



## GUIDELINES FOR FORMS PROCESSING

This set of guidelines describes the different types of human resources transactions and forms required for actions commonly used by the LSU AgCenter. To request authorization to create a position, fill a vacancy or change to a vacant position, complete a PER1A. For unclassified positions (title codes Nxxx), associates or positions at the assistant/associate professor rank that also has Baton Rouge campus funding, also complete the PER1B which is the job description. For Research Associates, you must complete the Research Associate Supplemental form. For appointments and other transactions affecting filled positions, submit a completed PER2 and any required supporting documentation per Supervisor's Packet Instructions.

Forms must be submitted in a timely manner. Position Advertisement & Selection Record with selected individual's application package should be sent to HRM to verify eligibility. After the background check has been completed and an offer is made and accepted, submit a completed Employment Packet Request form, then prepare and submit a PER2. Non-routine actions, such as appointments, promotions, and retirements, must be submitted in advance of the effective date (at least two weeks, if possible).

### LIST OF TRANSACTIONS

The following is a partial list of transactions. A "C" behind a transaction indicates that the transaction only applies to classified positions. An "A" indicates the transaction only applies to academic positions. Transactions with no reference behind them can be used for both academic and classified positions. Frequently, more than one transaction will apply to a form. When completing a PER2, under "Nature of Action" check all transactions which apply. If you are uncertain of the correct transaction(s), select the one(s) that appear to best fit and fully explain the intent of the action in the "Remarks" section or in a separate note.

Additional Compensation	Demotion
Add or Delete cross-charge to other unit/campus	Detail to Special Duty
Appointment - Job (C)	Dismissal (C)
Appointment - Probational (C)	Increase in Local Funding
Appointment - Provisional (C)	Leave Without Pay
Appointment - Reemployment (C)	Merit Increase (C)
Appointment - Retiree Reemployment	Name Change
Appointment - Regular (A)	Other
Appointment - Restricted (C)	Promotion
Appointment - Temporary (A)	Reallocation (C)
Change from Gratis to Paid Status (A)	Reassignment (C)
Change From Part-Time to Full-time	Resignation
Change in Percent Effort (A)	Retirement
Change in Source of Funds	Return From Leave Without Pay
Change in Standard Workweek (C)	Salary Increase (specify reason) (A)
Continuation (A)	Termination of Detail to Special Duty
Continuation of Detail to Special Duty	Transfer to/from Other Agency
Continuation of Job Appointment (C)	Transfer to/from Other Campus
Continuation of Leave Without Pay	Transfer to/from Department

### **INSTRUCTIONS FOR COMMONLY USED TRANSACTIONS**

The following are instructions for many of the most commonly used transactions. These instructions also include required supporting documentation. Remember that more than one transaction frequently applies to a personnel form. Some transactions (EZ) may be loaded directly into HRM from the unit. Each transaction listed below indicates if an EZ form is an option in place of the PER2.

#### **Appointment – Regular (A) Probational/Provisional/Reemployment (C) (PER2)**

This transaction is used for appointments to positions which have been advertised through the normal process. Do not use this transaction when the applicant selected is already an LSU System employee. Instead, use the transfer and promotion transactions as applicable.

### **Appointment – Temporary (A) Restricted (C) (PER2)**

This transaction is used for appointments to positions which have *not* been advertised through the normal process and are for 180 days or less. Do not use this transaction when the applicant selected is already an LSU System employee. Instead, for academic, use the transfer and promotion transactions as applicable. Contact AgCenter HRM to discuss Restricted Appointment if selected applicant is currently an LSU System employee.

### **Change in Source of Funds (EZ/PER2)**

A "change in source of funds" involves changing the account number(s) of a position or changing the charges between existing account numbers. The change may be to another account number within the same unit or to an account number in a different unit. Form and address the following items in the "Remarks" section as appropriate.

- If the action involves a change to state or federal funding, indicate in "Remarks" whether the change is temporary or permanent. (A permanent change is one which will affect the following fiscal year budget.)
- If the action involves an increase in state or federal funding, explain in "Remarks" the source of the additional state or federal funds.
- If an employee is being moved to a grant from state or federal funds in order to save the state or federal funds for departmental use, explain this in "Remarks."
- If a PER2/EZ Form is part of a package of offsetting forms, state in "Remarks" the other forms affected (e.g., "cross-reference with PER2/EZ forms for Jones, Johns, and Johnson").

If the change results in adding or deleting a cross-charge to another unit, check the appropriate block under "Nature of Action" and explain action in "Remarks."

### **Continuation (EZ/PER2)**

Continuations extend an employee's appointment when there was an end date associated with the previous appointment. Check the total appointment to determine whether the employee is eligible for new benefits. (See Benefits Eligibility Chart at the end of this section.)

NOTE: If the continuation brings the total number of days over 180, it must be advertised and the current incumbent will have the opportunity to apply. Allow four to six weeks for this process.

### **Change in Percent Effort (EZ/PER2)**

Use this transaction when the employee changes from or to part-time status. Check the total appointment to determine whether the employee is eligible for new benefits or whether the employee will lose benefits eligibility. (See Benefits Eligibility Chart at the end of this section.) Indicate whether the change is temporary or permanent and provide a reason in "Remarks."

### **Detail to Special Duty (PER2)**

This transaction applies when an employee temporarily assumes the duties of a *different* position. Submit a PER2 and include a personnel action end date since this is a temporary transaction. Include an explanation/justification in "Remarks."

Details to special duty are not intended as a substitute for following normal recruiting practices and filling the position on a regular basis. Details to special duty are applicable when the employee has assumed all or most of the duties of the new position, not when the employee has only assumed parts of the new position. Civil Service places firm restrictions on the length of details to special duty.

### **Increase in Local Funding (EZ/PER2)**

This transaction applies when local funds to a parish are increased resulting in salary increases for employees.

### **Leave Without Pay** (EZ/PER2)

When an academic/unclassified employee is on leave without pay, regardless of how long, a PER2/EZ Form must be processed with a GI-1 insurance form completed and attached. The GI-1 form is for the employee's use in designating insurance coverage to be continued/dropped while in leave without pay status. A PER2/EZ Form must also be submitted to continue the leave without pay or to return the employee from leave without pay. Employees generally may not be placed on leave without pay for more than a year. A PER2/EZ Form involving leave without pay must include a personnel action end date.

