HRM Processes Training School of Allied Health

November 5, 2024

LSU Health
NEW ORLEANS

Overview

- Recruitment Processes
- PeopleAdmin
- HRM Procedures

Agenda

- Employee Types
- Recruitment Processes
- PeopleAdmin
- Faculty
- Applicant Review/Interviews
- Student Workers/Grad Assistants/Fellows
- Pre-Employment Clearances

Agenda

- Sr. Recruiters
- I-9 Compliance
- New Employee Start Dates
- LAHEFSA
- HRM Website

Introductions

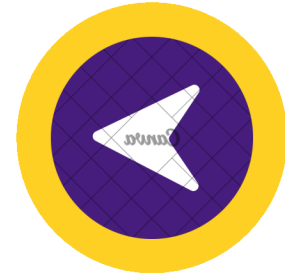- **Name**
- **Department**
- **Title**

How to reach us:

Talent Acquisition & Operations Team:
recruittalent@lsuhsc.edu
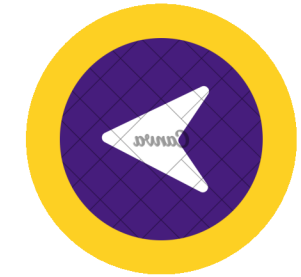
Compensation Team:
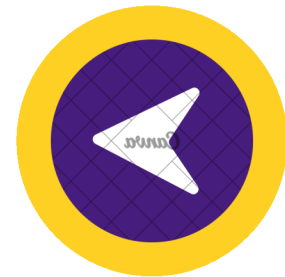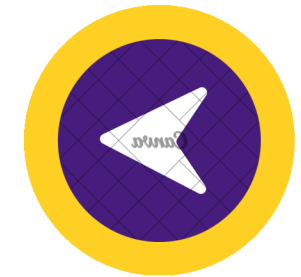**nohrmcompensation@lsuhsc.edu**

Employee Type
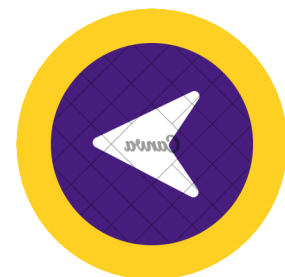
Classified

Graduate Assistants

Faculty

Fellows

Unclassified Staff

Residents

Student Workers

Gratis

Recruitment

Recruitment Process

Unclassified, Faculty & Classified

1 Job Descriptions Review

2 Request Approval to Hire in PeopleAdmin

3 Post Position

4 Review Applications

5 Screen Applicants

6 Hiring Department Interviews

7 Candidate Selection

8 Offer Approval Process

9 Pre-Employment/ Onboarding

PeopleAdmin

Position Management - Managed by Compensation Team

Roles - Employee, Initiator, Department Approver

(Roles assigned by position and department ID)

Administrative Faculty, Unclassified & Classified positions

◆ **Position Description Library –** Employee, Initiator/Department Approver

◆ **Requesting a re-evaluation or reallocation of a position –**Initiator/Department Approver

◆ **Create and fill new position or fill existing position –** Initiator/Department Approver

Position Description

- **Position Details**
  Position number, FTE, location, department
  FLSA - exempt vs. non-exempt

- **Position Summary**
  Note: Position Summary is what the applicant sees on the posting, NOT the duties and responsibilities

- **Minimum/Preferred Qualifications**

- **Duties and Responsibilities**

Modifying Position Descriptions

When:
Fill an existing position
Update a position
Request a reevaluation

Unclassified Staff/Administrative Faculty
PeopleAdmin is the system of record

Classified
Paper SF-3 form approval by State Civil Service then added into PeopleAdmin

Search for a Position Descriptions

Unclassified Staff & Administrative Faculty Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾		Search	More Search Options ▾

Position Description Library ✖

"Position Description Library" **1714**   ✕ Delete this search?   Selected records **0**   ✕ Clear selection?

