

Human Resources Liaison Checklist

NOTE: The following documents are required for processing HR Actions.
ALL HR FORMS CAN BE FOUND ON THE DHH INTRANET AT <http://dhhinet01/>

PROBATIONAL APPOINTMENT

Actions & Items Needed:

- ❖ Drug Test Conducted
- ❖ Approved 6.5g Request Form HR- 20 along with applicant's application, if applicable
- ❖ Certified Copy of College Transcript, if applicable
- ❖ Professional License verification form, if applicable
- ❖ Application (SF10), Resume or online application
- ❖ Conditional Offer of Employment Form (HR -5) ***HR must certify that the job offer is valid***
- ❖ Employee has to complete the Pre-hire documents email **(email will be given once drug screen has cleared and official transcript is received if applicable.)**
- ❖ Completed Personnel Action Request Form HR-1
- ❖ See Appendix A or B for salary computation, call HR to verify correct salary
- ❖ Coded Referral List Signed by Appointing Authority, if applicable
- ❖ (2) Reference Check Forms HR- 12 *(optional)*
- ❖ Exec. Approval for appointments to positions at or above AS-623, TS-318, SS-422, MS-525

TRANSFER IN'S

Actions & Items Needed:

- ❖ Drug Test Conducted, if applicable
- ❖ Approved 6.5g Request Form HR- 20 along with applicant's application, if applicable
- ❖ Certified Copy of College Transcript, if applicable
- ❖ Professional License verification form, if applicable
- ❖ Application (SF10), Resume or online application
- ❖ Conditional Offer of Employment Form (HR- 5) ***HR must certify that the job offer is valid.***
- ❖ Employee has to complete the Pre-hire documents email **(email will be given once drug screen has cleared and official transcript is received if applicable.)**
- ❖ Completed Personnel Action Request Form HR -1
- ❖ See Appendix A or B for salary computation, call HR to verify correct salary
- ❖ Coded Referral List Signed by Appointing Authority, if applicable
- ❖ (2) Reference Check Forms HR- 12 *(optional)*
- ❖ Exec. Approval for appointments to positions at or above AS-623, TS-318, SS-422, MS-525

JOB APPOINTMENT

Actions & Items Needed:

- ❖ Drug Test Conducted
- ❖ Approved 6.5g Request Form HR 20 along with applicant's application, if applicable
- ❖ Certified Copy of College Transcript, if applicable
- ❖ Application (SF10), Resume or online application
- ❖ Professional License Verification Form, if applicable
- ❖ Conditional Offer of Employment Form (HR -5) ***HR must certify that the job offer is valid***
- ❖ Employee has to complete the Pre-hire documents email **(email will be given once drug screen has cleared and official transcript is received if applicable.)**
- ❖ Completed Personnel Action Request Form HR- 1
- ❖ Completed Justification for Temporary Appointments Form HR- 3
- ❖ Civil Service Statement of Agreement and Understanding Form (Employment in a Non-Permanent Appointment)
- ❖ Conditional Offer of Employment Form (HR -5) ***HR must certify that the job offer is valid***
- ❖ Coded Referral List Signed by Appointing Authority, if applicable
- ❖ (2) Reference Check Forms HR- 12 *(optional)*
- ❖ Professional License Verification Form, if applicable
- ❖ Exec. Approval for appointments to positions at or above AS-623, TS-318, SS-422, MS-525

WAE APPOINTMENT

Actions & Items Needed:

- ❖ Drug Test Conducted
- ❖ Certified Copy of College Transcript, if applicable
- ❖ Certified Copy of College Transcript, if applicable
- ❖ Application (SF10), Resume or online application
- ❖ Conditional Offer of Employment (HR-5)
- ❖ Employee has to complete the Orientation email **(email will be given once drug screen has cleared and official transcript is received if applicable.)**
- ❖ Completed Personnel Action Request Form HR- 1
- ❖ Completed Justification for Temporary Appointments Form HR- 3
- ❖ Civil Service Statement of Agreement and Understanding Form (Employment in a Non-Permanent Appointment)
- ❖ If this is a Physician Appointment contact your HR Director

UNCLASSIFIED APPOINTMENT

Actions & Items Needed:

- ❖ Drug Test Conducted
- ❖ Employee has to complete the Pre-hire documents email **(email will be given once drug screen has cleared and official transcript is received if applicable.)**
- ❖ Completed Personnel Action Request Form HR- 1
- ❖ Civil Service Authority for Unclassified Appointments
- ❖ Conditional Offer of Employment (HR-5)
- ❖ Civil Service Statement of Agreement and Understanding Form (Employment in a Non-Permanent Appointment)
- ❖ Application (SF10), curriculum vitae or online application
- ❖ If this is a Physician Appointment contact your HR Director

