

PER 2 INSTRUCTIONS

PER 2 – The Personnel form that is needed to appoint the New Hire to the House Officer Position/Title

1. PER 2 is found on the GME & HR websites
2. The PER 2 on the GME website Auto-Populates with House Officer Data from New Innovations.
3. The most recent revised PER 2 must be submitted, the date is found in the top right hand corner (R. 07/15 for AY 2016-2017).
4. The PER 2 is made up of 5 pages, noted on bottom of pages: Original, President, Personnel, Dean-Dir, Dept.
5. All 5 pages MUST be included when submitting the PER 2
6. **NO Staples** – Please refrain from stapling the forms with more than 1 staple – paperclips are preferred. This is very time consuming in processing these forms.
7. Coordinators complete sections that are NOT auto-populated with data.
8. Coordinators review the data entered on the PER 2.
9. The House Officer's name that appears on I-9 documents MUST be the name on the PER 2
10. Coordinator attaches the PER 2 to the New Hire packet in the order listed on the Check list.
11. These sections must be completed and correct on the PER 2 before submitting the PER 2 with the New Hire packet: fields not listed below are to be left blank
 - a. **#1 Effective Date** – July 1, of the new Academic year; or Start Date if Off-Cycle.
 - **#1 Last 4 digit SS#** – Last 4 digits must be included. If they do not have one, put applied for or pending, and submit a copy of the Social Security Card ASAP to HR and GME when received
 - b. **#2 Name** - The name that appears on the Per 2 must match the name on the social security card or the legal documentation copies submitted (used for I-9 form). Cannot use nicknames, married names or maiden names if it doesn't match; Enter Last name and First name where requested on the form.
 - c. **# 3 Title** –House Officer Level (HO 1-7 for residents; HO 8-10 for fellows)
 - d. **#5 School or Division** - Medicine for Medical School; Dental for Dental School
 - **#5 Department** – Must Include Program Name following Department Name. (e.g. Medicine-Cardiology, Medicine/Emergency Medicine, Pediatrics-Neonatology, Surgery-Vascular Surgery, etc.)
 - e. **#6 Work Location** - Department Codes and Location Codes- PPS Dept. Code and Location Code are auto-populated correct code for program must be entered in this section. If you are not sure of the Location Code, it is the code used to run the Beginning of the Month and End-of-the Month reports. **Include Department phone # in this section, and Department Parish**

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Sections **MUST** be completed, Cont'd

f. #7 Educational level or College Degrees

- MUST include all degrees - Bachelors and above. THIS INCLUDES MEDICAL SCHOOL/DENTAL SCHOOL DEGREE, MASTERS and Ph.D.
- LSU/BR codes is 002010; LSUHSC (Medical/Dental School) Code is 002014; **DO NOT use Code 008745 for LSU.** When reviewing, entering or selecting from drop down box for school codes, make sure they are the correct code for the school.
- DO NOT USE Medicine Discipline for Osteopathic – Osteopathic has their own code 181301 and they are NOT coded as MDs they are DOs.
- MUST include School names and CORRECT graduation Date and Discipline.

g. # 8 Percent of Effort: is 100%;

- **EMPL ID #8** – if the House Officer is a graduating LSU Senior and the EMPL ID is known, enter it in this space, if the House Officer was previously employed by LSU-N.O., Baton Rouge, Lafayette, Bogalusa, Lake Charles; use the EMPL ID issued at that time of employment.
- **I-9 Doc Attached** – Check the box - I-9 documents must be attached

h. #10 Salary and Distribution – Base Rate of Pay: Hourly Rate approved for the Academic year and **On the Basis of “Fiscal Yr”** is auto populated.

i. #10 Salary and Distribution – numbers are auto-populated in this section. Note: 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, review that the correct account is listed. **DO NOT USE ACCOUNTS ENTERED IN PS-RTS for Monthly Assignments ON PER 2s.**

j. Signed – Coordinator signs the PER 2, if he/she has signature authority, if not, then the Business Manager or Assistant Business Manager must sign the PER 2.

k. Attach PER 2 to New Hire Packet and submit to GME Office