



**SUPPORTING DOCUMENTS REQUIRED FOR APPOINTMENTS
LSU AGCENTER**

<i>Note: Please read all instructions and notes carefully</i>		ACD/ UNCL	CLS	TRANS ¹	STD ¹	GA
W-4 FEDERAL TAX & L-4 STATE TAX (Copy of SS to verify name)		X ²	X	X	X	X
SUPPLEMENTAL EMPLOYMENT FORM		X	X	X	X	X
I-9 AND COPY OF ATTACHMENTS		X	X	X	X	X
DRUG POLICY CERTIFICATION		X	X	X	X	X
BANK OF AMERICA CORPORATE CARD APPLICATION		X ²				
CAR INSURANCE AGREEMENT (LCES ONLY)		X				
NAME TAG INFORMATION		X				
BANK DEPOSIT AUTHORIZATION FORM		X ²	X	X	X	X
VEHICLE AUTHORIZATION (****Do NOT return form to HRM****)		X	X	X	X	X
I N S U R E	Submit for appointments of 121 days, or longer and 75% effort or greater.	Group Benefits Enrollment Document	X	X		
		LSU System Voluntary Benefits Enrollment form and Summary Sheet	X	X		
		Optional Insurances Election Form (Overall Checklist)	X	X		
		Extension Benevolent Insurance Election Form (LCES only)	X			
TAX SAVER FLEXIBLE BENEFITS PLAN ENROLLMENT FORM		X	X			
LEAVE ACCRUAL RATE ELECTION FORM		X				
R E T I R E M E N T	Determine the proper option(s) to offer. Then submit those documents that correspond to the option selected.	LASERS - Enrollment generally for classified employees on regular appointments. (attach copy of SS card)		X ³		
		TRSL - Enrollment generally for academic employee on regular appointment.	X ³			
		Statement Concerning Your Employment in a Job Not Covered by Social Security	X	X		
		Ret. Election Form (Pink) - (Temp/Academic/PT-50% or less/Classified) choosing b/t Soc Sec. & other options	X ³	X ³		
		ORP - Enrollment (Blue Form) & Elected Carrier Form copy	X ³			
		Deferred Compensation Enrollment Form if not ORP or SS	X ³			
		Soc. Sec. - Coverage is generally mandatory for transients and classified employees on restricted & job appts. <i>Note: No enrollment form is required.</i>	X ³	X ³	X ³	
ALIEN TAX INFO. REQUEST (Complete for non-U.S. Citizens only excluding Perm Res)		X ²	X	X	X	X
WORK PERMIT from ISO		X	X	X	X	X
EMPLOYMENT OF A MINOR (For any employee under age 18)		X	X	X	X	
PROOF OF STUDENTS F/T ENROLLMENT STATUS (non-LSU only)					X	X
POSITION ADVERTISEMENT AND SELECTION RECORD		X	X			
CLASSIFIED APPLICATION **May req transcripts or demotion letter**			X			
APPLICATION PACKAGE (documents required on the advertisement) (Omit if previous grad. asst. in unit where appt is being made for associate posn)		X ²				
LETTERS OF OFFER & ACCEPTANCE (Only <i>REQUIRED</i> for LAES Asst Prof and up and all LCES faculty)		X ²				
EMPLOYMENT CONTRACT (PER-25)(Submit for all joint with LSUBR)		X ²				
SELECTIVE SERVICE REGISTRATION (for males 18-25 yrs)		X	X	X	X	X
NEW EMPLOYEE ORIENTATION CHECKLIST		X	X	X	X	X
NEW EMPLOYEE INITIAL PERFORMANCE PLANNING SESSION FORM		X				
EMPLOYMENT SCREENING FORM (new employees only - NOT AgCenter transfers)		X	X			

¹STUDENT-TRANSIENT EMPLOYEES (TITLE CODE S998) ARE COVERED BY THE STUDENT COLUMN, NOT THE TRANSIENT COLUMN.

²OMIT FOR GRATIS APPOINTMENTS

³REFER TO OTHER CHARTS AND WRITTEN INSTRUCTIONS WHEN DETERMINING THE APPROPRIATE RETIREMENT SYSTEM TO OFFER