STUDENT APPOINTMENT

Actions & Items Needed:

- ❖ Drug test conducted
- ❖ Student Application or Letter – (certified by school/university)
- ❖ Employee has to complete the Pre-hire documents email **(email will be given once drug screen has cleared and official transcript is received if applicable.)**
- ❖ Conditional Offer of Employment Form (HR-5)
- ❖ Completed Request for Personnel Action Form HR -1
- ❖ If student is between the age of 14-17, application to employ minors form required *(check with Human Resources)*

PRE-HIRE

Actions & Items Needed:

- ❖ I9 Form
- ❖ Signed Social Security Card
- ❖ Driver's License, Birth Certificate or other documentation for proof of citizenship *(can use SS card in place of birth certificate)*
- ❖ Voided check or Verification for Banking Institution for mandatory direct deposit

REALLOCATIONS

Actions & Items Needed:

- ❖ Completed Request for Personnel Action Form HR- 1
- ❖ Official Transcript (*if not already on file*)
- ❖ Valid Licensure
- ❖ See Appendix A or B for salary computation, call HR to verify correct salary
- ❖ Updated application (*HR will notify you if this is required*)

PROMOTIONS

Actions & Items Needed:

- ❖ Completed Request for Personnel Action Form HR- 1
- ❖ Official transcript (*if not already on file*)
- ❖ Valid Licensure
- ❖ Coded Referral List Signed by Appointing Authority, if applicable
- ❖ Exec. Approval for appointments to positions at or above AS-623, TS-318, SS-422, MS-525
- ❖ See Appendix A or B for salary computation, call HR to verify correct salary

DETAILS

Actions & Items Needed:

- ❖ Agency Request for Prior SCS Director Approval of Detail to Special Duty
 - Required for probationary employees and employees who do not meet the minimum qualifications
- ❖ Civil Service Extension Approval (*if detail is being extended*)
- ❖ Coded Referral List Signed by Appointing Authority, if applicable
- ❖ Application (SF10) or online application (*HR will notify you if this is required*)
- ❖ Completed Request for Personnel Action Form HR- 1
- ❖ Completed Justification for Temporary Appointments Form HR -3
- ❖ LDH Statement of Agreement
- ❖ Civil Service Statement of Agreement and Understanding Form (Employment of Non-Permanent Appointment)
- ❖ See Appendix A or B for salary computation, call HR to verify correct salary
- ❖ Exec. Approval for appointments to positions at or above AS-623, TS-318, SS-422, MS-525

LOAs

Actions & Items Needed:

- ❖ Application (SF10) or online application (*HR will notify you if this is required*)
- ❖ Completed Request for Personnel Action Form HR- 1
- ❖ LDH Statement of Agreement
- ❖ Civil Service Statement of Agreement and Understanding Form (Employment of Non-Permanent Appointment)

DEMOTIONS

Actions & Items Needed:

- ❖ Coded Referral List Signed by Appointing Authority, if applicable
- ❖ Voluntary Demotion letter from Employee (HR67)
- ❖ Waiver of Pay Reduction Upon Voluntary Demotion Request (HR –21)
- ❖ Completed Request for Personnel Action Form HR- 1
- ❖ Exec. Approval for appointments to positions at or above AS-623, TS-318, SS-422, MS-525

RESIGNATIONS & TRANSFER OUT'S

Actions & Items Needed:

- ❖ Completed Request for Personnel Action Form HR- 1
- ❖ Completed Resignation and Exit Interview Report Form SF-14
- ❖ Letter of Resignation
- ❖ Badge/Access Card and Keys, if applicable

FILLING A POSITION

Actions & Items Needed:

- ❖ Request to Fill a Vacant Position Form HR- 2
- ❖ Exemption forms, if applicable

ADDRESS CHANGE

Actions & Items Needed:

- ❖ Personal Data Form HR- 9

NAME CHANGE

- ❖ Personal Data Form HR- 9
- ❖ Copy of Social Security Card (Showing New Name)

UNIT/SECTION CHANGES

- ❖ For changes involving moving positions, employees, or changes in T.O. please, send an e-mail and/or approved HR-1 to the Compensation Unit to Marianne Covington – Marianne.Covington@la.gov.