The reason for leave without pay must be stated in the "Remarks" section of the PER2/EZ Form. The reason should also include a determination as to whether the leave without pay results from a job-related injury and whether it is covered by the FMLA (Family and Medical Leave Act). (Contact the AgCenter HRM Office if you need assistance in making these determinations.)

### **Position Change** (PER2)

This transaction applies when the employee's position number changes.

### **Promotion** (PER2)

A promotion occurs when an employee accepts a position at a higher academic rank or when a formal administrative title is added. Submit a completed PER2 to process a promotion. NOTE: Do not submit PER2's for regular July 1 promotions in faculty rank in the employee's same position. These are done automatically by the AgCenter HRM Office.

### **Resignation** (EZ/PER2)

Whenever the services of an employee are terminated by voluntary resignation, the employee must submit a letter of resignation which includes the date of resignation and reason for resignation. The effective date given on the PER2 should be the "close of business" effective date. By mutual agreement between an employee and the unit head, an accepted resignation may be withdrawn and rescinded at any time prior to the effective date specified by the employee in the letter of resignation.

In any case where it is not possible to obtain a letter, indicate in the "Remarks" section of the PER2/EZ Form, "verbal resignation," along with a brief explanation of why the letter could not be obtained. Although verbal resignations may be accepted, units should make every effort to obtain written resignation letters which include a reason.

On the PER-2/EZ Form, provide the employee's actual last day worked. If the last day worked was not the same as the resignation date, state in the "Remarks" section the type of leave the employee was on from the last day worked until the date of resignation. If the last day worked is unknown, process the form without that information and provide it by telephone once it is known.

Generally, employees may not take their annual leave immediately preceding resignation if the intent is to circumvent the regulation which limits payment for annual leave to 300 hours. For that reason, annual leave taken immediately preceding resignation should not exceed the amount of annual leave the employee earns in one year.

*Process the following forms for a resignation: PER2/EZ Form, Letter of Resignation, Retirement Refund (optional to employee). Send all remaining leave slips as soon as possible.*

### **Retirement**

Retirement eligibility requirements and related information are included in the "Schedule of Employee Benefits." To process a retirement, submit a completed PER2/EZ Form well in advance of the effective date. Submit all remaining leave slips shortly before or after the actual retirement date. Refer also to the instructions given in the employee's Retirement Packet.

## BENEFITS ELIGIBILITY CHART

<b>BENEFIT</b>	<b>LENGTH OF APOINTMENT REQUIRED FOR ELIGIBIITY</b>	<b>PERCENT EFFORT REQUIRED FOR ELIGIBILITY</b>
Group Benefits	Greater than 120 days	75% or greater
Sunlife Disability Insurance	Greater than 120 days	75% or greater
CNA Accident Insurance	Greater than 120 days	75% or greater
Optional Insurances	Greater than 120 days	75% or greater
Leave Accrual	Over180 days of continuous service w/no break*	50% or greater
Retirement	See Retirement Flow Chart (attached)	See Retirement Flow Chart (attached)

**THE PAGES FOLLOWING THE RETIREMENT FLOW CHART  
CONTAIN SAMPLES OF COMPLETED FORMS.**

**USE YELLOW PAPER FOR PRINTING PER FORMS.**

**GUIDELINES FOR DETERMINING RETIREMENT ENROLLMENT OR SOCIAL SECURITY COVERAGE - Appointments, Continuations, Changes in Percent Effort and/or Changes in Visa Status require that you review this chart for each action.** (If employee is transferring in (i.e., currently employed by another LSU campus or state agency), see Kathy to determine if same rules apply.)

<b>STUDENT EMPLOYEES AND GRADUATE ASSISTANTS</b>							
Is a student employee enrolled on a campus of the LSU System?	YES - No retirement or SS		YES - No retirement or SS				
	NO - Does student employee have 10 or more years in a La. Retirement System?	NO - Is student employee on F-1 or J-1 visa?		YES - Is student employee considered a resident alien for tax purposes?***	YES - Covered by SS		
						NO - No retirement or SS	
		NO - Covered by SS					
<b>NON-STUDENT EMPLOYEES</b>							
<b>Transients</b>							
Is employee retired from a La. retirement system?	YES* - Did employee retiree on disability retirement?		YES - See Kathy regarding "Return to Service" options.				
			NO - See Kathy regarding "Return to Service" options.				
	NO - Does employee have 10 or more years of creditable service in a La. Retirement system?	YES - Enroll in that system					
NO - Is employee on F-1 or J-1 visa?		YES - Is employee considered a resident alien for tax purposes?***	YES - Covered by SS		NO - No retirement or SS		
		NO - Covered by SS					
<b>Classified</b>							
Is employee retired from LASERS?*	YES* - Did employee retiree on disability retirement?		YES - See Kathy regarding "Return to Service" options.				
			NO - See Kathy regarding "Return to Service" options.				
	NO - Is employee retired from another La. retirement system?*	YES - Is employee on Restricted or Job Appt or other appointment for 50% effort or less?	YES - No retirement or SS (if on regular appt and is 50% effort or less, offer LDCP)		YES - Choice of LASERS, TRSL (if never in La ORP and not TRSL retired), or SS		
			NO - Is employee at least age 55 but less than age 60 with 40 quarters of SS credit?	YES - Does employee have 5 or more years creditable service in TRSL?	NO - Choice of LASERS or SS		
			NO - Is employee age 60 or older?	YES - Does employee have 5 or more years creditable service in TRSL or LSERS?	YES - See "♥" below		
					NO - Offer LASERS, otherwise no ret or SS		
					YES - See "★" below		
					NO - Enroll in LASERS		
	NO - Does employee have 10 or more years of creditable service in a La. retirement system?		YES - See "☺" below. (EXCEPTION: Dual Employment - See "♣" below.)				
			NO - Is employee on Restricted or Job Appt or other appt for 50% effort or less?	YES - Is employee on F-1 or J-1 visa?	YES - Is employee considered a resident alien for tax purposes?***	YES - Covered by SS (if on regular appointment and is 50% effort or less, NO - No retirement or SS)	
				NO - Covered by SS (if on reg appt and 50% effort or less, choice of SS or LDCP)			
		NO - Is employee at least age 55 but less than age 60 with 40 quarters of SS credit?	YES - Does employee have 5 or more creditable years in TRSL?	YES - Choice of SS, LASERS or TRSL			
			NO - Choice of SS or LASERS				
		NO - Is employee age 60 or older?	YES - Is employee on F-1 or J-1 visa?	YES - Is employee considered a resident alien for tax purposes?***	YES - Enroll in SS		
					NO - No retirement or SS		
				NO - Does employee have 5 or more creditable years in TRSL or LSERS?	YES - See "♣" below.		
				NO - Choice of LASERS or SS SS			
		NO - Is employee on F-1 or J-1 visa?	YES - Is employee considered a resident alien for tax purposes?***		YES - Enroll in SS		
					NO - No retirement or SS		
				NO - Does employee have 5 or more creditable years in TRSL or LSERS?	YES - See "★" below		
				NO - Enroll in LASERS			

