



## 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 five folders: (1) General Employment Forms, (2) Retirement, (3) Group Benefits Program, (4) Supplemental Insurances and (5) Alien Tax Information Forms (non-U.S. citizens only). Each folder contains an instruction sheet. 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 to make decisions on the major benefits (retirement and insurance) and note the following:
  - ☞ Your retirement decision must be made within sixty days of employment. During this period you will be receiving your salary check.
  - ☞ 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 insurances to fill in other areas of coverage you may desire.
- All non-U.S. citizens must complete the forms in Folder 5.

Representatives are available to discuss retirement plans and insurances with you. Their names and telephone numbers are included in the appropriate folders. This office is also available to provide assistance. Ms. Kathy Loyd (225/578-8229) specializes in insurance and retirement matters.

You should allow several hours to review and complete these materials and several more hours if you need to contact plan representatives. We believe this is a good investment of your time when you consider that some of the decisions you are being asked to make may affect you for years to come.

Orientation is provided one of three ways. Your unit head will help you determine which of the following is appropriate:

- First, your unit may go through the employment packet with you and help you complete your forms.
- Second, and this is the best method, you can come to our office for a one-on-one session with our Benefits Manager, Kathy Loyd. Please contact Ms. Loyd for an appointment.

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- Third, we offer a monthly orientation program, held on the 2<sup>nd</sup> Tuesday of each month. At this orientation, Ms. Loyd explains the benefits in a small group setting. There are other portions of the orientation involving organizational issues and computer training which may be mandatory for you. A registration form for this session is included in your packet in the clear folder.

We suggest that you complete all of the General Employment Forms (Folder #1) prior to your orientation. You will find the session most productive if before your appointment you read the *Schedule of Employee Benefits* document and briefly review the materials in the retirement and insurance folders. Since the orientation session will provide you with information you'll use to make major decisions regarding your retirement and insurance benefits, please feel free to bring your spouse or other person you will be including in your decisions.

Behind this letter we have included a checklist to help you turn in the required forms to your unit office or this office. You should 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.

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## CHECKLIST OF REQUIRED EMPLOYMENT FORMS

(Temporary Appointments 181 days – 2 yrs)

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
- Bank of America Corporate Card Application
- Car Insurance Agreement (for LCES employees only)
- Name Tag Information
- Selective Service Verification (for males ages 18-25)
- Vehicle Authorization

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**Folder #2****Retirement**

- Retirement Election Form
- Optional Retirement Plan Enrollment Form (ORP) – **only if selecting ORP**
- Copy of ORP Carrier Election Form – **only if selecting ORP**
- La. Deferred Compensation Plan (LDCP) Participant Statement – **only if selecting LDCP**
- 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**

- Annual Leave Accrual Rate Election Form
- Tax Saver Flexible Benefits Plan Form
- Extension Benevolent Insurance Election Form (for LCES employees only)
- 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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**Folder #5****(Non-U.S. Citizens Only)**

- Alien Tax Information Request Form
- Form 8233 and Attachments

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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.