# Personnel Action Form 3 – The Per 3

# <u>PER 3</u>

The Per 3 is a multi-function form used to make changes to the HR, payroll, and/or accounting systems within PeopleSoft, 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 work location (on campus), transfer to a new Department, promotion, tenure recommendation, name change, change in source of funds, continuation of appointment, pay additional compensation, change salary account distributions, and make other miscellaneous changes.

The Per 3 template is in Microsoft Excel. There are three different versions of the form that are used for three different types of employees.

## Per 3 (Student Workers, House Officers, POA)

Per 3 (hourly) should be used for all classified employees.

**Per 3 (salary)** should be used for all salaried employees (Faculty and Staff) and for gratis employees.

A blanket Per 3 can be utilized in two instances. First, when three or more faculty members of the same pay group are being paid, and second, when terminating three or more students or Gratis Faculty. The remarks section of the blanket Per should contain the wording "see attached." Since a blanket Per 3 does not contain the names of the individuals affected by the blanket, an extra copy of the supporting documentation for the Per should be attached behind the "*Dean's*" copy of the Per.

When preparing a blanket Per to terminate a group of gratis or student employees, attached to the Per 3 must be a list which contains the following info: name, employee ID, title, and effective date of termination.

For blanket Per 3s that pay supplement, only one pay group per blanket Per is allowed. For example gratis employees (GR1), fulltime (NMF) and part time (NMP) employees must be on separate pers and have separate spreadsheets attached to each per. Attached to the blanket Per 3 must be a sheet outlining the distribution of salary for each employee by amount and source. The standard template format must be used and can be found at: U:\Public\SOM\_Policy\_and\_Procedure.

Within each Per template spreadsheet, there are a *Directions* tab and subsequent tabs in two major sections. These two major sections are the same in their final product; the first set (tabs 2-6) is intended for manual entry and the second set (tabs 7-12) is to be automatically populated with data queried from PeopleSoft. Regardless of what section is used, all five tabs are required to be printed to make up a completed Per packet. The completed packet will contain 5 sheets labeled *Original, Personnel, Dept., Sponsored Proj.*, and *Dean-Dir*. In the first major section the end user will have to manually input every required field. Data should be input only in the tab labeled "*Original;*" the next

four tabs will be automatically populated from the data that is manually input. The tab labeled *Datasheet* is used for pasting PeopleSoft query results. The datasheet is linked to the next five tabs. The data from PeopleSoft populates most of the fields. Those fields not filled in must be typed manually into the tab "*Original Query*." The next four tabs will then be automatically populated with both the query data and the data that was manually entered. As with the manual version of the forms, all five tabs need to be printed to generate a complete Per 3. The query data contains the header information (employee demographics) as well as their current salary distribution as it is listed in PeopleSoft HR. It is recommended that the query version of the Per 3 is used when possible. The reason is that using the query reduces the likelihood of data entry errors and guarantees that the current salary distribution matches what is currently in PeopleSoft.

#### Changes in Sources of Funds - "Retros"

Changes in Source of funds fall into two basic categories – retrospective (Retros) and prospective. The responsibility for processing changes in sources of funds lies in two areas of Central Administration. All prospective changes of base pay keyed into PeopleSoft HR by Human Resources. Payroll is part of Accounting Services and they key into the PeopleSoft Payroll module all scheduled, future supplemental payments to employees and any changes made to those scheduled payments. Accounting Services is also responsible for processing retroactive changes in sources of funds regardless of whether they are base or supplemental compensation.

A retroactive change in source of funds, as the name implies, retroactively changes what accounts employee's efforts are charged to. These forms represent a mistake – employee's efforts were charged somewhere where the employee was not working or where there was insufficient revenue to support him or her. Every effort should be made to minimize the use of Retros.

Retros for previous FYs are usually governed by different FB rates. When Accounting Services processes a Retro for a period governed by a different FB rate, the rate that is automatically created will apply the current rate to both the reversing entry(s) and the new one(s) that is created. The business manager should request from Accounting Services that manual entries be made to adjust for the difference between the current FB rate and the prior period. This is one reason why Retros with dates which cross FY's are not permitted.

A Retro posts in two places, in the HR module and in the General Ledger (GL). The HR module contains the official record of how every employee is charged since the inception of PeopleSoft in 2001. When a Retro is processed, the log is changed and all previous record of how an employee was charged is erased. In contrast, the GL contains standard double entry accounting entries; entries are never erased or wiped out. Instead, new entries are created that cancel out the effect of the prior transaction – and the two net to \$0. For example, if an employee is charged \$100.00 to account Y for the month of April and the Department wishes to move the salary for April to account Z, the \$100.00 expense to Y will always be posted to account Y in that period. When the Retro is processed, an additional entry will be posted (in the accounting period in which the Retro

is posted) for -\$100.00 and \$100.00 will then be charged to account Z. Thus the GL records will always show the history of what has occurred. The entry originally charging the \$100.00 and reversing the \$100.00 expense will always be there and net to zero.