**GUIDELINES FOR DETERMINING RETIREMENT ENROLLMENT OR SOCIAL SECURITY COVERAGE- Appointments, Continuations, Changes in Percent Effort and/or Changes in Visa Status require that you review this chart for each action.** (If employee is transferring in (i.e., currently employed by another LSU campus or state agency), see Kathy to determine if same rules apply.)

Faculty, Other Academic, & Unclassified										
Is employee retired from TRSL?*  NOTE: Always check with Santa if this employee was previously covered by the U.S. Civil Service Retirement System and is being appointed by LCES.	YES* - Did employee participate in TRSL DROP, TRSL OPTION 5 provision or disability retirement?***		YES - See Kathy regarding "Return to Service" options. <i>A TRSL Disability retiree will lose disability benefits if re-employed in a position covered by TRSL.</i>							
	NO - See Kathy regarding "Return to Service" options.									
	NO - Is employee retired from another La. retirement system?*		YES - Is employee on appointment for 2 years or less or for 50% effort or less?	YES - No retirement or SS	NO - Does employee have 5 or more years creditable service in LASERS, but not retired from LASERS?		YES - Does employee have 5 or more years creditable service in LSERS, but not retired from LSERS?		YES - Has employee ever been a member of the La. ORP?	YES - Choice of ORP, LASERS or LSERS
									NO - Has employee ever been a member of the La. ORP?	NO - Choice of TRSL, ORP or LSERS
									YES - Has employee ever been a member of the La. ORP?	YES - Choice of ORP or LASERS
									NO - Has employee ever been a member of the La. ORP?	NO - Choice of TRSL, ORP or LSERS
									YES - Has employee ever been a member of the La. ORP?	YES - Choice of ORP or LSERS
									NO - Has employee ever been a member of the La. ORP?	NO - Choice of TRSL, ORP or LSERS
									YES - Enroll in ORP	YES - Enroll in ORP
									NO - Choice of TRSL or ORP	NO - Choice of TRSL or ORP
		NO - Does employee have 10 or more years of creditable service in a La. retirement system?	YES - See "⊙" below. (EXCEPTION: Dual Employment - see "♣" below.)							
			NO - Is employee on appointment for 2 years or less or for 50% effort or less?	YES - Is employee on F-1 or J-1 visa?	YES - Is employee considered a resident alien for tax purposes?***	YES - Choice of LDCP or SS		NO - No retirement or SS		
						NO - Choice of ORP, LDCP or SS (If currently participating in TRSL, continue in TRSL.)				
				NO - Is employee on F-1 or J-1 visa?	YES - Is employee considered a resident alien for tax purposes?***	YES - Choice of LDCP or SS		NO - No retirement or SS		
						YES - Has employee ever participated in La. ORP		YES - Choice of ORP or LASERS/LSERS		
						NO - Has employee ever participated in La. ORP		NO - Choice of TRSL, ORP or LASERS/LSERS		
								YES - Enroll in ORP		
								NO - Choice of TRSL or ORP		

**DEFINITIONS:** **LASERS** = Louisiana State Employees' Retirement System; **LSERS** = Louisiana School Employees' Retirement System; **TRSL** = Teachers' Retirement System of Louisiana; **ORP** = Optional Retirement Plan; **LDCP** = Louisiana Deferred Compensation Plan; **SS** = Social Security.

\*Re-employed retirees of TRSL are not eligible for enrollment in TRSL and re-employed retirees of LASERS are not eligible for enrollment in LASERS nor do they have to pay Social Security. (See exceptions noted in \*\* below). Earnings will be limited unless the employee chooses to suspend his/her retirement benefit. (Limitations are determined by the system from which retired.) Earnings will not be limited for a retiree of LASERS who is employed in a position covered by TRSL (must enroll in TRSL). Earnings will not be limited for a retiree of TRSL employed in a position covered by LASERS (must enroll in LASERS).

\*\*When a TRSL DROP retiree or TRSL Option 5 retiree is re-employed, the following applies: 1) if employment has been terminated for less than 24 months, retiree **must** suspend retirement benefit and **must** again contribute to TRSL; 2) If employment has terminated for 24 months, retiree may choose to suspend benefit and earn any amount or continue benefit and earn up to 50% of benefit. Contributions must again be made to TRSL; 3) If retiree had 30 years of service, he/she needs to be out of service only 12 months with the option to suspend benefit and earn any amount or continue benefit and earn up to 50% of benefit. Contributions must again be made to TRSL. (*This does not apply to a LASERS DROP retiree.*)

Disability Retirees: 1) TRSL Disability Retiree - if employed in a position covered by TRSL, disability benefits will cease (has earnings limit if re-employed outside of the education system); 2) LASERS Disability Retiree - may be employed under an earnings limit.

- \*\*\*The following lists when an individual on an F or J visa is considered a "Resident Alien for tax purposes:"
- An employee on an F-1 or J-1 Student visa in the US for more than 5 calendar years (including part years) and at least 183 days in the sixth year.
  - An employee on a J-1 Non-student visa who is present in the US more than 2 calendar years (including part years) and at least 183 days in the third year.