← Previous **1** 2 3 4 5 6 7 8 9 … 57 58 Next →

	Functional Position Title	Position Number	Last Name	First Name	Supervisor	Status	Created Date
☐	RECRUITER OR SR. RECRUITER	00057671	Wooten	Yahti	TALENT AQUISITN & HR OPS MGR (Shauna Caputo)	Active	April 21, 202

Modifying Position Descriptions

Creating a New Position Description

When: Creating a new position
When part-time position isn't in PeopleAdmin
Restructuring

- You should only be creating a new position after meeting with your department dean's office or administration and have gathered enough information as to what is needed

- Do not create a new position when filling a vacancy with a similar role

*Helpful Hint: when creating a new position, you can "clone" an older or similar position description to make the process easier

Creating a New Position Description

PeopleAdmin

Position Requests

- Ensure you submit position request to next level approver once you have completed all updates to position request

- The position request will flow through all required approvals via PeopleAdmin system

- You will receive an email notification once the position is approved

- TA/Ops will post approved positions that are requested to be posted to the LSU Health Career Opportunities page

PeopleAdmin

Applicant Tracking System - Managed by TA/OPS team

Roles- Initiator, Applicant Reviewer, Department Approver
(Roles assigned by position and department ID)

◆ **Faculty Requests –** Initiator/Department Approver

◆ **Postings –** Initiator/Department Approver

◆ **Applicant Dispositions –** Applicant Reviewer

◆ **Hiring Proposals –** Initiator/Department Approver

PeopleAdmin

Faculty Requests

- Faculty do not have position descriptions housed in Position Management – the position & posting request is completed in the Applicant Tracking System module of PeopleAdmin (with justification and funding template spreadsheet)

- Positions 75% effort or greater and one year or more are required to be posted on the LSUHSC Career Opportunities page and with at least one external advertising source

- An ad waiver and supporting justification is required for review/approval when a request is made to waive or limit advertising of a position 75% effort or greater and one year or more

- Ensure the correct % effort and faculty rank is indicated in position request

PeopleAdmin

Period of Appointment (POA) Faculty Requests

- POA faculty are defined as an appointment less than one year and less than 75% effort

- POA Faculty positions are required to be approved when they are being filled for the first time & when being re-filled when current incumbent has vacated the position

- POA Faculty positions are not required to be posted but can be upon request (indicate in position request if you would like position posted or not)

PeopleAdmin

Period of Appointment (POA) Faculty Requests

- POA Faculty positions that are not advertised do not require a hiring proposal in PeopleAdmin, instead a PER-2 is completed and submitted with new hire documents and pre-employment clearances

- Selected candidate must meet the minimum requirements of position; faculty rank and % effort must align with approved position request

- A PER-3 is used to move a POA faculty member from paid to gratis status and return to paid status

