

**Faculty New Hire**

**Checklist - Always check website for most current version** ([Forms \(lsuhsc.edu\)](#))

**Onboarding Forms:** [Instructions for New Hires \(lsuhsc.edu\)](#)

**Employee name:**

**Supervisor name & position #:**

1. \_\_\_\_\_ Hiring Proposal funding document (see PeopleAdmin Home page “My Links”) or PER- 2 (if recruitment not completed in PeopleAdmin)
2. \_\_\_\_\_ Original Letter of Offer
3. \_\_\_\_\_ Cleared LAHEFSA screening (if applicable see [Louisiana Higher Education Foreign Security Act \(LAHEFSA\) \(lsuhsc.edu\)](#))
4. \_\_\_\_\_ CV or Resume - if not uploaded in PeopleAdmin
5. \_\_\_\_\_ Biographical Data Form
6. \_\_\_\_\_ Prior State Service Questionnaire (always include a signed copy even if there is no prior state service listed)
7. \_\_\_\_\_ Current Retirement Status
8. \_\_\_\_\_ Copy of Drug Test Clearance (if applicable – appointment at 100% effort)
9. \_\_\_\_\_ Copy of background check clearance
10. \_\_\_\_\_ Agreement to Submit to Alcohol and/or Drug Test (signed form required returned from employee **PRIOR** to scheduling pre-employment drug screening appointment)
11. \_\_\_\_\_ Post Job Offer Drug Testing Instructions (signed form required returned from employee **PRIOR** to scheduling pre-employment drug screening appointment)
12. \_\_\_\_\_ Oath of Affirmation
13. \_\_\_\_\_ Act 372 – Selective Service Registration
14. \_\_\_\_\_ ACA forms – confirm notice provided to employee
15. \_\_\_\_\_ Data Protection Form
16. \_\_\_\_\_ Post-Offer Self-Identification Forms (if turned in to department instead of HRM)
17. \_\_\_\_\_ Official sealed transcript from Institution where terminal degree was earned (**USA ONLY**) **OR, if outside USA**, Louisiana board certification and/or licensure
18. \_\_\_\_\_ Licensure/certifications required as indicated in approved position description
19. \_\_\_\_\_ I-9/E-Verify Completed in HireRight and supporting documents uploaded in Hire Right
20. \_\_\_\_\_ Is this person a rehired retiree or has a salary that requires Presidential approval? If so, contact [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) for [PM-69](#) approval If recruitment **not** completed in PeopleAdmin
21. \_\_\_\_\_ If recruitment completed in PeopleAdmin update all non-selected applicants with final disposition
22. \_\_\_\_\_ ACT264 Acknowledgement Form  
\_\_\_\_\_ Copy of Louisiana Driver’s License (if applicable - \$100,000 or greater annual basesalary)  
\_\_\_\_\_ Copy of Vehicle Registration(s), all vehicles titled in employee’s name (if applicable - \$100,000 or greater annual salary)
23. \_\_\_\_\_ W-4 Form
24. \_\_\_\_\_ Supplemental Form W-4 Non-Resident Aliens (Notice 1392), if applicable
25. \_\_\_\_\_ Alien Tax Information Request, if applicable
26. \_\_\_\_\_ Employee Withholding Exemption Certificate (L-4) Form
27. \_\_\_\_\_ Direct Deposit Form
28. \_\_\_\_\_ signed social security card for Payroll purposes