- ♥ - YES - **Offer** LASERS, TRSL (if at least 5 years credit, never in the La. ORP and not a TRSL retiree), or LSERS (if at least 5 years credit), otherwise no retirement or SS.
- ★ - YES - **Choice** of LASERS, TRSL (if at least 5 years credit, never in the La. ORP and not a TRSL retiree), or LSERS (if at least 5 years credit)
- ⊙ - If temporary (2yrs or less) or part-time (50% effort or less), must continue in current system. If >2 yrs & >50% effort, has **choice** of current system or LASERS and if age 60 or old, also has choice of SS.
- ⊕ - If temporary (2yrs or less) or part-time (50% effort or less), must continue in current system. If >2 yrs & >50% effort, has **choice** of current system, TRSL (if never participated in La. ORP) or ORP.
- ♣ - YES - **Choice** of LASERS, SS, TRSL (if at least 5 years credit, never in the La. ORP and not a TRSL retiree), or LSERS (if at least 5 years credit)
- ♠ - **Dual Employment** - If an individual is employed by two agencies covered by different retirement systems, that employee is required to be a contributing member of both systems. However, if that employee will be in a temporary and/or part-time position requiring social security coverage, but that employee has 10 or more years of credit in the other agency's retirement system, the employee is required to participate in the other agency's system in lieu of social security.

**Note:** If appointed less than 51% and later increased to 51% or greater, 2 year eligibility rule begins with the change date, not with the date of original appointment.

# PERSONNEL ACTION FORM 1A

*This box to be completed by ALL units*

<b>CAMPUS</b>	<b>DIVISION</b>	<b>Type Appointment</b>	<b>Type Action</b>
<input checked="" type="checkbox"/> LSU AgCenter	<input checked="" type="checkbox"/> La. Agric Experiment St.	<input checked="" type="checkbox"/> Acad./Unclass. Regular (>180 days)	<input checked="" type="checkbox"/> Create New Position
<input type="checkbox"/> LSU - Baton Rouge	<input type="checkbox"/> La. Coop Extension Svc	<input type="checkbox"/> Acad./Unclass. Temp (<181 days)	<input type="checkbox"/> Fill Vacancy
<input type="checkbox"/> _____	<input type="checkbox"/> College of Ag	<input type="checkbox"/> Classified Permanent/Probational	<input type="checkbox"/> Update Position
		<input type="checkbox"/> Classified Job Appointment	<input type="checkbox"/> Classified Reallocation
		<input type="checkbox"/> Classified Restricted Appointment	<input type="checkbox"/> Add Admin. Duties
		<input type="checkbox"/> Master Posn. Description	

**POSITION NUMBER** \_\_\_\_\_  CURRENT OR  PREVIOUS INCUMBENT \_\_\_\_\_

Resignation ltr received:  Yes  No Effective date: \_\_\_\_\_

**UNIT/REGION** RICE RESEARCH STATION/SOUTHWEST REGION **Unit Code (1st 5 digits)** 965-61

**JOB TITLE AND PERCENT EFFORT (Space is allowed for multiple titles for academic/appointed/unclassified positions.)**

<b>Current Data:</b>	<b>Job Title</b>	<b>% Effort</b>	<b>Proposed Data:</b>	<b>Job Title</b>	<b>% Effort</b>
(1)	RESEARCH ASSOCIATE/SPECIALIST	100%			
(2)	_____	_____			
(3)	_____	_____			

**PROPOSED EFFECTIVE DATE** 04/01/2006

*Portion below to be completed by all EXCEPT for parish classified positions*

**Parish Chair Signature required for parish classified positions** \_\_\_\_\_ **Date** \_\_\_\_\_

**ACTION END DATE** 01/30/2007 **FUNDS END DATE** 08/31/2007 **TEMPORARY ACTION END DATE** \_\_\_\_\_

Complete these four sections for Academic/Unclassified positions only			
PROPOSED SALARY RANGE	FLSA CATEGORY	SOURCE OF FUNDS (Check all that apply.)	TYPE UNCLASSIFIED POSITION
<b>Minimum</b> \$23,700	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> State General Fund <input type="checkbox"/> Federal	<input checked="" type="checkbox"/> Teaching
<b>Midpoint</b> \$29,250	<input type="checkbox"/> Exempt-Executive	<input checked="" type="checkbox"/> Grant or Contract <input type="checkbox"/> Gratis	<input type="checkbox"/> Admin. Officer
<b>Maximum</b> \$36,600	<input type="checkbox"/> Exempt-Administrative	<input type="checkbox"/> Auxiliary <input type="checkbox"/> Restricted	<input type="checkbox"/> Professional
	<input checked="" type="checkbox"/> Exempt-Professional	<input type="checkbox"/> Approp. Unrest. Self Generated	

**BUDGETARY INFORMATION: Position in Operating Budget (state or federal)?**  YES  NO

Financial Approval	Account Number	Obj Code/ Project	Current Annual Salary	Proposed Annual Salary	PAY BASIS	From	To
_____	965-61-0100	1110	25,900	_____	Fiscal	[X]	[ ]
_____	965-61-6104	1110	5,000	_____	Academic	[ ]	[ ]
_____	_____	_____	_____	_____	Period of Appt.	[ ]	[ ]
_____	_____	_____	_____	_____	Other	[ ]	[ ]
					<b>TOTAL PERCENT EFFORT</b>	From	To
						100	_____
					<b>CLASSIFIED POSITION ONLY</b>	From	To
						_____	_____
						_____	_____
						_____	_____

**REMARKS:** STATE FUNDS FROM VACANT JONES (POSN #006243)

**SF-3 Current Review Date:** \_\_\_\_\_

**SIGNATURES:** For academic/appointed/unclassified positions, signatures also certify recommendation that the position be unclassified as meeting the teaching, professional or administrative officer designation required by the Constitution and Civil Service Rules.

\_\_\_\_\_  
Unit Head Date \_\_\_\_\_ Vice Chancellor Date \_\_\_\_\_

\_\_\_\_\_  
Dean/Director Date \_\_\_\_\_ Chancellor Date \_\_\_\_\_

The reverse side (Personnel Action Form 1B) must be completed  
for Associates, Postdoctoral Researchers, Administrative and HR Officer  
Unclassified positions.

Louisiana State University Agricultural Center  
**PERSONNEL ACTION FORM 1B**

**CAMPUS** . LSU Agricultural Center . **UNIT CODE** . 965-61 . **POSITION NUMBER** , \_\_\_\_\_ .

*The information on this page must be completed only for the following positions and only under the circumstances described below: associates, postdoctoral researchers, unclassified positions (i.e., title codes Nxxx), and academic administrative positions (e.g., department heads, directors). This information must be completed when one of these positions is being created or when it is necessary to update the job duties. This information does not have to be completed when one of these positions is vacant and is being filled, unless the job duties have changed or the proposed salary falls outside of the old salary range.*

PERCENT TIME                      DUTIES AND RESPONSIBILITIES (Please be specific.)

