

# Terminology and Definitions—Human Resources

**Employee ID** – a number that is sequentially assigned by Human Resources (HR) and is unique to each employee.

**Payroll dates** - Calendar :

<http://www.lsuhs.edu/no/administration/hrm/payroll/schedule.aspx>

Departmental submissions of all forms affecting payroll must be well ahead of these dates to allow for approval by the Dean's Office, Central Administration, and the Board of Supervisors as needed.

## **Personnel Transaction Forms – “Pers”**

Note: only the first copy of a per needs to be signed

**Per 1** – form designed to request financial authorization for creating new positions, filling existing vacant positions or reallocating existing positions. (Not needed for student staff and transient positions). For all faculty positions, the BOS rules require that the anticipated source (description and account number) and amount of all supplements be included in the remarks section of the Per 1. It is important that this not be included with the base pay section on the form. All new positions require BOS approval. See Chapter 5 for further instructions on Per 1's. Any position not filled since December 2005 is considered a new position. The creation of new positions is subject to the restrictions outlined in PM-69 <http://www.lsuhs.edu/no/administration/pm/pm-69.aspx>.

**Per 2** – form used to officially appoint a new employee or rehire a former employee in PeopleSoft HR.

**Per 3** - multi function form used to make changes to the HR or payroll system within the PS file including changes in rate of pay and distribution of salary charges to accounts – both prospectively and Retrospectively. This form is also used to effect terminations, retirement, leave of absence, return from leave of absence, new address (on campus), transfer to a new Department, promotions, tenure recommendations, change in source of funds, continuation of appointment, additional compensation and change in salary account distributions. Chapter 6 is devoted to the Per 3.

**Full Time Equivalent (FTE)** – the amount that a person works as a percentage of a full work week. For most employees this is a percentage of the amount worked of a 40 hour work week. For an example, an employee who works three days a week would be a 60% FTE.

**Position Description** – (**PD**) required for classified and unclassified titles regardless of percent of effort or type of appointment and for faculty holding administrative titles. Outlines mission, duties, reporting structure, salary, mental, physical, and educational qualifications needed for the position. A PD for a classified or civil service employee is filled out on an SF-3.

**Period of Appointment (POA)** – a temporary appointment for an employee with a specific start and end date. This type of appointment should only be utilized when the anticipated need is less than a year. Employees on a POA less than six months are not eligible for benefits, do not accrue annual or sick leave, and do not have notification rights with respect to termination.

**Classified Positions (syn. Civil Service Employee)** – a civil service employee is one whose employment relationship with LSUHSC is governed by the Louisiana Department of Civil Service. All jobs with duties consistent with an existing Civil Service job specification and title are required to be filled as Civil Service Employees. As such, these employees have regulations regarding eligibility for employment, how they are treated as an employee, and rights relating to termination. Once these employees probationary period is over, they generally can only be terminated for cause. They are hourly employees and must be compensated for work beyond a standard work week. For additional information about civil service employees, see the LSUHSC Human Resource website and the Louisiana Department of Civil Service website.

**Unclassified Positions** – Administrative Officers and Professional Staff positions specifically exempt from the classified service under Article X of the Constitution of the State of Louisiana. These are professional level positions which typically require a four year college or university degree commensurate with the mission and function of the position. These positions are exempt from the Federal Fair Labor Standards Act (FLSA) and as a result are not governed by standard working hours and do not receive overtime pay. Also, these positions have a 30 day notification requirement for termination without cause. For additional information see the LSUHSC Human Resource website.

**Academic Unclassified Positions** – positions which are a hybrid of faculty appointments and unclassified positions. These positions possess greater employment rights than an unclassified position and less than a faculty appointment. Of particular note is that these positions require a longer notice when terminating employees. Examples of these positions are Research Associates and Clinical Associates. Contact the Dean's office or Human Resources if you have specific questions about this class of employee. These positions are governed by LSU System Permanent Memorandum #23.

**Letter of Offer (LOO)** – Letter given to faculty outlining their terms of their offer of employment with LSUHSC. Faculty letters must be signed by the Department Chairman and the Dean (or his representative) before valid. Unclassified Staff letters must be approved by the Dean's Office of Fiscal Affairs before valid. Letters of Offer are only valid for 30 days after signature by the dean or his representative.

**Letter of Acceptance (LOA)** – Letter signed by a faculty member accepting the terms in the LOO. Faculty cannot begin work without both the LOO and LOA being complete and all of the obligations in the letter are met, such as licensure in the State of Louisiana for Clinical Faculty.