

**PER 3 vs No PER 3**

<p><b>On Cycle House Officers</b>                      Appointed, Promote and/or Transfer July 1 or                      Terminate/Complete Training June 30</p>			
Action	PER 3	Spreadsheet	Notes
Promote House Officer		X	Update NI - Info Auto-Populates into Spreadsheet
Transfer House Officer - Level & Pay Change		X	Update NI - Info Auto-Populates into Spreadsheet
Transfer House Officer - Level & Pay Stay Same		X	Update NI. <b>Complete Manual Data Entry Transfer without Promotion Spreadsheet</b> found at: <a href="http://www.medschool.lsuhscc.edu/medical_education/graduate/program_coordinators.aspx">http://www.medschool.lsuhscc.edu/medical_education/graduate/program_coordinators.aspx</a>
Transfer House Officer-Level changes but not to promotion level	X	X	Update NI. Complete Manual Data Entry Transfer Spreadsheet found at: <a href="http://www.medschool.lsuhscc.edu/medical_education/graduate/program_coordinators.aspx">http://www.medschool.lsuhscc.edu/medical_education/graduate/program_coordinators.aspx</a>
Gratis House Officer - Promotion, transfer & Termination	X	X	Update NI. PER 3 needed because Gratis appointed House Officers cannot be added to PS Promotion or Termination List. Gratis appointed House Officers are listed on Promotion or Termination Spreadsheet. Auto-Populated with NI data
House Officer Terminates/Completes Training June 30		X	Update NI - Info Auto-Populates into Spreadsheet. Send email to: lsuhsc-nonotificationof employeeseperation@lsuhsc.edu.
Faculty becoming House Officer	X (PER 3 to terminate as Faculty; PER 2 to appoint as HO)	X (on Spreadsheet)	PER 3 needed to Terminate Faculty Appointment, PER 2 needed to Appoint as House Officer, updated GME Data sheet Required, updated New Hire paperwork if changes to information required on New Hire paperwork since original New Hire paperwork submitted (i.e. W4/L4, Addresses, contact information)
Faculty Appointment - House Officer becoming Faculty	Not needed for GME may be needed for faculty supplemental Pay	X	Update NI. <b>Complete Manual Data Entry Becoming Faculty Spreadsheet</b> found at: <a href="http://www.medschool.lsuhscc.edu/medical_education/graduate/program_coordinators.aspx">http://www.medschool.lsuhscc.edu/medical_education/graduate/program_coordinators.aspx</a>

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<b>Off-Cycle House Officers</b> Did NOT begin July 1, Not Promoting and/or Transferring July 1, or DO NOT Terminate/Complete Training June 30			
Action	PER 3	Spreadsheet	Notes
Off-Cycle House Officer Promotion	X	X	House Officer NOT promoting July 1; <b>Manual Data Entry Off-Cycle Spreadsheet</b> required so that change is not made for July 1. PER 3 needed because action is for date other than July 1.
Off-Cycle House Officer Transfer - Level & Pay Change	X	X	House Officer NOT Transferring July 1; <b>Manual Data Entry Off-cycle Spreadsheet</b> needed so that change is not made for July 1. PER 3 needed because action is for date other than July 1.
Off-Cycle House Officer Transfer - Level Changes, Pay stays same	X	X	House Officer NOT Transferring July 1; <b>Manual Data Entry Off-Cycle Spreadsheet</b> needed so that change is not made for July 1. PER 3 needed because action is for date other than July 1.
Off-Cycle House Officer Transfer - Level & Pay stays Same	X	X	House Officer NOT Transferring July 1. <b>Manual Data Entry Off-Cycle Spreadsheet</b> needed so change is not made for July 1. PER 3 needed because action is for date other than July 1.
Off-Cycle House Officer Termination	X	X	House Officer NOT Terminating/Completing Training June 30. <b>Manual Data Entry Off-Cycle Spreadsheet needed Spreadsheet</b> needed so that change is not made for June 30. PER 3 needed because action is for date other than June 30. Send email to: lsuhsc-nonotificationof employeeseperation@lsuhsc.edu.
Faculty - Off-Cycle Faculty Appointment	X	X	House Officer NOT Terminating/Completing Training June 30. <b>Manual Data Entry Off-Cycle Spreadsheet needed Spreadsheet</b> needed so that change is not made for June 30. PER 3 needed because action is for date other than June 30. Note in Remarks section of PER 3: "Becoming faculty and include date".

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House Officer Resignation or Leaving without Completing all years of Training Program			
Action	PER 3	Spreadsheet	NOTES
<b>RESIGNATION:</b> Resigning House Officer - Any Time, Including June 30	X	X (if Resigning June 30, include on Termination Spreadsheet)	Update NI. If Resigning June 30, include on June 30 Termination Spreadsheet-usually don't know other resignations in advance. Attach Resignation Letter to PER 3; Send email to: lsuhsc-nonotificationof employeeseparation@lsuhsc.edu.
Leaving/Transferring to Non-LSU Program and not completing the LSU Categorical Training Program (i.e. match in 4 yr. program, leave to begin specialty training program or leave for other reason without completing 4 yrs.)	X	X	Update NI. If leaving June 30, include on June 30 Termination Spreadsheet. if Resigning, See above. State reason for leaving and in Remarks section of PER state "did not complete all years of Training Program". Send email to: lsuhsc-nonotificationof employeeseparation@lsuhsc.edu.

## PER 3 vs No PER 3

Resident Scheduler Changes			
Action	PER 3	Note on EOM Report	NOTES
Account Code/Combo Code change in Resident Scheduler - After Payroll for the dates has been processed	X	X	Refer to Calendar for Payroll Run date. PER 3 needed to make correction after House Officer paid in Resident Scheduler. Note on End-of-Month Report and attach PER 3 to Report; Account Code/Combo Code to enter in Resident Scheduler and all dates of correction must be included on PER 3
Account Code/Combo Code change in Resident Scheduler - Before Payroll for the dates has been processed		X (if does not appear on Report)	Refer to Calendar for Payroll Run date. Make Change in Resident Scheduler before Lock-out date. Change should appear on EOM Report if report ran after change made, if not, note on EOM report
Vacation/Sick/Educational/Military Leave Correction in Resident Scheduler		X (if does not appear on Report)	Refer to Calendar for Payroll Run date. Make change in Resident Scheduler if before Lockout - Note on End-of-Month Report if after payroll has processed for dates
Pay a House Officers that was not paid - Anytime of the year or not paid correctly	X	X (if not assigned correctly in Scheduler or does not appear on EOM Report)	Account to assign in Resident Scheduler must be on PER 3 along with dates. - Type in Remarks Section: "Pay House Officer for dates; Do Not Over pay"; Note on EOM report
House Officer on LWOP/LOA		X (if does not appear on Report)	Refer to Calendar for Payroll Run date. Make change in Resident Scheduler if before Lockout day - Send Email to: HRMLWOP@lsushc.edu address - ASAP, and copy GME. Note on End-of-Month Report if does not appear on EOM Report. If house Officer is paid while on LWOP/LOA, the money will be recouped by Payroll.

February 2016

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