100%                                      **(Duplicate from Position Vacancy Announcement)**

POSITION REPORTS TO: . Margaret Martin . . Associate Professor .  
Name Title

POSITION SUPERVISES: . 3 student workers .  
Titles of Employees Supervised and Number Supervised

**MINIMUM QUALIFICATION REQUIREMENTS:**  
**(Duplicate from Position Vacancy Announcement)**

**ADDITIONAL REQUIREMENTS DESIRED:**

**FOR SYSTEM USE ONLY:**  
ASSIGNED SYSTEM TITLE(S)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ TC# \_\_\_\_\_  
TC# \_\_\_\_\_  
TC# \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_ Date  
System Director of Human Resource Management (for President)



### SUPPLEMENTAL JOB DESCRIPTION QUESTIONNAIRE FOR RESEARCH ASSOCIATE POSITIONS

Describe any physical demands, unfavorable working conditions, or hazards associated with this position. How frequently and when do these occur? Please be specific.

Check the category which best describes the role this position plays in managing resources (e.g., equipment, supplies, budgets) for the relevant program of work. State your reasons in the blank space provided.

- ] Has limited responsibility for resources
- ] Has overall responsibility for routine supplies and equipment and day to day resource management within a faculty members' program of work.
- ] (1) Independently manages the supplies and equipment for a subunit or other independent program within a department/station **OR** (2) manages the budget, supplies and equipment in a faculty member's overall program of work which involves diverse funds, supplies and equipment.
- ] Manages the budget and has responsibility for equipment and supplies for a subunit of a department/station.

List the types of equipment (field and laboratory) operated. Under "Purpose" indicate whether the position is responsible for maintaining and repairing this equipment. Also indicate whether this position is responsible for programming, calibrating or adjusting the equipment.

<u>Type Equipment</u>	<u>Frequency Operated (daily, weekly, etc)</u>	<u>Purpose</u>

Check the category which best describes the scope of the position in terms of its potential impact on the project/program/unit/organization. State your reasons in the blank space provided.

- ] The primary function is to provide support for a single project within a faculty member's total program of work (e.g., a research project funded by a grant).
- ] The primary function is to provide support for a single faculty member's total program of work.
- ] The primary function is to provide support for all or most programs in a department/station.
- ] The primary function is to provide support for the programs of multiple departments/stations.

Check the category which best describes the level of independence of this position in terms of the degree to which technical supervision is received and/or available. State your reasons in the blank space provided.

- ] General supervision is received for routine duties; daily supervision and/or detailed training for complex duties.
- ] Minimal supervision is received for routine and complex duties.
- ] This position functions independently all or most of the time and requires independent decision-making and judgment to complete tasks.

**Complete the "Supervisory Elements" chart if this position supervises one or more full-time, regular employees.**

**UNIT** \_\_\_\_\_

**POSITION NUMBER** \_\_\_\_\_

If this position supervises other employees, complete the following chart by listing the persons supervised along with their titles, checking the supervisory functions performed for each employee, and check the type supervision exercised over each employee. If desired, use the "Comments" section to provide any additional information which might be helpful.

Name	Title	Supervisory Functions						Type Supervision			Comments
		1	2	3	4	5	6	Full <sup>1</sup>	Proj. <sup>2</sup>	Func. <sup>3</sup>	

**NOTE:** When listing student and transient employees, instead of specifying names, provide the total number being supervised and the typical number of hours worked per week. Separate listings can be used if necessary to properly convey major fluctuations in supervisory responsibility during the year.

**Supervisory Functions:** 1 = hires; 2 = determines work assignments; 3 = reviews and approves work; 4 = evaluates performance; 5 = trains staff; 6 = approves leave

**Type Supervision:**  
<sup>1</sup>Full - Serves as primary supervisor of the employee and provides overall supervision  
<sup>2</sup>Project - Serves as supervisor of the employee when the employee is working on a certain research project  
<sup>3</sup>Functional - Serves as supervisor of the employee when the employee is performing a certain function (e.g., operating particular type of equipment)

PERSONNEL ACTION FORM 2

[ ] Appointment [ ] Academic HRM Log# . . .
[ ] Retirement/Separation [X] Classified HRM Trans . . .
[X] Other [ ] Unclassified HRM Form# . . .

CAMPUS [X] LSU AgCenter [ ] LSU - Baton Rouge
[ ] Other . . .

NAME (Last, First MI) . GRAS, MARTY . SSN(Required for new appt only) . 123-45-6789 .

NATURE OF ACTION - (A - academic only, C - classified only) MARK ALL THAT APPLY:

- [ ] Add'l Comp [ ] Change Percent Effort (A) [ ] Leave Without Pay [ ] Termin of Detail to Spec Duty
[ ] Add or Delete unit/campus cross-chg [X] Change Source of Funds [ ] Merit Increase [X] Transfer in from other:
[ ] Appt - Job (C) [ ] Change Standard Workwk (C) [ ] Name Change Agency X Campus Dept.
[ ] Appt - Probational (C) [ ] Continuation (A) [X] Promotion [ ] Transfer out to other:
[ ] Appt - Provisional (C) [ ] Continuation Temp to Reg (A) [ ] Reallocation (C) Agency Campus Dept.
[ ] Appt - Reemployment (C) [ ] Cont of Detail to Spec Duty [ ] Reassignment (C) [ ] Other - list
[ ] Appt - Retiree Reemployment [ ] Cont of Job Appt (C) [ ] Resignation
[ ] Appt - Regular (A) [ ] Cont of Leave Without Pay [ ] Retirement
[ ] Appt - Restricted (C) [ ] Demotion [ ] Return from Leave Without Pay
[ ] Appt - Temporary (A) [ ] Detail to Special Duty [ ] Salary Increase - list reason
[ ] Change Gratis to Paid Status (A) [ ] Dismissal (C)
[ ] Change Paid to Gratis Status (A) [ ] Increase in Local Funding (A) [ ] Termination - Non-renewal appt

FROM TO (Complete only if changing)
Title . SECRETARY 2 (GS09) 102030 .
Division . LA. AGRICULTURAL EXPERIMENT STATION .
Unit/Region . FOOD SCIENCE .
Percent Effort . 100% . Position # . 010823 . Percent Effort . . Position # . .