Creating a Faculty Position
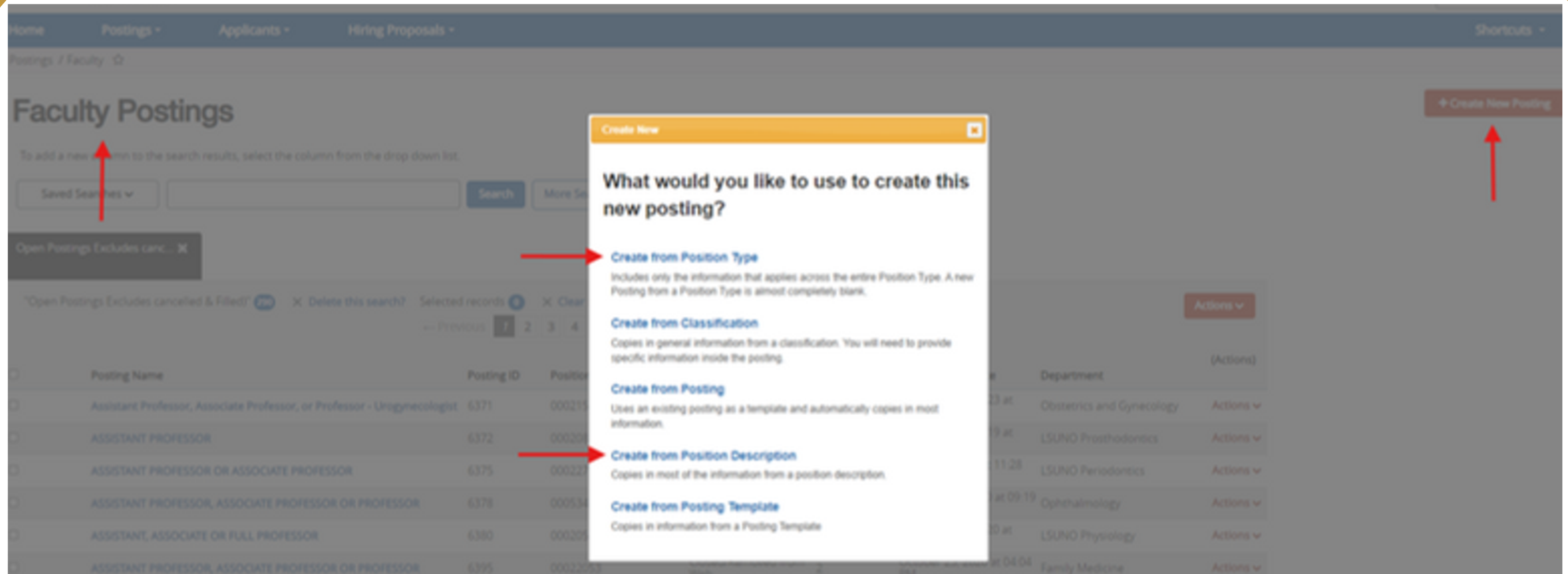
- **Create from position type** when you do not have an existing position number

- **Create from position description** when you are re-filling an existing position number (in this case you will need to request recruittalent@lsuhsc.edu remove existing internal documents to allow new documents to be uploaded

Processes

- Talent Acquisition posts all positions requested to be posted to LSU Health Career Opportunities page

- For unclassified staff and faculty, at least on external advertsing source is required

- Standard required position posting period is 14 days

- Approved part-time faculty POA position requests are left "internal posting access" in PeopleAdmin until HR receives completed new hire packet

- Classified position initial applicant review, candidate offer of employment and onboarding is completed by the Talent Acquisition team; Other positions are handled by the hiring department

Sr. Recruiters Support Services

- Sr. Recruiters are available to assist with unclassified external job postings, applicant screenings and new employee onboarding

- Sr. Recruiters are available to assist with Faculty new employee onboarding

- Follow steps for onboarding kick-off process to include:
  - completion of hiring proposal approval process in PeopleAdmin
  - providing Sr. Recruiter with Dean's office approved onboarding kick-off template
  - completed hiring proposal funding sheet/PER-2 & signed offer letter (for faculty)

- Once onboarding is complete, the hiring department is responsible for communicating start date comfirmation and first day details with new employee

Applicant Review/Interview Process

- Hiring Department should determine at the beginning of the recruitment process how they would like to structure recruitment for each position

- Initial phone screens are recommended prior to moving to next level interviews

- Ensure a candidate meets the minimum qualifications of the approved position prior to considering them & moving forward with an interview

- Interviews can be conducted via phone, Zoom, TEAMS, or in-person

- Some positions may warrant a search committee, and/or a travel budget to bring a candidate out of state to interview on-campus, determined by hiring department/Dean's office

- Position specific Interview guides should be created and used for all candidates selected for interview to ensure consistency in interview process

PeopleAdmin Hiring Proposal

- An applicant must be saved in an interview state prior to having the option to recommend for hire (Applicant Reviewer role)

- A hiring proposal submission is required in PeopleAdmin after the recommendation for hire is completed for the selected candidate (must switch to Initiator or Department Approver role)

- Do not submit a hiring proposal until the minimum posting period has been satisfied

- The TA/OPS team will close the posting once we have received a hiring proposal for review

PeopleAdmin Hiring Proposal

- An offer cannot be made to candidate **prior** to receiving approval in PeopleAdmin (and with approved HR compensation recommended salary range for unclassified positions)

