

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 on line, 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.