One peculiarity of LSUHSC's Retro system is that on the accounting side in the GL, when a Retro posts, every payroll entry for an employee during the time period on the per is reversed, not deleted, (a reversing entry is created as in the example in the previous paragraph) regardless of whether there was a change to the individual account or not. The first step of the Retro is to create a Journal Entry in the GL that reverses all of the pay entries for an individual. The second step creates entries which post the employee's salary as the Retro indicates that the employee should have been paid.

In order to properly prepare a Retro, it is helpful to understand how they are processed. Despite the 100 plus fields that are contained on a Per 3, what Accounting actually needs and uses to process a Retro is: EmpIID, date range, source(s), and amount per account. The operator enters in an EmpIID and a date range. The system then displays how the employee is currently charged in PS HR for that time period. The operator then enters a new distribution for that time period by <u>account (project ID) and amount or by account (Project ID) and percentage</u>.

Additional instructions on how to process retros can be found on the Human Resources website at the following location: <u>http://www.lsuhsc.edu/no/administration/hrm/Forms.aspx</u>

# Filling Out the Per 3

#### Header Information (May be obtained using a query) – See Chapter 9

Soc. Sec. #.	012-34-5678	Empl.ID	0072134	PCN	PS. Pos.	00041721
Name Doe			Mark		Present Title ASSISTANT PROFI	ESSOR - CLINICAL
	Last		First		MI	
School/Division	Medicine	Dept.	Orthopedics		Dept. Code	NO1494500

The data required to fill in these fields can be found in PeopleSoft Human Resources.

<u>Social Security #</u> - <u>123-45-6789</u> The Social Security Number is nine (9) digits long. <u>Can be found:</u> Workforce Administration>Personal Information>Modify a Person

Empl. ID - Seven (7) digit Employee ID number sequentially assigned in PeopleSoft. (0012345) Can be found: Workforce Administration>Personal Information>Modify a Person

<u>PS Pos.</u> - Eight (8) digit Position Number assigned in PeopleSoft and is unique to each position. (56789123) <u>Can be found:</u> Workforce Administration>Job Information> Job Data

<u>PCN</u> - Ten (10) digit Position Control Number assigned by Department to identify position. (PCN# 9844986002) this number is sequentially assigned by each Department and is not a validated field in PeopleSoft. A non-validated field is one that is not required for a person to be keyed into PeopleSoft and that there is

no data check on the type of data keyed into the field. That means that the data keyed into this field is not always uniform in format and can be completely missing.

<u>Can be found:</u> First obtain PS Position Number, then go to Organizational Development>Position Management>Add/update Position Info>Specific Information (Tab) – Field labeled as "Mail Drop ID"

<u>Name</u> – Self explanatory

- <u>**Title</u>** Official University title, if the space furnished is insufficient, proper abbreviation is permissible Can be found: Workforce Administration>Job Information> Job Data</u>
- <u>School/Division</u> -The administrative area (School) to which the employee's home Department is part of (e.g. Medicine, Nursing).
- <u>Department</u> The name of the Department which the employee is a member of (e.g. Surgery, Orthopedics). Can be found: Workforce Administration>Job Information> Job Data
- **Dept.** Code The name of the Department which the employee is a member of (e.g. NO1494500). Note: All School of Medicine departmental IDs start with NO in PeopleSoft Human Resources; in PeopleSoft Financials the two letters preceding the Department are omitted.

Can be found: Workforce Administration>Job Information> Job Data

Pay Grp.	NMF	NMF - Full-time Faculty Staff (NO)	•
Emp. Cl.	Indf No T	Unclass - Unclassified	•
Рау Туре	Salaried	Salary	•
Reg/Temp	Regular	Reg	•
Country	USA	USA	•
Visa			-

- <u>Pay Grp.</u> The employee's pay group. (NMF for Salaried FT employees) <u>Can be found:</u> Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data >Payroll
- **Empl. Cl.** The employee's classification. This classification relates to the type of appointment that the employee is being appointed to. Unclassified employees (professional staff Business Mangers, coordinators, etc.) are "*Indefinite/No Tenure*" appointments. Research Associates, Clinical Associates, and Post-Docs are "*Annual Appointments*." For faculty appointments, refer to PM-23 which can be found at: <u>http://www.lsuhsc.edu/no/administration/pm/pm-23.aspx</u>

<u>Can be found:</u> Workforce Administration>Job Information> Job Data- "Job Information" tab