FUNDING/UNFUNDING

Requires the approval of the Appointing Authority/HR Director - Please send via e-mail and/or approved HR-1 to the Compensation Unit to Marianne Covington – Marianne.Covington@la.gov with copy to Sherry Nevels (MVA) – Sherry.Nevels@la.gov, Katina Bridgewater (OAAS/OCDD) – Katina.Bridgewater@la.gov, Ruby Triggs (OBH) – Ruby.Triggs@la.gov, Melba Roa (OPH) – Melba.Roa@la.gov.

REQUESTING TIME ADMINISTRATOR SECURITY (PRIMARY AND ALTERNATE)

NOTE: Time Administrator Security is tied to the position not the employee. Therefore, any movement of positions will result in the employee losing all security that was given to their previous position. HR will have to be notified to add security to the new position.

All Security requires the approval of the Appointing Authority.

- ❖ When requesting Time Administrator Security, the supervisor must provide the personnel number, position number and the Time Administrator Group number (s) for which the position will be responsible.
- ❖ Employees are **required** to complete two courses prior to security being added. In LEO under the My Training tab, click statewide courses, ISIS courses, Human Resources, then scroll down to find the two courses titled; HR Basic Navigation and HR Basics of Time Administration. For troubleshooting, click “Problems Receiving Course Credit and Other Issues” on the left navigation bar.
- ❖ Requests should be submitted via e-mail to Barry.Blanchard@la.gov in the Compliance & Development Unit.

POSITION DESCRIPTIONS (SF-3) Hints for Completing an SF-3 (Job Description)

- SF-3 must be the current revision. Currently utilizing Rev 11/2016. This can be found on the top left corner of the form. SF-3 forms may be found on the DHH Intranet (HR/Forms) and on the Civil Service website.
- Ensure that all the applicable information is completed on the SF-3.
- Ensure that all signatures and dates of signatures are on the SF-3. The SF-3 must be signed by the Appointing Authority. All personnel signing the SF-3 must check the block certifying whether they agree or disagree with the information on the SF-3.
- All SF-3s must have an organizational chart attached.
- The duties should total 100%. Civil Service does not like to see duties percentage less than 5%. Duties normally should consist of approximately 2- 3 pages max.
- The duties page of the SF-3 should have a short opening paragraph that briefly describes the primary function of the position such as the following:
 - *This is a highly responsible DHH/MVA supervisory/management position located in the Regional Office which is responsible for processing over 2500 new applications a month in 40 different categories of Medicaid as well as over 4000 monthly renewals on active Medicaid certifications. The Regional Office is responsible for continual upkeep on over 40,000 active Medicaid certifications which include over 100,000 recipients. Evaluates completeness and recommends reimbursement for Medicaid applications taken by contracted Enrollment Centers throughout the region. Directly supervises Medicaid Analysts and is directly supervised by the Medicaid Area Manager.*

APPENDIX A

Salary Computations

Calculating Salaries in ISIS

$$\begin{array}{rclcl} \text{Bi-Weekly} & \times & 26 & = & \text{Annual} \\ \text{Annual} & \div & 12 & = & \text{Monthly} \\ \text{Bi-Weekly} & \div & 80 & = & \text{Hourly} \end{array}$$

Calculating Salaries as a result of a Personnel Action in ISIS

Reallocation/Promotion Up 1 GS Level – (7% increase):

$$\text{Hourly} \quad \times \quad 1.07 = \text{New Hourly}$$

Reallocation/Promotion Up 2 GS Levels – (10.5% increase):

$$\text{Hourly} \quad \times \quad 1.105 = \text{New Hourly}$$

Reallocation/Promotion Up 3 GS Levels – (14% increase):

$$\text{Hourly} \quad \times \quad 1.14 = \text{New Hourly}$$

For demotions, please consult Human Resources.

Then:

$$\begin{array}{rclcl} \text{New Hourly} & \times & 80 & = & \text{New Bi-Weekly} \\ \text{New Bi Weekly} & \times & 26 & = & \text{New Annual} \\ \text{New Annual} & \div & 12 & = & \text{New Monthly} \end{array}$$

Use normal rounding rules.

APPENDIX B

Promotion Between Pay Schedules

If new max is higher than old max, it is a promotion

FORMULA: $(\text{New Max} \div \text{Current Max}) - 1$

then:

< 14%	1.07 * Salary
=14 % but <21 %	1.07 or 1.105 * Salary
>21 %	1.07 or 1.14 * Salary

EXAMPLE: Current salary: \$15.00,

Current pay level: SS-411; Max of a SS-411 = \$20.82

Promoting to: AS-613; Max of a AS-613 = \$22.28

$(22.28 \div 20.82) = 1.0701248 - 1 = 7.01\%$

Eligible for a 7% salary increase