EFFECTIVE DATE . 03/17/2006 . CURRENT APPT END DATE . . FUNDS END DATE . .
TEMP ACTION END DATE . . Complete for classified appointments only: Standard Work Week . 40 . Work Schedule . M-F 8:00-4:30 .
For appointments/separations only: Home Address . .
For appointments/transfers only: Work Location and Phone . 101 FOOD SCIENCE BUILDING, 578-5206 .
Complete for separations only: Reason . . Last Day Worked . .

REMARKS (e.g., EEO status, leave balances, tenure, additional compensation, justification/payment schedule, etc.):

TRANSFER FROM BATON ROUGE CAMPUS. NO BREAK IN SERVICE. LEAVE BALANCES TO TRANSFER.

Complete the following line for Classified Employees only:
Pay Rate FROM: . \$7.22 /hr . \$1251 /mo TO: . /hr . /mo

Parish Chair Signature . . Date . .

\*\*Portion below to be completed by HRM for parish classified employees.\*\*

ACCOUNTING DATA:

Table with 5 columns: Finance Approval, Account Number, Current Annual Salary, Proposed Annual Salary, Object/Project. Includes a TOTALS row.

Pay Basis From . . To . .
Academic Year [ ] [ ]
Fiscal Year [X] [ ]
Period of Appt [ ] [ ]
Other . .

For HRM Use Only:

Action Reason . . Pay Reason . .
Ret. System . / . Rel Ind . .
Tenure . . Race . . Sex . .
Appt Typ . . Parish Cd: Work . . Res . .
Citizenship . / . Visa . .
[ ] TEMP [ ] REG Med Tax [ ] YES [ ] NO
Empl Grp . . Title Cde . .
DOB . / / . Pay Level . .
CS Auth . . Annv Dt . / / .
Leave . . Education: Degree/Discipline/Instit

For Payroll Use Only:

Signed . . Date . . Approved . . Date . .
Unit Head Vice Chancellor
Approved . . Date . . Approved . . Date . .
Dean/Director Chancellor
Initials / Date

PERSONNEL ACTION FORM 2

[ ] Appointment [X] Academic HRM Log# . . .
[ ] Retirement/Separation [ ] Classified HRM Trans . . .
[X] Other [ ] Unclassified HRM Form# . . .

CAMPUS [X] LSU AgCenter [X] LSU - Baton Rouge
[ ] Other . . .

NAME (Last, First MI) . LONG, JOSEPH C. . SSN(Required for new appt only) . 222-11-5454 .

NATURE OF ACTION - (A - academic only; C - classified only) MARK ALL THAT APPLY:

- [ ] Add'l Comp [ ] Change Percent Effort (A) [ ] Leave Without Pay [ ] Termination - Non-renewal appt
[ ] Add or Delete unit/campus cross-chg [ ] Change Source of Funds [ ] Merit Increase [ ] Transfer in from other:
[ ] Appt - Job (C) [ ] Change Standard Workwk (C) [ ] Name Change Agency Campus Dept.
[ ] Appt - Probational (C) [X] Continuation (A) [ ] Promotion [ ] Transfer out to other:
[ ] Appt - Provisional (C) [ ] Continuation Temp to Reg (A) [ ] Reallocation (C) Agency Campus Dept.
[ ] Appt - Reemployment (C) [ ] Cont of Detail to Spec Duty [ ] Reassignment (C) [ ] Other - list
[ ] Appt - Retiree Reemployment [ ] Cont of Job Appt (C) [ ] Resignation
[ ] Appt - Regular (A) [ ] Cont of Leave Without Pay [ ] Retirement
[ ] Appt - Restricted (C) [ ] Demotion [ ] Return from Leave Without Pay
[ ] Appt - Temporary (A) [ ] Detail to Special Duty [ ] Salary Increase - list reason
[ ] Change Gratis to Paid Status (A) [ ] Dismissal (C)
[ ] Change Paid to Gratis Status (A) [ ] Increase in Local Funding (A)

FROM TO (Complete only if changing)
Title . ASSISTANT PROFESSOR . SAME .
Division . LA. AG EXP STATION/COLLEGE OF AGRIC . SAME .
Unit/Region . RENEWABLE NATURAL RESOURCES . SAME .
Percent Effort . 100% . Position # . 010640 . Percent Effort . SAME . Position # . SAME .

EFFECTIVE DATE . 07/01/2006 . CURRENT APPT END DATE . 03/31/2007 . FUNDS END DATE . . .
TEMP ACTION END DATE . . . Complete for classified appointments only: Standard Work Week . . . Work Schedule . . .
For appointments/separations only: Home Address . . .
For appointments/transfers only: Work Location and Phone . . .
Complete for separations only: Reason . . . Last Day Worked . . .

REMARKS (e.g., EEO status, leave balances, tenure, additional compensation, justification/payment schedule, etc.):

THIS CONTINUATION WILL BRING THE EMPLOYEE THROUGH FIVE YEARS SERVICE AT THE ASSISTANT PROFESSOR RANK.

Complete the following line for Classified Employees only:
Pay Rate FROM: . . /hr . . /mo TO: . . /hr . . /mo

Parish Chair Signature . . . Date . . .

\*\*Portion below to be completed by HRM for parish classified employees.\*\*

ACCOUNTING DATA:

Table with 5 columns: Finance Approval, Account Number, Current Annual Salary, Proposed Annual Salary, Object/Project. Includes rows for account numbers 940-40-0100 and 101-20-0000, and a TOTALS row.

Pay Basis From . . . To . . .
Academic Year [ ] [ ]
Fiscal Year [ ] [ ]
Period of Appt [ ] [ ]
Other . . .

