Orientation Packet and Procedures

The department should complete a Personnel Appointment (PER-2) form, have the house officer complete the new hire packet, and return both to: Yolanda Lundsgaard, Graduate Medical Education Office.

House Officers should complete the following forms:

1. **Biographical Data Form**: The form can be completed online, printed for completion in print or typed. The section on experience and the section on scholastic training are especially important and must be completed. **All new house officers on a visa status are required to submit copies of the visa along with the appointment forms.**

2. **W-4 and L-4**: Both withholding tax forms must be completed and signed.

3. **Non-Resident Alien Tax Procedures**: All Non-Resident Aliens should fill out the Alien Tax Information Request form

4. **Alien Tax Information Request**: (See #4)

5. **Direct Deposit Form**: Form must be completed and signed. Direct deposit is mandatory.

6. **ACA Healthcare Marketplace Notice**

7. **Oath of Affirmation**: Form must be completed and signed.

8. **Act 372 – Selective Service Registration for Hiring**: Act 372 of the 1999 Regular Session of the Legislature became effective August 15, 1999. It requires that any male who is required to register with the Selective Service for a federal draft must do so before he is eligible to be hired in either a state classified or unclassified position. Please complete and sign the attached Act 372 – Selective Service Registration for Hiring Form.

9. **Data Protection Form**: This form allows the employee the option of protecting their home address and telephone number from being released as described under the Public Records Act.
10. **Employment Eligibility Verification Form**: more commonly referred to as the **I-9 form**. This form is required by federal law and MUST be completed with proper supporting documents attached. The new employee completes Section #1 of the form and signs and dates the form. A designated official within the hiring department after having reviewed documents that establish identity would complete section #2. Detailed instructions are provided on the form.

All of the above forms require completion and are necessary to get an employee into the system and paid on a timely basis.

If you have any questions relative to the hiring packet, please contact Lance Thibodeaux at (504) 568-2214 or Nicole Kellum at (504) 568-2954.

If you have any questions relative to the benefits, please call the Benefits Section at (504) 568-7780.