



MEMORANDUM

TO: Prospective Employee

FROM: LSU Agricultural Center Human Resource Management Office

**Welcome to the Agricultural Center!** This packet contains a variety of information concerning your benefits along with employment forms for you to complete. This material is divided into four folders: (1) General Employment Forms, (2) Retirement, (3) Group Benefits Program, and (4) Supplemental Benefits. Each folder contains an instruction page. Because this material is extensive, we offer the following suggestions:

- Begin by completing the first folder, General Employment Forms.
- When finished, read the *Schedule of Employee Benefits* included behind this letter in the clear folder. It provides an overview of benefits, particularly those in the retirement and insurance areas.
- Next move to Folders 2 and 3. First make decisions on the major benefits: retirement and medical insurance and note the following:
  - Insurance decisions must be made immediately in order to be paid; however, changes to your coverage may be made within the first thirty days of employment. After thirty days, changes can generally be made only during the annual open enrollment period.
- Move to Folder 4 and use the supplemental benefits to fill in other areas of coverage you may desire.

Representatives are available to discuss insurance options with you. This office is also available to provide assistance. Unless you meet select criteria, you will be enrolling in Social Security. If you do fall into the category of having options, you will want to contact Ms. Kathy Loyd (225/578-8229) for further information.

Behind this letter we have included a checklist to help you turn in the required forms to your unit office or this office. You can complete the checklist and submit it with your forms.

Again, we'd like to take this opportunity to welcome you to the Agricultural Center and we invite you to contact our office anytime we may be of help to you.

*Classified - Job Appt 2 Yrs or Less & 30+ Hrs  
or Restricted Appt 121-180 Days & 30+ Hrs*



## CHECKLIST OF REQUIRED EMPLOYMENT FORMS

(Classified – Job Appt 2 Yrs or Less & 30+ Hrs  
or Restricted Appt 121-180 Days & 30+ Hrs)

The following forms must be turned in to your unit office or the AgCenter HRM Office:

**NOTE:** Please return forms promptly to prevent payroll delays. All forms (with the exception of retirement election forms in Folder #2) must be submitted before your payroll check may be issued. However, you have 30 days from your date of employment to change any insurance decisions you make.

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### Folder #1

#### General Employment Forms

- Supplemental Employment Form
- Tax Forms (2): W-4 Federal; L-4 State
- I-9 Employment Eligibility Verification and copies of supporting documents
- Bank Deposit Authorization Form (and attachments)
- Drug Policy Certification – PS-18
- Selective Service Verification (for males ages 18-25)
- Civil Service Application (SF-10)
- Vehicle Authorization

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### Folder #2

#### Retirement

- Signed Election Statement on the Instructions for Retirement Election
- If eligible for a retirement plan other than Social Security, contact the HRM office for the proper enrollment form and submit.
- If eligible for a retirement program other than Social Security, submit Form SSA-1945 - statement concerning employment in a job not covered by Social Security

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### Folder #3

#### Group Benefits Program (and HMO's)

- Office of Group Benefits Program and Health Maintenance Organization (HMO) Enrollment/Change Document
- Enrollment Form – Control #33624 (complete if enrolling in the Group Benefits Life Insurance)
- Insurance Portability Law Application

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### Folder #4

#### Other Benefits

- Supplemental Retirement Annuity Program Forms
- Tax Saver Flexible Benefits Plan Form
- LSU Optional Insurance Plan Election Form
  - If enrolling in one of the optional insurance plans, also submit the enrollment form for that plan.

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**PLEASE NOTE:** This checklist is not all inclusive of all options. The forms listed must be returned to the HRM office in order to receive a paycheck. If enrolling in one of the plans not listed on this checklist, you must also return the appropriate enrollment form for that plan.