

PER 3 INSTRUCTIONS

****If you are not sure if a PER 3 is needed, review the document PER 3 vs No PER 3****

A PER 3 is a Personnel form that is required to make changes to the House Officer's Personnel file and/or pay information.

- The form can be found on the HR and GME Website
- Use the most recent revised PER 3, the date is found in the top left hand corner (Rev 7/15 as of AY 2015-2016)
- The form is made up of 5 pages, noted on the bottom of the pages: Original, Personnel, Dept, Sponsored Proj, Dean-Dir.
- All 5 pages must be submitted to make the change.
- The Actions that can be made are the following:
 - Termination/Graduation/Resignation (Reason must be listed; and for a Resignation a letter of resignation MUST be attached after the first and last page of the PER)
 - Transfer to New Department/Training program
 - Promotion and/or Change in title
 - Other changes or remarks section: Correct Title; Correct Appointment Date; Pay the House Officer if he/she was not paid or not paid correctly.
 - Change in Source of Funds (to change account assignment in Resident Scheduler)
 - Additional Compensation (usually used to pay extra comp for Chief Resident stipends if applicable to the training program)

PER 3 Fields and Sections that MUST be Completed for ALL PER 3s

1. **Empl ID** – Found in the House Officer's file in New Innovations and on Beginning and End of the Month reports.
2. **PS Pos #** - Found in the House Officer's file in New Innovations.
3. **Names** – The names submitted on the PER 3 must match what's on file in PeopleSoft. List Last name in Last name section and first name in first name section.
4. **Present Title** - Current House Officer Level – not the level promoting to if PER 3 is for Promotion.
5. **School/Division** – Medicine for Medical; Dental for Dental; Dept Must include program name, i.e. Medicine-Cardiology, or Pediatrics-Neonatology; or Surgery-Plastic Surgery.
6. **Dept** – Enter Department name & Program Name if different from Dept Name, e.g. Medicine-GI
7. **Dept Code** – Enter Dept code. If not sure of code, ask Department Business Manager
8. **Action** – select box for the action the PER 3 is being submitted.
 - a. # 1 - Termination
 - b. # 5 - Transfer to New Dept
 - c. #6 - Promotion/or Change in Title
 - d. #8 - Other Changes or Remarks – This action is used to note specific changes for the House Officer; Correct Appointment Dates; to note if the PER 3 corrects another PER 3 that was submitted; and especially for paying, or correcting accounts and percent of effort data for certain dates during the month; it is also used to communicate specifically why the PER 3 is being submitted to avoid any errors.

PER 3 Fields and Sections that MUST be Completed for ALL PER 3s

Action Cont'd

- e. #10 - Change in Source of Funds
 - f. #11 - Additional Compensation – This option is most commonly used when submitting PER 3s to pay extra compensation for Chief Residents for programs that do pay additional compensation for Chief duties.
9. **#13 - Salary and Distribution**
- a. Enter Effective, Funds end date. Enter Rate of Pay-use hourly rates and select hourly rate of pay (for promotions, include current hourly rate and promoted hourly rate); on the basis of should be Period of Appt from and to
 - b. If Money is owed to the House Officer the LSU Account, if applicable, and other Account code data MUST be the Account Code that is entered in PS-RTS to assign the House Officer for the month.
 - c. If the PER 3 is to Promote/Transfer/Terminate with no Money owed: Enter the Account Data. LSU Account – When Legacy accounts were used the LSU Account number was 449/444/445/422 - ??-9901, When PS account codes were developed, some Legacy accounts were give a PS account and some were not, check with Business Manager to verify account to use. DO NOT use Account enter in Resident Scheduler
 - d. % Dist column – if the % effort the House Officer is assigned to the account code for specific dates is NOT 100% include the % effort here and include the specifics of the assignment in #8 (Other Changes or Remarks), including dates, account code and percent effort for the date(s) and account code).
 - e. Complete both columns if applicable: Present Amount and Proposed amount for Promotions and change in Source of Funds.

