



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 immediately to HRM to verify eligibility. After the background check has been completed and an offer is made and accepted, submit a PER2. Refer back to Supervisor's Employment Packet for full instructions of other required forms to close out advertisement/appointment. 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	Detail to Special Duty
Add or Delete cross-charge to other unit/campus	Dismissal (C)
Appointment - Job (C)	Increase in Local Funding
Appointment - Probational (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 in Percent Effort (A)	Resignation
Change in Source of Funds	Retirement
Change in Standard Workweek (C)	Return From Leave Without Pay
Continuation (A)	Salary Increase (specify reason)
Continuation of Detail to Special Duty	Termination of Detail to Special Duty
Continuation of Job Appointment (C)	Transfer to/from Other Agency
Continuation of Leave Without Pay	Transfer to/from Other Campus
Demotion	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 /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, (for classified, a full pay period or more) 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

BENEFIT	LENGTH OF APOINTMENT REQUIRED FOR ELIGIBIITY	PERCENT EFFORT REQUIRED FOR ELIGIBILITY
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)

USE YELLOW PAPER FOR PRINTING PER FORMS.

PERSONNEL ACTION FORM 1A

This box to be completed by ALL units

CAMPUS [x] LSU AgCenter [] LSU - Baton Rouge [] _____	DIVISION [x] La. Agric Experiment St. [] La. Coop Extension Svc [] College of Ag [] _____	Type Appointment [x] Acad./Unclass. Regular (>180 days) [] Acad./Unclass. Temp (<181 days) [] Classified Permanent/Probational [] Classified Job Appointment [] Classified Restricted Appointment [] Master Posn. Description	Type Action [x] Create New Position [] Fill Vacancy [] Update Position [] Classified Reallocation [] Add Admin. Duties
POSITION NUMBER _____		[] CURRENT OR [] PREVIOUS INCUMBENT _____	
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.)			
Current Data: Job Title		Proposed Data: Job Title	
%		%	
(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
Minimum \$23,700	[] Non-Exempt	[x] State General Fund [] Federal	[x] Teaching
Midpoint \$29,250	[] Exempt-Executive	[x] Grant or Contract [] Gratis	[] Admin. Officer
Maximum \$36,600	[] Exempt-Administrative	[] Auxiliary [] Restricted	[] Professional
	[x] Exempt-Professional	[] Approp. Unrest. Self Generated	

BUDGETARY INFORMATION: Position in Operating Budget (state or federal)? [X] YES [] NO					PAY BASIS	From	To
Financial Approval	Account Number	Obj Code/ Project	Current Annual Salary	Proposed Annual Salary	Fiscal	[X]	[]
	965-61-0100	1110	25,900		Academic	[]	[]
	965-61-6104	1110	5,000		Period of Appt.	[]	[]
					Other	[]	[]
					TOTAL PERCENT EFFORT		
					From	100	To
					CLASSIFIED POSITION ONLY		
					Workweek		
					Monthly Rate		
					Hourly Rate		
		Totals:	30,000				

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

Date _____ Unclassified positions.

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: Finance Approval Account Number Current Annual Salary Proposed Annual Salary Object/Project Pay Basis From To
. 940-44-0100 . 84,000 . .1110/
TOTALS . 84,000 .

For Payroll Use Only:
Signed Unit Head Date Approved Vice Chancellor Date
Approved Dean/Director Date Approved Chancellor Date
Initials Date
An Equal Opportunity/Affirmative Action Employer 09/2006

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: Finance Approval Account Number Current Annual Salary Proposed Annual Salary Object/Project Pay Basis From To
. 940-32-0100 . 15,075 . . 1120/ . Academic Year [] []
Fiscal Year [X] []
Period of Appt [] []
Other .
TOTALS . 15,075 . .

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

[] 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 . . Anv Dt . . / . . / . .
Leave . . Education: Degree/Discipline/Insti

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:

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/Insttit

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 [] 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) [] 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)

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