - Hiring Proposal (checked), Draft Offer Letter, Other Document, Approved Hiring Freeze Exception Form (If not on position request), and Approved Signed Offer Letter (checked). At the bottom right, there are 'Save', '<< Prev', and 'Save & Continue' buttons.

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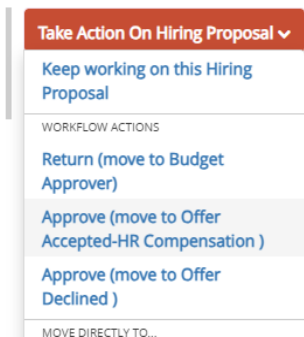
### Optional Hiring Proposal Documents:

*Draft Offer Letter* – a document can be uploaded here if it is helpful for the department’s internal review process.

*Other Document* – a document can be uploaded here if there is some other information required for review/approval of hiring proposal.

*Approved Hiring Freeze Exception Form* - a document can be uploaded here If not included in position request or additional justification of salary is required (see below).

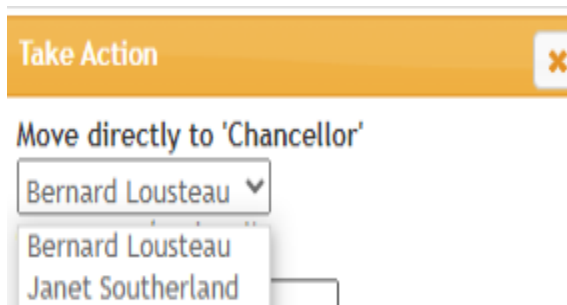
19. Once the offer is extended and accepted, the **Initiator** or **Department Approver** should update the Hiring Proposal status to **Approved - Offer Accepted** – this will prompt People Admin to notify Talent Acquisition & Operations to initiate background check.



When updating to **Approved - Offer Accepted**, move to the appropriate Chancellor for review/approval.

**VCAF** (Ben Lousteau) - Unclassified positions

**VCAA** (Dr. Southerland) - Faculty and Other Academic positions (Research Associate, Staff Scientist, Clinical Associate, Library Associate)



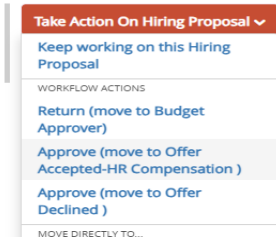
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20. If the offer is declined, move to **Approved - Offer Declined**. At this point, a new hiring proposal can be submitted for next candidate OR email [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) to request posting be republished to LSUHSC career opportunities page.



21. If offer is countered by candidate, send the hiring proposal back through approval process with revised proposed offer to **Budget** and **School/Division Approver**. If approved, follow steps 17 – 19.