- <u>Pay Type</u> The employee's pay type i.e. Salaried or Hourly. All Faculty and Staff are salaried, classified employees and Students are hourly.
  <u>Can be found:</u> Workforce Administration>Job Information> Job Data- "Payroll" tab
- <u>**Reg/Temp</u>** Indicates whether the employee is a regular or temporary employee. <u>Can be found:</u> Workforce Administration>Job Information> Job Data- "Job Information" tab</u>
- <u>Country</u> Indicates the employee's country of citizenship. <u>Can be found:</u> Workforce Administration>Personal Information>Citizenship
- <u>Visa</u> Indicates the type of visa and/or permit the employee is on. This field is not necessary for U.S. citizens.

<u>Can be found:</u> Administration>Personal Information>Citizenship>Visa/Permit Data

# **PROPOSED ACTION:**

Mark (x) in the appropriate block or blocks indicating the action(s) being taken and fill in the required information.

- (1) Termination Human Resources should be immediately emailed upon gaining the knowledge that employee is to be terminated. This allows HR to place employee on LWOP if notice is extremely short or paperwork is delayed so that an employee is not overpaid.
- I. Termination effective \_\_\_\_\_\_\_ cob.worked \_\_\_\_\_\_ Hrs. annual leave for which pay is due \_\_\_\_\_\_
  Reason
- (a) Effective Date This date is to be the effective date of termination that severs the individual from the employee-employer relationship with the LSU Health Sciences Center. It cannot ever be the same date as last day worked. Whole months should be used for salaried employees. Example: Employee's last day worked is September 28, 2007 which is a Friday; the effective date should be, October 1, 2007.
- (b) Last Day cob. worked This should be the date of the last day of work at the close of business (c.o.b.). As in example above, last date worked would be September 28, 2007.
- (c) Hours of annual leave for which pay is due Do not fill in will be completed by HR.
- (d) Reason Indicate reason employee being terminated.

All Per3s to terminate an employee must be accompanied by:

- Letter of resignation from employee
  - Preferably an original signed letter of resignation

- Facsimiles and emails are acceptable, or
- Evidence of proper notice of termination of employment varying positions have different notice requirements contact Human Resources if you are unsure.
- Period of Appointment employment document.
- If the termination date is less than two weeks from the submission of the Per 3, a printed copy of email notifying HR should be attached to all terminations so that the Dean's Office knows that HR has placed the individual on Leave without Pay.
- Students, including Residents and House Officers, can be terminated without any supporting documentation.
- In the event that an employee cannot be located (this is considered abandonment of one's job) HR should be contacted to place the individual on Leave Without Pay (LWOP). The Department should then work with HR to take appropriate steps for termination.

### (2) Retirement

2. Retirement Regular Disability Effection	ve	Teacher's	La. State Empl.
Hours of unused leave to be applied to retirement:	Annual	Sick	
Hours for which pay is due	Annual	Sick	

(a) Do not fill out any Pers for retirement – It is the responsibility of an employee to notify Human Resources of their intent to retire and HR will be prepare a Per 3 and route it to the Department for approval.

# (3) Leave of Absence (email HR immediately upon notification to prevent overpayment in case Per is delayed)

3. Leave of Absence effective	thru	With pay	Without Pay
Justification		Ins. Cont.	Discontinued

(a) Effective - The date of the first working day the employee is absent.

- (b) Thru -The last working day in which the employee is absent. (Include ONLY if Date is absolute should not be listed if employee will be on LWOP for an extended period of time.)
- (c) With Pay/Without Pay Mark the appropriate box. It is an extraordinary situation (such as Sabbatical) for someone to be on Leave with Pay this should not be submitted without prior approval from the Dean's Office and Central Administration.
- (d) Justification Provide a brief justification. If Sabbatical, refer to PM-12 and make sure to attach documentation evidencing administrative approval. Note: When on Sabbatical, employee is charged to a Central Administration account that is funded from the Fringe Benefit pool that is created from charges against base salaries. This is the ONLY type of leave that is not charged to the employees current account distribution in PeopleSoft.
- (e) Insurance continued/discontinued Mark the appropriate box so that the proper entries may be made to the insurance records and make sure an insurance leave without pay form is completed and submitted along with this form.

### **Required attachments by the School of Medicine:**

• Letter of communication to employee, if not due to insufficient leave.

• Copy of email notification of HR if less than two weeks from submission.

## (4) Return from Leave of Absence

4. Return from Leave of Absence effective

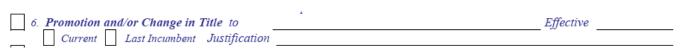
<u>Effective</u> - This is the first day the employee returns to work. It is required that this action be prepared in every case when an employee returns to work from any type of leave that required the processing of a form authorizing the leave.