How to Prepare a PER 3 for the most common Actions:

1. **Change Source of Funds: House Officer assigned to the incorrect account code in Resident Scheduler**
- a. **Complete required fields at the top of the PER 3**
 - b. **#10 Change in Source of Funds**
 - Check the change in source of Funds box
 - This action is selected to correct account codes in PS Resident Scheduler that must be changed to reflect the House Officer's correct rotation. PER 3s with this action MUST be submitted with the End-of-the Month Report.
 - c. **#8 Other Changes or Remarks**
 - Enter specific change, dates, account, percent of effort; and reason for the change
 - d. **#13 Salary & Distribution**
 - Enter the *Effective* date. If the change is for one day, the same date is entered in the *Funds End Date* space; if the change is for multiple dates that are listed in #8, enter the *Effective* date, and in the *Funds End Date*, enter the last day of the month or pay period, which ever is applicable.
 - Rate of Pay: enter the House Officer's hourly rate of pay only in the *to* space

INSTRUCTIONS: PER 3 - #10 – Change in Source of Funds Cont'd

- Select the Hourly box
 - Select the *From & To* Period of Appt Boxes
 - Enter 100 in the Percent of full time space
 - Account Information: Enter the incorrect account and enter the dollar amount in the Present Amount column dollar, dollar amounts in columns MUST match; enter the correct account and enter the dollar amount in the Proposed Amount column. Enter the correct % Dist for each account. Percent Effort amounts and dollar amounts MUST be correct or the PER 3 will NOT be accepted.
- c. **Signature** – if coordinator has signature authority then sign the PER 3; if not, then the Business Manager or Assistant Business Manager must sign
- d. **Send** the PER 3 to the GME Office

For Action #2 – # 5, A PER 3 may not be needed, Review document PER 3 or No PER 3

2. **Termination/Graduation/Resignation** – complete the following fields & sections if a PER 3 is needed:
- a. **Complete required fields at the top of the PER 3**
- b. **#1 - Termination**
- *Effective* - enter the date after the last day the House officer is to be paid, for example, if the house officer is to be paid for November 30, then the termination effective date is December 1
 - *Last Day cob worked* – enter the last day the House Officer is to be paid, for example if the house officer is to be paid for November 30, enter November 30.
 - *Reason* – enter the termination reason. If the reason is resignation, type resigned and attach a copy of the resignation letter after the 1st page-Original and after the last page.
- c. **#13 Salary & Distribution**
- Only Effective date is needed
 - Rate of Pay: enter the House Officer's hourly rate of pay
 - Account Information: If the house officer is NOT owed money, the account to use in #13 in the account section is the account number used to appoint the House Officer (it is the PS chart string that correlates to the old Legacy account # that ends in 9901, if there is one for the PS chart string).
- d. **Signature** – if coordinator has signature authority then sign the PER 3; if not, then the
Business Manager or Assistant Business Manager must sign
- e. **Send the PER 3** to the GME Office
3. **Promoting and/or Changing Title** – complete the following fields & sections if a PER 3 is needed:
- a. **Complete required fields at the top of the PER 3**
- b. **#6 Promotion and/or change in Title**
- Enter the Title/House Officer Level the House Officer is promoting/changing to
 - Enter the Effective date of the promotion/title change
 - All other fields can remain blank

INSTRUCTIONS: PER 3 - #6 Promotion and/or Change in Title Cont'd

c. #8 Other Changes or Remarks

- If the PER 3 is submitted after the Promotion date, and the House Officer has been paid for payroll dates when he/she should have been paid at the Promoted level, enter in this section the reason the Promotion Per is late and to Pay the House Officer and to NOT OVER PAY
- If the PER 3 is submitted at least a month in advance of the Promotion Date, which is when it should be submitted, this section can be left blank or enter information regarding the promotion
- If the PER is for a Change in Title Only, and no promotion, enter this information in section #8

