FAQ'S Hiring & Forms

When to use PAF vs PRF?

Personnel Action Form- Also referred to as the **PAF.** Used for any action tied to an existing employee. Examples of actions requested: promotions, change of their assigned/budgeted account as an active employee, granting permanent status to Civil Servants, Granting extra compensation, salary adjustments (in their base position), and most importantly, the hiring of any classification of employee.

Position Request Form- Also referred to as the **PRF.** Used for any action tied to a vacant/unfilled position, or position that is pending a hire, but still technically vacant. Examples of actions requested: Creating a new Unclassified position, changing the salary range for an existing unfilled position, requesting to post & fill a vacant fulltime position (Classified or Unclassified), changing the funding source for a vacant position, changing the job description of an Unclassified position, initiating the EEO Process, etc.

NOT used for Temporary Part-time (formerly casual labor), Graduate Assistants, Student workers, Classified WAE, etc. Typically NOT used for emergency temporary position approval, unless the emergency temp position does not have a line established.

When Emergency Temp Vs Temporary Part-time vs EEO Perm Unclassified?

a. Emergency Temp Whenever a temporary employee is needed to fill a permanent line in your budget on a temporary basis (typically less than a year). These should be used *for truly temporary needs*, and not as a trial period for Unclassified employees. A date range is required. Should be exempt (salaried), making more than $921/week (Dept. of Labor changed the threshold for exempt salary earlier this month to be effective Dec 1st. Prior then the minimum salary is $455/week.). If greater than 75% employed (30 hrs/week), will be eligible for insurance. This category does not require advertisement.

b. Temporary Parttime Formerly called Casual Labor, this category should be used for temporary employees who work sporadically, fill in occasionally, or are working on a special project. These positions do NOT fill a budgeted line. Typically should not work more than 90 days in this category of employment; however, up to a year is permissible, as long as they are not working a consistent schedule, and truly are sporadically employed. A date range is required. Also is best practice to pay an hourly rate; however, some flat rates may be applicable (i.e. Paid by project or event). This category does not require advertisement.

c. EEO Permanent Unclassified- The process to fill a permanent (non-temporary) Unclassified Faculty or Staff position/budgeted full time Equivalent (FTE) Line. This category does require advertisement. These positions are always benefit/retirement eligible.

Salary change, job change, continuing appointment , new hire, rehire?

a. <u>Salary Change</u> When a current employee is receiving a salary change, but not a position change (i.e. promotion, job change, stipend for dept. head, interim appointments).
b. <u>Job Change</u> When a current employee is changing positions (may or may not involve a salary change). Not used when an employee is switching divisions
c. <u>Continuing appointment</u> When an existing temporary employee is renewed (i.e. extension of an ET, WAE, or Temp part time.
d. <u>New Hire</u>- Used when a new employee is hired by the University, or if an employee switches departments and is new to your area. Should not be used for promotions within a department, Temporary part-time, student workers, grad assistants, etc.
e. <u>Rehire</u> When a previous employee is rehired by the University. This is infrequently used, and can usually be supplanted by the New Hire option.

When a vacancy comes up unexpectedly, what to do?

Evaluate the employment types chart (attached), and determine which situation best fits your situation. Consult with HR if you are unsure of the best fit/category for your scenario.

Job Offers/ Effective date questions?

a. <u>New Unclassified or Classified Staff</u>- Effective date will be established once their PAF is fully approved, and a formal offer made by HR. Hiring Managers may indicate to their chosen candidate that their hire approval is in process, and that a formalized offer will come directly from HR. Employees CANNOT begin working prior to the hire offer.
b. <u>New Temporary employee</u>- Effective date can be any date after the final signatures are received. There is no hire-offer from HR for this type of employee. Cannot work prior to formal approval. Dept. will be notified by HR when this has occurred.
c. <u>Job Change or salary change for existing employee</u>- Effective date can be any date after the final signatures are received. There is no hire-offer from HR for this type of employee. Dept. will be notified by HR when this has occurred.

Takeaways:

1. Nothing is to be submitted on letters/memos for approval, unless directed to do so by the President's office or Mr. LeBlanc.

2. Always refer to webpage for the most current version of our hiring forms. **Do NOT Save** an existing version of the form to your desktop, or keep paper copies, as these are live documents and periodically edited as new process/systems are identified.

3. Never hesitate to call with a question on form completion. The majority of our staff are trained to assist, or can escalate to someone in our office who can help.

4. What documents to attach/things to remember to expedite approval

    PRF: Ensure all fields are completed, ensure that the job description form is complete, attach an org chart (permanent positions only)

    PAF: Ensure all field are completed, that a resume or application is attached (Temp PT), And if a permanent position (EEO) that you've emailed the applicant pool to eeo@louisiana.edu. Also for new hires who have not been paid in the last year, ensure that a background check form has been submitted to HR for processing.

5. Civil Service exception: For any civil service actions, please confer with our office(HR) if you have any questions. Especially when updating positions, or changing salary, there are additional steps not covered by the forms that must occur.