For HRM Use Only:
Action Reason . . . Pay Reason . . .
Ret. System . . . / . . . Rel Ind. . . .
Tenure . . . Race . . . Sex . . .
Appt Typ. . . Parish Cd: Work. . . Res. . .
Citizenship . . . / . . . Visa . . .
[ ] TEMP [ ] REG Med Tax [ ] YES [ ] NO
Empl Grp . . . Title Cde . . .
DOB . . . / . . . / . . . Pay Level . . .
CS Auth . . . Annv Dt . . . / . . . / . . .
Leave . . . Education: Degree/Discipline/Instit

For Payroll Use Only:

Signed . . . Date . . . Approved . . . Date . . .
Unit Head Vice Chancellor
Approved . . . Date . . . Approved . . . Date . . .
Dean/Director Chancellor
Initials / Date

PERSONNEL ACTION FORM 2

[x] Appointment [ ] Academic HRM Log# . . .
[ ] Retirement/Separation [x] Classified HRM Trans . . .
[ ] Other [ ] Unclassified HRM Form# . . .

CAMPUS [x] LSU AgCenter [ ] LSU - Baton Rouge
[ ] Other . . .

NAME (Last, First MI) . SMITH, MARY L. SSN(Required for new appt only) . 444-11-8888

NATURE OF ACTION - (A - academic only, C - classified only) MARK ALL THAT APPLY:

- [ ] Add'l Comp [ ] Change Percent Effort (A) [ ] Leave Without Pay [ ] Termination - Non-renewal appt
[ ] Add or Delete unit/campus cross-chg [ ] Change Source of Funds [ ] Merit Increase [ ] Transfer in from other:
[ ] Appt - Job (C) [ ] Change Standard Workwk (C) [ ] Name Change Agency Campus Dept.
[X] Appt - Probational (C) [ ] Continuation (A) [ ] Promotion [ ] Transfer out to other:
[ ] Appt - Provisional (C) [ ] Continuation Temp to Reg (A) [ ] Reallocation (C) Agency Campus Dept.
[ ] Appt - Reemployment (C) [ ] Cont of Detail to Spec Duty [ ] Reassignment (C) [ ] Other - list
[ ] Appt - Retiree Reemployment [ ] Cont of Job Appt (C) [ ] Resignation
[ ] Appt - Regular (A) [ ] Cont of Leave Without Pay [ ] Retirement
[ ] Appt - Restricted (C) [ ] Demotion [ ] Return from Leave Without Pay
[ ] Appt - Temporary (A) [ ] Detail to Special Duty [ ] Salary Increase - list reason
[ ] Change Gratis to Paid Status (A) [ ] Dismissal (C)
[ ] Change Paid to Gratis Status (A) [ ] Increase in Local Funding (A)

FROM TO (Complete only if changing)
Title . CUSTODIAN 1 100300 (WS201)
Division . LA. AGRICULTURAL EXPERIMENT STATION
Unit/Region . NORTHEAST RESEARCH STATION/NE REGION
Percent Effort . 50% Position # . 006466

EFFECTIVE DATE . 04/01/2006 CURRENT APPT END DATE FUNDS END DATE
TEMP ACTION END DATE . Complete for classified appointments only: Standard Work Week . 20 Work Schedule . M-F 8:00-12:00
For appointments/separations only: Home Address . PO BOX 116, ST. JOSEPH, LA 71366
For appointments/transfers only: Work Location and Phone . NORTHEAST RESEARCH STATION, 318-766-3769
Complete for separations only: Reason . Last Day Worked .

REMARKS (e.g., EEO status, leave balances, tenure, additional compensation, justification/payment schedule, etc.):

Complete the following line for Classified Employees only:
Pay Rate FROM: . \$5.25 /hr . (\$910/FT) /mo \$455.00 PT TO: . /hr . /mo

Parish Chair Signature . Date .

\*\*Portion below to be completed by HRM for parish classified employees.\*\*

ACCOUNTING DATA: Finance Approval Account Number Current Annual Salary Proposed Annual Salary Object/Project Pay Basis From To
. 963-58-0100 . 5,481 . .1120/
TOTALS . 5,481 .

For Payroll Use Only:

Signed Unit Head Date Approved Vice Chancellor Date
Approved Dean/Director Date Approved Chancellor Date
Initials Date

PERSONNEL ACTION FORM 2

[X] Appointment [X] Academic HRM Log# . . .
[ ] Retirement/Separation [ ] Classified HRM Trans . . .
[ ] Other [ ] Unclassified HRM Form# . . .

CAMPUS [X] LSU AgCenter [ ] LSU - Baton Rouge
[ ] Other . . .

NAME (Last, First MI) . SMITH, JOHN M. . SSN(Required for new appt only) . 555-99-4444 .

NATURE OF ACTION - (A - academic only, C - classified only) MARK ALL THAT APPLY:

- [ ] Add'l Comp [ ] Change Percent Effort (A) [ ] Leave Without Pay [ ] Termin of Detail to Spec Duty
[ ] Add or Delete unit/campus cross-chg [ ] Change Source of Funds [ ] Merit Increase [ ] Transfer in from other:
[ ] Appt - Job (C) [ ] Change Standard Workwk (C) [ ] Name Change Agency Campus Dept.
[ ] Appt - Probational (C) [ ] Continuation (A) [ ] Promotion [ ] Transfer out to other:
[ ] Appt - Provisional (C) [ ] Continuation Temp to Reg (A) [ ] Reallocation (C) Agency Campus Dept.
[ ] Appt - Reemployment (C) [ ] Cont of Detail to Spec Duty [ ] Reassignment (C) [ ] Other - list
[ ] Appt - Retiree Reemployment [ ] Cont of Job Appt (C) [ ] Resignation
[X] Appt - Regular (A) [ ] Cont of Leave Without Pay [ ] Retirement
[ ] Appt - Restricted (C) [ ] Demotion [ ] Return from Leave Without Pay
[ ] Appt - Temporary (A) [ ] Detail to Special Duty [ ] Salary Increase - list reason
[ ] Change Gratis to Paid Status (A) [ ] Dismissal (C)
[ ] Change Paid to Gratis Status (A) [ ] Increase in Local Funding (A) [ ] Termination - Non-renewal appt

FROM TO (Complete only if changing)
Title . RESEARCH ASSOCIATE (SPECIALIST) .
Division . LA. AGRICULTURAL EXPERIMENT STATION .
Unit/Region . ANIMAL SCIENCE .

Percent Effort .100% . Position # .011115 . Percent Effort . . Position # . .

EFFECTIVE DATE . 03/01/2006 . CURRENT APPT END DATE . 03/31/2008 . FUNDS END DATE . 03/31/2008 .

TEMP ACTION END DATE . . Complete for classified appointments only: Standard Work Week . . Work Schedule . .