d. #13 Salary & Distribution

- Only Effective date is needed
- Rate of Pay: enter the House Officer's hourly rate of pay
- Account Information: If the house officer is NOT owed money, the account to use in #13 in the account section is the account number used to appoint the House Officer (it is the PS chart string that correlates to the old Legacy account # ending in 9901, if there is one for the PS chart string).
- The salary promoted to is entered in the Proposed Amount Column, the Present Amount column is left blank
- If the House Officer is owed money, the account the House Officer is assigned to in Resident scheduler is the account to enter in this section.
- The salary changing from is entered in the Present Amount column and the salary promoted salary is listed in the Proposed Amount column

e. Signature – if coordinator has signature authority then sign the PER 3; if not, then the Business Manager or Assistant Business Manager must sign

f. Send the PER 3 to the GME Office

4. **Transfer to New Dept with Promotion and/or Change in Title** – House Officer is transferring from one LSU program to another LSU program with Promotion and/or Change in Title – complete the following fields & sections if a PER 3 is needed

a. Complete required fields at the top of the PER 3

b. #5 Transfer to New Dept – with #6 Promotion and/or Change in Title

- Receiving Program completes the Transfer PER 3, (the coordinator will have to get the Dept Account codes from the other program to complete Section #13 of the PER 3)
- Transfer to New Dept – enter the Department Name & Program name - DO NOT forget the Program name.
- Effective Date – enter the date the transfer is effective
- PS Location code – this number identifies the program the House Officer is transferring to, it is also the number that appears on the PS-RTS EOM and BOM reports as “Location”.
- PS Dept. code – enter the PS Department code
- Phone # - enter the Program's phone number

INSTRUCTIONS: PER 3 - #5 Transfer to New Dept with Promotion and/or Change in Title, Cont'd

c. #6 Promotion and/or Change in Title to

- Enter the Title/House Officer Level the House Officer is promoting/changing to
- Enter the Effective date of the promotion/title change
- All other fields can remain blank

d. #13 Salary & Distribution

- Only Effective date is needed

e. Rate of Pay: enter the House Officer's hourly rate of pay in the "from" field, if the house officer's level is changing, enter the new hourly rate of pay in the "to" field.

f. Account Information: If the house officer is NOT owed money, the account to use in #13 in the account section is the account number used to appoint the House Officer (it is the PS chart string that correlates to the old Legacy account # ending in 9901, if there is one for the PS chart string). Both program Account codes are needed in this section

g. Signature – if coordinator has signature authority then sign the PER 3; if not, then the Business Manager or Assistant Business Manager must sign

h. Send the PER 3 to the GME Office to continue the submission process

5. Transfer to New Dept with NO Promotion and/or Change in Title – House Officer is transferring from one LSU program to another LSU program with NO Promotion and/or Change in Title – complete the following fields & sections if a PER 3 is needed:

a. Complete required fields at the top of the PER 3

b. #5 Transfer to New Dept – with NO Promotion or Change in Title

- Coordinators from both programs determine who will complete the Transfer PER 3 to avoid submitting more than one form.
- Transfer to New Dept – enter the Department Name & Program name - Do NOT forge the Program name.
- Effective Date – enter the date the transfer is effective
- PS Location code – this number identifies the program the House Officer is transferring to, it is also the number that appears on the PS-RTS EOM and BOM reports as "Location".
- PS Dept. code – enter the Program's PS Dept Code
- Phone # - enter the Program's phone number

c. #13 Salary & Distribution

- Only Effective date is needed

d. Rate of Pay: enter the House Officer's hourly rate of pay in the "to" field.

e. Account Information: If the house officer is NOT owed money, the account to use in #13 in the account section is the account number used to appoint the House Officer (it is the PS chart string that correlates to the old Legacy account # ending in 9901, if there is one for the PS chart string).

f. Signature – if coordinator has signature authority then sign the PER 3; if not, then the Business Manager or Assistant Business Manager must sign

g. Send the PER 3 to the GME Office to continue the submission process.