#### (5) Transfer to New Department

5	Transfer to New Dept				Effe	<i>èctive</i>
	LSU Work Location					
_	P:	S Location Code	PS Dept . Code	Phone #	New PCN#	New PS. Pos#

- (a) <u>Department Name</u> the full name of the new Department to which the employee is assigned.
- (b) Effective Date The date of the move to the new Department.
- (c) LSU Work Location
  - (1) PS Location Code The 9 digit PeopleSoft code that is used for distribution of campus pay checks and leave attendance sheets.
  - (2) PS Dept Code The PS Department code indicating the Department in which the employee will be working.
  - (3) Phone # The number where the employee can be contacted while at work.
  - (4) New PCN# Used to assign a new PCN.
  - (5) New PS. Pos. # The new 8 digit PeopleSoft Position number to which an employee has been assigned.

#### (6) Promotion and/or Change in Title to:



Note: Promotion to a new position or a change in title will require the changing of the PCN and PeopleSoft Position number in section 5.

- (a) New Title
- (b) Effective Date of new title
- (c) Current should be left blank
- (d) Last Incumbent should be left blank
- (e) Justification A brief explanation is sufficient.

## (7) Tenure Recommendation (For Faculty Ranks)



Do not fill out this section. The Dean's Office section of Faculty Affairs will assist you with this information if a faculty member is granted tenure.

(8) Other Changes or Remarks - This area is reserved for pertinent information not covered by the other sections of the form. Complete explanations should be utilized to enable proper interpretation of why the form is being processed.

- If the Per 3 is a retroactive change in source of funds for an employees pay, explain why the salary was not originally charged properly.
- If there is further explanation or support for the Per 3 on a separate piece of paper, type "see attached" and place the attachment before Dean's copy of the Per 3.
- Supplements can be scheduled to be paid in advance for up to one year, but not across Fiscal Years. If the Per 3 is intended to replace a previously scheduled supplemental comp, the first page of Per 3 should be printed on hot pink paper and utilize the wording "form supersedes Per for supplemental compensation routed 00/00/00." The hot pink paper is utilized to alert Payroll to the fact that the Per 3 being submitted is intended to replace the existing supplement and not be in addition to it. Accidentally processing the supplement in addition to the previously scheduled supplement results in the faculty member getting overpaid which has resulted in significant audit findings.
- If the Per 3 is paying supplement or additional compensation, the reason for the payment should be clearly identified.
- If unusual circumstances arise, make sure the explanation is clear.
- If form is late, make sure to provide an explanation.
- Don't rely on the fact that the people approving the Per 3 after you know anything about the form even if you had conversations with the Dean's Office about the circumstances under which it is being submitted. The form needs to be able to stand on its own if it is reviewed by an auditor a year after submission. Additionally, the Dean's Office and Central Administration review thousands of these forms each year. It is impossible to remember each "special" situation.

# (9) Continuation of Appointment -

9. Continuation of Appointment:

Last Appointment Effective
This Appointment Effective

thru thru

This should be completed to continue employees that are currently on periods of appointments that are about to expire or have changes.

(a) Last Appointment Effective \_\_\_\_\_ Thru\_\_\_\_ - The dates as shown on the current Appointment or Per 3 form.

(b) This Appointment Effective \_\_\_\_\_ Thru \_\_\_\_\_ - The new dates to extend an appointment or to show a new distribution or extension on restricted funds.

# (10) Change in Source of Funds – [10. Change in Source of Funds

Mark this box to indicate that the Per 3 is intending to change the source of funds to which someone is charged retrospectively and or prospectively. Section 12 must be filled out completely as is appropriate. As section 10 of the per must be filled out in concert with section 12 Salary and Distribution, the instructions will be listed once under that section below.

## (11) Additional Compensation -

11. Additional Compensation: Total Amount	Effective	thru
Indicate Payment Dates and Amounts		
Justification		

This section is to be completed when an employee is paid for performing duties in addition to, or outside the normal areas of responsibility of his or her job. These duties would be under the direction of a Department Chairman with the approval of the Dean of the School of Medicine. Accuracy of both the amount and the dates are critical for this section. For further guidance on the appropriateness and determining the amount of supplemental payments, please refer to the section of this manual entitled "Payment of Supplemental Compensation" in Chapter 5 above. As section 11 of the per must be filled out in concert with section 12 Salary and Distribution, the instructions will be listed once under that section below.