- Faculty appointment salary offers are approved by your Dean's office

- Prior written approval from Dean is required to supersede the HR recommended salary range offer amount prior to making offer to selected candidate for unclassified positions

- Standardized offer letter templates for unclassified & gratis appointments can be found on the TA/Ops page of the HRM Website

Student Workers, Graduate Assistants, Fellows

- Not required to be posted but can be

- Do not use PeopleAdmin, instead use an alternate ATS system

- Use ATS Guide from HR Website to navigate the ATS for positions desired posted in ATS system

- Fellows require a pre-approved training plan from Vice Chancellor of Academic Affairs office

Pre-Employment Clearances

- All employees require a cleared criminal background check prior to start date

- Request for criminal background check is automated via PeopleAdmin when hiring proposal is updated to ***offer accepted*** status

- Criminal background check must be requested via email for recruitments not processed via PeopleAdmin (part-time POA Faculty, Student Worker, Graduate Assistant, Fellow, Intern, Gratis)

- All employees at 100% effort require a cleared pre-employment drug screening

- The hiring department should conduct employment verifications and reference checks for selected candidate

- If an employee transitions to a new position with no break in service and pre-employment clearances have already been completed, new clearances are not required

I-9 Compliance

- I-9 form is a federal form that is required to ensure an employee is authorized to work in the United States

- I-9 form section 1 must be completed by employee no later than first day of work, section 2 must be completed by employer not later than third day of work

- In-person review of original I-9 supporting document(s) is required when certifying the I-9 for a new employee or recertifying expired work authorization document(s)

- LSU Health does not have the option to use an alternative procedure and view documents remotely. The below box can not be removed from the I-9 form because this is a federal document.

☒ Check here if you used an alternative procedure authorized by DHS to examine documents.

Start Date Calendar

- Three start dates per month, except month of December when there is long holiday break

- Designed to have the best onboarding experience for your new employee & coordinates with the New Employee Orientation calendar

- New employees that are able to start on the first of the month have the opportunity to have health benefits start the first of the following month, if they make selections timely

- Should be used for all employee types, except faculty, but whenever possible use for Faculty also

- The due date for new hire packets in HR is 5 business days prior to start – this allows TA/OPS enough time to check packet, confirm receipt and start date via email or advise if requirements are missing and start date is NOT confirmed

- Once the packet is entered in PeopleSoft, TA/OPS will notify the hiring department via email so they can then make access requests

LAHEFSA

Louisiana Higher Education Foreign Security Act

Department obtains LAHEFSA clearance for positions with research components **prior** to making offer

https://www.lsuhsc.edu/administration/academic/lahefsa.aspx

Procedures

- Changes to current employee lifecycle (change in department, supervisor, position, pay rate, etc.) are submitted to HRM for review and processing on a PER-3 form

- Obtain departmental approval prior to submitting current employee changes to HRM

- Consult the payroll calendar regarding due dates for document submission for each relevant payroll

https://www.lsuhsc.edu/administration/accounting/payroll.aspx

Changes in Compensation

When & Why
Position Changes
Equity Concerns
Temporary Duties

Unclassified Staff
Department works
with Compensation
and Dean's Office

Faculty
Department works
with Dean's Office

Classified
Follow Civil Service
policies

HRM Website

- Compensation tab includes:

  position description and PeopleAdmin Resources, PeopleAdmin funding template & SF-3 form (classified)

- TA/OPS tab includes:

  Recruiting & Onboarding: resources for Unclassified, Full & Part-time Faculty, Classified, Graduate Assistant, Fellows, Student Workers, & Gratis

  Recruiting Resources: interviewing resources (templates & tips), Sr. Recruiter resources, I-9 form guide & process overview, criminal background check process overview, PeopleAdmin resources, start date calendar & FAQs

  Career & Development Support - HRM forms
  HR Operations: Education release form, PER-2, PER-3
  Recruiting & Onboarding: waiver of advertisement, new hire paperwork, drug testing forms

  *Please use forms from HR website and do not save to your computer. This will ensure you are utilizing the most up-to-date forms