



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 three folders: Folder #1 - General Employment Forms, Folder #2 - Retirement, and Folder #5 - Alien Tax Information forms. (Folders #2 & 3 are not applicable to your appointment.) Each folder contains an instruction sheet.

When completing your employment packet, you may want to begin with the first folder, General Employment forms. Then move to the second folder and spend the time necessary to review the information it contains and select the retirement option which is best for you. If you are a non-U.S. citizen, complete the forms required in Folder 3.

Representatives are available to discuss retirement plans with you. Their names and telephone numbers are included in the folder. This office is also available to provide assistance. Ms. Kathy Loyd (225/388-8229) specializes in retirement matters.

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. ☞ *All forms must be submitted before you can receive your salary check.*

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.

TMP<120



CHECKLIST OF REQUIRED EMPLOYMENT FORMS

(Temporary Appointments < 120 days)

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 must be submitted before your payroll check may be issued.

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

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

Folder #5**(Non-U.S. Citizens Only)**

- Alien Tax Information Request Form
- Form 8233 and Attachments

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.