SALARY AND DISTRIBUTION         Effective         09/01/07         Funds End Date         09/30/07         AED           Rate of Pay         from \$         283.33         to \$         283.33         On the Basis of :         Fro           Hourly         Monthly         Per Period         Hourly         Monthly         Per Period         From \$         Period of Appt.           ESU Account         LSU Description         Dept. Code #         Fund         Program         Class         Project/Grant         PS Acct         %         Present           449-72-6055         FGP FAC COMP         1494500         113         20001         35100         14976902DU         501310         14.71         3,399.99           449-72-4250         MCLANO PRO SERV         1494500         113         20001         25200         149760096G         501310         85.29         0.00	To To Proposed Annual
Hourly       Monthly       Per Period       Hourly       Monthly       Per Period       Fiscal Year         Percent of full time       100       %. If change: from       % to       %       Period of Appt.         LSU Account       LSU Description       Dept. Code #       Fund       Program       Class       Project/ Grant       PS Acct       %       Present         449-72-6055       FGP FAC COMP       1494500       113       20001       35100       14976902DU       501310       14.71       3,399.99         449-72-4250       MCLANO PRO SERV       1494500       113       20001       25200       149760096G       501310       85.29       0.00	Proposed
Percent of full time         100         %. If change: from         % to         %         Period of Appt.           LSU Account         LSU Description         Dept. Code #         Fund         Program         Class         Project/ Grant         PS Acct         %         Present           #         449-72-6055         FGP FAC COMP         1494500         113         20001         35100         14976902DU         501310         14.71         3,399.99           449-72-4250         MCLANO PRO SERV         1494500         113         20001         25200         149760096G         501310         85.29         0.00	-
Percent of full time         100         %. If change: from         % to         %         Period of Appt.           LSU Account         LSU Description         Dept. Code #         Fund         Program         Class         Project/ Grant         PS Acct         %         Present           #         449-72-6055         FGP FAC COMP         1494500         113         20001         35100         14976902DU         501310         14.71         3,399.99           449-72-4250         MCLANO PRO SERV         1494500         113         20001         25200         149760096G         501310         85.29         0.00	-
#         LSU Description         Dept. Code #         Fund         Program         Class         Project/Grant         PS Acct         Dist         Annual           449-72-6055         FGP FAC COMP         1494500         113         20001         35100         14976902DU         501310         14.71         3,399.99           449-72-4250         MCLANO PRO SERV         1494500         113         20001         25200         149760096G         501310         85.29         0.00	-
#         Dist         Annual           449-72-6055         FGP FAC COMP         1494500         113         20001         35100         14976902DU         501310         14.71         3,399.99           449-72-4250         MCLANO PRO SERV         1494500         113         20001         25200         149760096G         501310         85.29         0.00	Annual
449-72-4250 MCLANO PRO SERV 1494500 113 20001 25200 149760096G 501310 85.29 0.00	
	500.00
	2,899.99
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
Original Totals 3,399.99	3,399.99

#### (12) Salary And Distribution

(a) Effective - The date on which the changes will begin.

(b) Funds End Date –

- In the case of a retroactive change in source of funds for a specific period • time that is in the past, this field is used to indicate the end of the period that will be changed.
- In the case of a prospective change in source of funds, no end date should • Using an end date has no affect as PeopleSoft cannot be used.

accommodate an end date for a source of funds. Further, LSU cannot stop paying someone because a particular source of funds is no longer appropriate.

(c) AED - Appointment End Date – Do not fill in – to be completed by the Human Resource Management Department.

(d) Rate of Pay - The annual level amount divided by 12 or a specified amount when paid on a period of appointment for unclassified, salaried employees. For bi-weekly or hourly employees, it is the hourly rate. Mark the appropriate box for the employee's pay type.

(e) On the Basis of – Leave blank unless the position is a Period of Appointment.

(f) Percent of full time - Indicate the current percent of full-time effort.

(g) If Change: from \_\_\_\_\_% to \_\_\_\_\_% -

- Complete this section only when there is a change in percent of effort.
- No employee can have their percent of effort reduced without their written consent, which must be attached to the Per 3.
- Any faculty member who has a change in percent of effort must have either a new Letter of Offer or new Letter of Re-Assignment approved by the Dean's Office of Faculty Affairs. A copy of this letter must be attached to all changes in percent of effort for faculty.
- For any position going from less than 75% to 75% or greater, the position must be advertised and a competitive selection process must be conducted.
  - Exception: if the position was advertised and a competitive selection process was utilized for the original hiring of the person currently in the position, then no advertisement and selection process is necessary.

(h) The Chartstring(s) to which the salary(ies) affected by the Per will be charged to. (see Chapter 2 above for a more in depth discussion of Chartstrings)

(i)LSU Account # - The Legacy Account Number where the salary will be charged.

(j)LSU Description - Brief description of the source of funds

(k)Dept. Code # - The seven (7) digit PeopleSoft Department code for the funds

(1) Fund - The three (3) digit funding code from the chart string that identifies the type of funding.