For appointments/separations only: Home Address . 114 ELM STREET, BATON ROUGE, LA 70808 .

For appointments/transfers only: Work Location and Phone . 106 JB FRANCONI HALL, 578-3241 .

Complete for separations only: Reason . . Last Day Worked . .

REMARKS (e.g., EEO status, leave balances, tenure, additional compensation, justification/payment schedule, etc.):

EEO COMPLIANCE CERTIFIED

Complete the following line for Classified Employees only:
Pay Rate FROM: . /hr . /mo TO: . /hr . /mo

Parish Chair Signature . . Date . .

\*\*Portion below to be completed by HRM for parish classified employees.\*\*

ACCOUNTING DATA:

Table with columns: Finance Approval, Account Number, Current Annual Salary, Proposed Annual Salary, Object/Project. Includes a TOTALS row.

Pay Basis From . . To . .
Academic Year [ ] [ ]
Fiscal Year [X] [ ]
Period of Appt [ ] [ ]
Other . .

For HRM Use Only:
Action Reason . . Pay Reason . .
Ret. System . / . Rel Ind . .
Tenure . . Race . . Sex . .
Appt Typ . . Parish Cd: Work . . Res . .
Citizenship . / . Visa . .
[ ] TEMP [ ] REG Med Tax [ ] YES [ ] NO
Empl Grp . . Title Cde . .
DOB . / / . Pay Level . .
CS Auth . . Annv Dt . / / .
Leave . . Education: Degree/Discipline/Instit

For Payroll Use Only:

Signed . . Date . .
Unit Head
Approved . . Date . .
Dean/Director

Approved . . Date . .
Vice Chancellor
Approved . . Date . .
Chancellor

PERSONNEL ACTION FORM 2

[ ] Appointment [x] Academic HRM Log# . . .
[x] Retirement/Separation [ ] Classified HRM Trans . . .
[ ] Other [ ] Unclassified HRM Form# . . .

CAMPUS [x] LSU AgCenter [ ] LSU - Baton Rouge
[ ] Other . . .

NAME (Last, First MI) . GREEN, JEAN E. SSN(Required for new appt only) . 111-22-3333

NATURE OF ACTION - (A - academic only, C - classified only) MARK ALL THAT APPLY:

- [ ] Add'l Comp [ ] Change Percent Effort (A) [ ] Leave Without Pay [ ] Termin of Detail to Spec Duty
[ ] Add or Delete unit/campus cross-chg [ ] Change Source of Funds [ ] Merit Increase [ ] Transfer in from other:
[ ] Appt - Job (C) [ ] Change Standard Workwk (C) [ ] Name Change Agency Campus Dept.
[ ] Appt - Probational (C) [ ] Continuation (A) [ ] Promotion [ ] Transfer out to other:
[ ] Appt - Provisional (C) [ ] Continuation Temp to Reg (A) [ ] Reallocation (C) Agency Campus Dept.
[ ] Appt - Reemployment (C) [ ] Cont of Detail to Spec Duty [ ] Reassignment (C) [ ] Other - list
[ ] Appt - Retiree Reemployment [ ] Cont of Job Appt (C) [x] Resignation
[ ] Appt - Regular (A) [ ] Cont of Leave Without Pay [ ] Retirement
[ ] Appt - Restricted (C) [ ] Demotion [ ] Return from Leave Without Pay
[ ] Appt - Temporary (A) [ ] Detail to Special Duty [ ] Salary Increase - list reason
[ ] Change Gratis to Paid Status (A) [ ] Dismissal (C)
[ ] Change Paid to Gratis Status (A) [ ] Increase in Local Funding (A) [ ] Termination - Non-renewal appt

FROM

TO (Complete only if changing)

Title . PROFESSOR . . .

Division . LA. AGRICULTURAL EXPERIMENT STATION . . .

Unit/Region . VETERINARY SCIENCE . . .

Percent Effort . 100% . Position # . 006670 . Percent Effort . . . Position # . . .

EFFECTIVE DATE . 10/31/2006 COB . CURRENT APPT END DATE . . . FUNDS END DATE . . .

TEMP ACTION END DATE . . . Complete for classified appointments only: Standard Work Week . . . Work Schedule . . .

For appointments/separations only: Home Address . 830 ELM STREET, BATON ROUGE, LA 70808 . . .

For appointments/transfers only: Work Location and Phone . . .

Complete for separations only: Reason . TO ACCEPT OUT OF STATE POSITION . Last Day Worked . 10/13/2006\* . . .

REMARKS (e.g., EEO status, leave balances, tenure, additional compensation, justification/payment schedule, etc.):

\*EMPLOYEE WAS ON ANNUAL LEAVE 10/16-29/2006. PAY \_\_\_\_\_HRS ANNUAL LEAVE.
LEAVE BALANCES: \_\_\_\_\_HRS ANNUAL LEAVE
\_\_\_\_\_HRS SICK LEAVE

Complete the following line for Classified Employees only:
Pay Rate FROM: . . . /hr . . . /mo TO: . . . /hr . . . /mo

Parish Chair Signature . . . Date . . .

\*\*Portion below to be completed by HRM for parish classified employees.\*\*

ACCOUNTING DATA:

Table with columns: Finance Approval, Account Number, Current Annual Salary, Proposed Annual Salary, Object/Project. Includes a TOTALS row.

Pay Basis From . . . To . . .
Academic Year [ ] [ ]
Fiscal Year [x] [ ]
Period of Appt [ ] [ ]
Other . . .

For HRM Use Only:
Action Reason . . . Pay Reason . . .
Ret. System . . . / . . . Rel Ind . . .
Tenure . . . Race . . . Sex . . .
Appt Typ . . . Parish Cd: Work . . . Res . . .
Citizenship . . . / . . . Visa . . .
[ ] TEMP [ ] REG Med Tax [ ] YES [ ] NO
Empl Grp . . . Title Cde . . .
DOB . . . / . . . / . . . Pay Level . . .
CS Auth . . . Annv Dt . . . / . . . / . . .
Leave . . . Education: Degree/Discipline/Instit

For Payroll Use Only:

Signed . . . Unit Head . . . Date . . . Approved . . . Vice Chancellor . . . Date . . .
Approved . . . Dean/Director . . . Date . . . Approved . . . Chancellor . . . Date . . .
Initials . . . / . . . Date . . .