

All copies of the PER-3 should be delivered to Human Resource Management, HRM Analyst for Budget (SAHP). Departments will receive the approved "Department" copy via Campus Mail.

## **INSTRUCTIONS FOR PER-3**

***GRAYED AREAS ARE FOR HUMAN RESOURCE MANAGEMENT USE ONLY***

**Employee ID** – Employee's unique identifier in PeopleSoft. Navigation: Go>Administer Workforce>Use>Job Data>Work Location

**Position Control Number (PIN)** – From the "Old" legacy budget system (i.e. 82-572-01-001).

**PeopleSoft# (PSN)** – PeopleSoft Position Number. Navigation: Go>Administer Workforce>Use>Job Data>Work Location

**Position Title** – Official title defined by Civil Service/LSU System. (Please do not use "working" title.)

**Campus/Business Unit** – Campus (Shreveport, New Orleans, etc.) where employee works.

**Department Name/Section** – Official name of the department as found in PeopleSoft. (Assists in routing approved copies)

### **Proposed Action**

- Transfer to new Department and/or Promotion:** Provide all *new* data and include the effective date of change. The following information is required: Official PS Title (not working title), PS Position Number, Position Control Number (PIN) from old Legacy budget system, PS Department/Section, PS Department ID ("SH" number) and PS Location. It is not necessary to provide information that has not changed.
- Leave of Absence** – Leave of absence or sabbatical leave; with pay, without pay, full pay, or half pay.
- Return from** – Mark appropriate box and give effective date of return.
- Change in source of funding** – Start and end dates for new funding source.
- Change in Percent Effort** – Complete old and new percent of effort (100% to 40%) and effective date of change. (Note: Reduction in percent of effort requires a letter signed by the employee that must accompany the PER-3 acknowledging the reduction in pay and hours)
- Other Changes or Remarks** – Use this section for unique occurrences or additional comments.
- Add Gratis to current Faculty** – List New Department Name/Section when adding a gratis appointment in another department.
- Additional Compensation** – Request payment of additional monies to a current employee. (i.e. Research Protocol, a visiting professor, in the LSU System, conducts a lecture at the Shreveport Campus, on call over base pay for an unclassified employee, etc.). This must include from and through dates, as well as justification.

### **Salary and Distribution**

- Old LSU Account number** – List each account from which the individual is currently, and will be, paid.
- Present Annual** – List dollar amount (rounded to whole dollar amount) that is currently being paid from this account.
- Proposed Annual** – List dollar amount (rounded to whole dollar amount) to be charged to this account.
- PeopleSoft Account Code** – Found in the Excel spreadsheet "LSU to PS Conversion".
- Proposed % of Total** – Percent of the total salary to be paid from account listed. Percents should be represented in three decimal places. (91.237%)
- Total** – List both present and proposed annual salaries.
- Present Hourly Rate** – List current hourly rate, only if an increase is being requested.
- Present Monthly Rate** – List current monthly rate, only if an increase is being requested.
- Proposed Hourly Rate** – List proposed hourly rate, only if an increase is being requested.
- Proposed Monthly Rate** – List proposed monthly rate, only if an increase is being requested.

**Department Head Signature and Date** – All PER's must be signed and dated by the appropriate Departmental representative.

➤ **NOTE: INCOMPLETE PER-3 WILL BE RETURNED UNPROCESSED**