(m) Program - The five (5) digit program code from the chart string that identifies the type of program.

(n) Class- The five (5) digit class code from the chart string that identifies the type of class.

(o) Project/Grant - This is the Project/grant number.

(p) PS Account - The six (6) digit PeopleSoft Account code.

(q) % Distribution - The ratio of each source of the proposed salary to the total proposed amount of pay. This field is calculated automatically, no user input is required.

(r) Present Amount – In the case of prospective base pay, this amount of pay by source shown in an annualized amount that a full-time employee is currently receiving on a full-time basis for a Fiscal Year. For those employees appointed for less than full-time, their annual level should reflect the part-time annual amount for the Fiscal Year. E.g. A position pays \$100,000.00 per year and a person reduces to 80% effort, the amount listed on the Per should show a "Proposed Annual" of \$80,000.00. Current, actual sources and amounts of funds as they are found in PeopleSoft for the time period in question should always be used. The single most common error on retroactive changes in source of funds is that an employee's salary distribution is inaccurate. In the case of retros or prospective supplemental compensation, this should be the exact amount by source for the period in question.

(s) Proposed Annual – The new amounts and or sources.

(t) Totals - The sum of the present/proposed annual columns.

# (u) Changes in Sources' of Funds (CSOF)

Changes in Source of funds fall into three basic categories – retrospective, prospective and a combination of the two. Prospective and retrospective changes to supplement can never be processed on the same per (PS Acct Codes 501300 and 501310). Retroactive CSOF can never be on a blanket Per.

It is extremely important that all salary expenses are allocated correctly. Employees must be paid proportionately from all sources where they expend effort and earn revenue. Employees can never be charged to a sponsored agreement or contract on which they did not work. If an employee expends effort on an activity behalf of the university that is not covered by a sponsored agreement, these efforts must be charged to an appropriate discretionary source of funding such as SGF's or indirect costs. These efforts must be in support of the school's mission of education, research, or patient care. Employees can refer to OMB circulars 110 and A-21 as well as the university's DS-2 for additional guidance.

<u>Prospective Changes in Source of Funds</u>– changes to where an employees salary will be paid in the future (changes that have a start date well after the submission of the Per 3).

- Pay careful attention to the dates on these forms.
  - Late submission of these forms can make them Retros if there are delays in processing.
  - If a prospective CSOF for supplement is not processed fully before the start date on the per, it cannot be processed.
- Processed by HR only
- Overridden by the budget dump which occurs at the beginning of each FY.
- Cannot be submitted with an effective date of July 1 for any fiscal year except for employees not in the budget file, such as students.

Base Pay -

- List all base pay chartstrings and include the annualized amount
- List effective date of change
- Do not list an end date as there is no mechanism to turn off at particular time indicating a date will just lead to confusion.
- Current rate and sources of pay must match PeopleSoft.
- Both *Present Annual* and *Proposed Annual* columns must be equal.

Supplemental Pay

- This type of per is only to modify a <u>scheduled</u> supplemental payment which was submitted on another Per it cannot change where someone has already been paid.
- Per must be on hot pink paper and contain the words "Supersedes" in the comments section.
- List <u>all</u> the pay chartstrings
- Always use only actual amounts never use annualized amounts anywhere on per
- List effective date of change

- Current rate and sources of pay must match previous submission as displayed in PeopleSoft. (See Chapter 9 for looking up scheduled supplemental payments)
- Both Present Annual and Proposed Annual columns must be equal.
- May submit a blanket that replaces previous distribution for a group of employees
  - ALL future sources and amounts for the employee must be listed
    - All previous distributions will be turned off during processing of this per
  - Do not list employees and distributions for employees that are not changing

### Retroactive Changes in Source of Funds

Base Pay – percentage or annual amount change

- List all base pay chartstrings
- List effective dates of change (end date must be listed and have occurred or is occurring soon)
- Existing rate and sources of pay must match **PeopleSoft HR**.
  - If two different rates of pay cover the period in question, two pers should be created
- Both *Present Annual* and *Proposed Annual* columns must be equal.
- If the "current amount" sources and amounts do not match what is in PeopleSoft for the date range in question, the retro should not be submitted.

Base Pay or Supplemental Pay – Exact amount or Lump Sum

- List **only** the pay chartstrings affected
- Always use only actual amounts never use annualized amounts
- List effective dates of change (end date must be listed and have occurred is occurring soon)
- Existing amounts and sources of pay must match **<u>PeopleSoft HR</u>**.
  - If two different rates of pay cover the period in question, two pers should be created
- Both *Present Annual* and *Proposed Annual* columns must be equal.
- Comments section of per should indicate "Please move exact amount"
- Per should only be used when necessary percent of effort and displaying all sources of fund for the employee is generally more defensible and provide better information for the approver of the forms.

