

All copies of the PER-1 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-1**

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

**PeopleSoft#** - PeopleSoft Position Number. *Navigation:* Go>Administer Workforce>Use>Job Data>Work Location

**Request** – Mark appropriate box.

**SAP#** - PeopleSoft SAP (Old CS02) number. *Navigation:* Go>Manage Positions>Use>Position Data>Position Attribute. Listed as SAP number or Mail Drop Box under Description (also in Manage Positions).

**Date of Request** – The date which the PER-1 form is completed in the originating office.

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

**Overtime Code** –

- 0 = no overtime, straight pay.
- 1 = over 40 hours per week physically worked paid at 1.5 times base rate.
- 2 = 8/80. Over 8 hours worked in a day or 80 hours in a 2 week period paid at 1.5 times base rate.
- 3 = (Police Officers only) over 86 hours in a 2 week period paid at 1.5 times base rate.

**Requesting Department/Section** – Enter the complete official name of the Department as found in PeopleSoft and Section as it will be listed on the posting, if applicable.

**Department ID** – PeopleSoft Department ID, including "SH".

**Hours per week** – Total number of hours per week for which the position will be budgeted. (i.e. 40 hours)

**Percent Effort** – Percent of full time effort based on the hours per week.

**Proposed Salary Range** – Unclassified position ranges can be obtained via the Unclassified Job Description. Classified ranges can be obtained via Civil Service website - <http://www.dscs.state.la.us/>. Contact the Unclassified Manager for Information on Faculty Salary ranges.

**Telephone** – Phone number where the new employee may be reached.

**Location** – The old d-code (nine digits), used for check routing purposes.  
*Navigation:* Go>Administer Workforce >Use>Job Data>Work Location

**Supervisor (Name and Title)** – Name and job title of the new employee's direct supervisor.

**Supervisor's Telephone** – Phone number of the employee's direct supervisor.

**Former incumbent and Employee ID** – Name and PeopleSoft Employee ID of the person who has vacated or will vacate the position.

**Reason for & Effective Date of Action** – Mark reason for leaving; if other, specify. Effective date of vacancy.

**Remarks** – Information helpful to HRM for processing this request.

**PDP, SH2, etc.** - Insert appropriate dollar amount for the Premium Pay, Shift Diff etc. if applicable, for the position being filled.

**Old LSU Account Number** – "Old" legacy budget account number (i.e. 572-01-8951).

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

**Account Percent** – Percent of total funding to be paid from the corresponding account.

**Budgeted Amount** – Enter budgeted annual salary, per account for current or former incumbent.

**PeopleSoft Account Code** – Found in the Excel spreadsheet "LSU to PS Conversion". (This is a conversion from the Old LSU Account code).

**PeopleSoft Account Percent** – Percent of the total salary paid from each PeopleSoft account.

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

➤ **NOTE: INCOMPLETE PER-1 WILL BE RETURNED UNPROCESSED**