Attention to dates is critical when prospectively changing an employee's source(s) of pay. Payroll typically runs at least a week before the actual pay date. Therefore, if a prospective change is submitted in that window of time, it is likely that the prospective change will be entered into PeopleSoft after payroll is run even though the Per is submitted well before payday. If this occurs, it is unlikely that anyone from Central Administration will contact the department to let them know that payroll ran before the change could be made. It is the responsibility of the department to be aware of these dates and process forms accordingly. As a consequence of these windows of time which can cause an intended prospective change in source of funds to be retroactive, the dean's

office advises that prospective changes be submitted first. When the department sees that the prospective change has been made, a retro can be prepared with certainty that it contains the entire period necessary.

<u>Do not utilize the wording "Journal Entry only."</u> When Pers are processed, they are keyed into the retro system. This is different from creating Journal Entries. The retro system will ultimately create GL entries, but this should not be confused with the creation of manual Journal Entries, which are never used to move salary.

The dates on a retro are extremely important. They should be reflective of how an individual expended their efforts. Departments are responsible for defending how individuals are charged. A common pitfall is to use broader dates than is appropriate – particularly when moving lump sums. The amount being moved will be charged equally across the entire period specified when moving a lump sum. If for example a department is \$300 under on a grant and wants to move the salary of an employee who worked on the project, but was not charged to it. If they specify a date range of six months, the salary in PeopleSoft will reflect \$50 per month on the account. This percent of effort would likely be difficult to defend to an auditor.

If a department receives a stamped Per back and notices that one of the pieces is not done, please contact the appropriate party. If necessary, prepare additional pers based on what is in PeopleSoft after the erroneous processing has occurred. DO NOT resubmit pers based on the previous submission or how you believe the person should be charged. Seek advice from the dean's office if you have questions about what may appear as erroneous postings.

# (v) Payments of Supplements

General Requirements for all Supplemental Pers

- Supplemental Compensation can be for a specific amount paid as a lump sum or a series of payments according to the date range listed in this section.
- Forms cannot be processed without effective dates and scheduled supplemental payments can never cross Fiscal Years.
- Comments should be filled out indicating why a supplemental payment is being requested
- Increases need to be approved by the dean's office in advance to prevent delays in payment or payments from incorrect sources.
- All data should be typed; if a situation requires additional information to be handwritten, make sure the writing is legible.
- Regular supplements can be done in a "Blanket Per 3" if for 3 or more faculty.
  - Flaw of blanket pers is that unlike regular pers, a copy does not get put in the employee's HR file. This makes audit trails more challenging.
  - Employees of different paygroups, such as gratis and regular faculty, cannot be combined on same blanket.

- Appropriate template needs to be utilized for payment of monthly supplements using a blanket Per.
- Template must show accurate prior rate of pay for previous period faculty supplements in the same format as the current period supplements (annualized or actual amount) with the percent change (if applicable). This information is essential for approvers to make judgments about the appropriateness of the payment.
- Regular monthly employees should not be paid supplement in off-cycle pay runs except in extraordinary circumstances for the following reasons:
  - The University incurs extra expense to run off-cycle payrolls.
  - Off-cycle payroll runs use physical checks rather than direct deposits.
- Off-cycle payments are permitted:
  - When an error has occurred due to no fault of the individual receiving the payments, such as forms which are misplaced in routing.
- Separate Per must be used for each PS Account type (501300 additional comp administrative vs. 501310 Additional Comp Patient care)
- For all Pers that are to change an EXISTING supplement that is either the amount or the source please print the <u>first copy (original)</u> of the Per 3 on the hot pink paper. The comments section should include the word "<u>SUPERSEDES</u>" as well. Both the color of the paper and the verbiage will let Payroll know that the Per is intending to effect a replacement of the existing supplement in PeopleSoft.
  - Do not confuse this type of per with a retro it cannot be used to change where salary which has already been paid to an employee. This method can only be used to change where FUTURE payments that will be charged. A retro must be done to change where someone already has been paid.
  - Supplement cannot be changed retrospectively and prospectively on the same form
  - May submit a blanket that replaces previous distribution for a group of employees (prospective only)
    - ALL future sources and amounts for the employee must be listed
    - All previous distributions will be turned off during processing of this per
    - Do not list employees and distributions for employees that are not changing
- Pers should be routed promptly.

Support for Supplemental Compensation

Appropriate attachments should be attached including but not limited to checks, contracts, call schedules and other supporting documents for payment.

- For all supplements, a copy of the most current account balance report issued by the dean's office and located on the U drive must accompany the Per 3.
  - Only those accounts from which supplements are being paid should be attached

- Exception for lump sum payments where other appropriate support is attached
- Supplements cannot be paid off of deficit accounts
  - Exception for cost-reimbursement accounts; however, they should not be more than 60 days in arrears.
- On call schedules and extra duty logs must have signed approval by someone other than the individual receiving the additional compensation.
- Supplements paid from Foundation Accounts need Board of Supervisors Approval in **advance** of being paid and must be routed with Approved Form signed by the President or CFO of the Foundation. Forms must be routed timely in order to make cut off for presentation at meetings. (see Foundation Form in Chapter 15)
- In the case of new employees whose pay is governed by a Letter of Offer, it should be attached
- Faculty Income Plan letters for all existing faculty must be signed and attached at the beginning of each Fiscal Year
- For all Pers that **<u>pay</u>** a supplement, please staple a **<u>blank</u>** hot pink page to the **<u>top</u>** of the Per 3 packet. This is to insure that these forms stand out in large stacks of pers to ensure that forms impacting employee pay are processed timely.

Filling out the Fields

- The "*Total Amount*" section should contain the actual gross amount that the employee will be paid for the entire time period for which the Per 3 is effective.
- Enter the actual amount in distribution section of the Per Section 12.
  - $\circ$  E.g. Faculty getting paid \$5,000.00 per month for three months = an amount of \$15,000.00
- Dates
  - These dates should reflect when the pay effected by the per was <u>earned</u>
  - Sections 11 and 12 of the per should both have the same dates
  - Cannot cross FY's therefore the end date can never be later than June 30 of the FY for which the payment is being made
- All fields must be filled out under the account section of section 12 including *LSU Account* (when available) and *LSU Description*.

Types of Supplemental Pers

Regular – Per 3 to pay scheduled supplemental payments over time

- For one employee
- Only <u>annualized</u> amounts in "Present Annual" and "Proposed Annual" columns in section 12 of the Per 3.
- Number 11 of the Per 3 must contain the actual <u>**TOTAL**</u> amount that will be paid to the individual for the period in question.
- The amount in section 11 must always equal the figure in the bottom right of section 12.

Ex. 1 Paying faculty member \$120,000 annually for one fiscal year

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Ex. 2 – Same as example 1 – except that the supplement is for 6 months.
 Note the change in section 11 to reflect \$60,000 as the total amount as well as the change in dates.

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(w) Requirements of the SOM:

Lump Sum Supplements

- Annualized amounts should not be used **anywhere** on the Per.
- Effective dates are for when service was performed, not when payment is made.
- Words <u>LUMP SUM</u> must appear in the remarks section and should be highlighted or bolded with color ink.
- The rate of pay section of the Per 3 is locked and therefore should be ignored for the purposes of lump sum payments.
- Attach checks or other support showing evidence of the revenue being earned
- Deduct appropriate departmental taxes from gross amount received by the department (not to be confused with Federal or state income taxes)

Ex. 3 Faculty member was paid \$10,000 for expert testimony and the department retained 15% tax for their overhead.

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#### Blanket Pers to Pay Supplement

Blanket Pers can be used to pay multiple physicians with one Per. The details of how much each employee is paid and from what source are listed on a spreadsheet which is attached to the Per. The following guidelines apply:

- The total amount by account on the attached spreadsheet should match the amount listed for each account in the "proposed annual" column of the Per 3
- Total amount of Per 3 must match total amount on supporting spreadsheet
- Separate Spreadsheets (not Pers) must be used for each pay group Monthly NMF, Gratis GR1, etc.
- Amounts on spreadsheet for the intersection of employee and account number are always ACTUAL amounts for the entire period in question.
- Do not include Employee Social Security numbers on blanket pers.
  - They are not required for processing
  - Expose university to privacy violations
- Important to make sure that the forms are legible
  - particularly for larger departments where many individuals and many accounts are required
  - Use 11x17 paper or multiple pages as is necessary
  - Should be 12 pt font not reduced

- Payroll will use Four fields to key in the supplement and it is critical that they are accurate
  - o EmplID
  - Project Grant (Account)
  - o Amount
  - o Date Range

Example of a blanket per to pay one-time supplements.

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#### School of Medicine in New Orleans

Supplemental Compensation Worksheet October, 2007

Pay Group: NMF

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		Class	40130	<mark>10205</mark>	
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Smith, Jaquelin	0075676		5,000.00		5,000.00
Q, Suzzie	0073957		5,000.00		5,000.00
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Number of Months			1.00	1.00	1.00
Period of Payment			15,000.00	)	15,000.00

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## Example of a blanket per to pay supplements spanning a period of time.