

## Orientation Packet and Procedures

For any new faculty and unclassified staff hire, the following documents must be completed by the department and employee and returned to the Operations Section of Human Resource Management, at which time, the new employee will be contacted to set up an appointment for orientation.

The department must complete the **Personnel Appointment Form (PER-2)** and return it along with the orientation packet. Please refer to the appropriate PER-1 when completing the new form. Proper completion of this form will help us process and route the PER-2 appointment form to the Payroll Department.

New employees 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 hires on a visa status are required to submit copies of the visa along with the appointment forms.**
2. **Prior State Service Questionnaire**
3. **W-4 and L-4**: Both withholding tax forms must be completed and signed.
4. **Non-Resident Alien Tax Procedures**: All Non-Resident Aliens should fill out the **Alien Tax Information Request** form
5. **Alien Tax Information Request**: (See #4)
6. **Direct Deposit Form**: Form must be completed and signed. Direct deposit is mandatory.
7. **Current Retirement Status**: Form must be completed and signed.
8. **ACA Healthcare Marketplace Notice**
9. **Oath of Affirmation**: Form must be completed and signed.

10. **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.
  
11. **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.
  
12. **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 onto the system and paid on a timely basis. The department should submit the completed packet with a PER-2.

Business Managers should schedule new employees who are eligible for benefits (at least 75% effort) by calling the Human Resource Management Benefits Section, (504-568-7780). Orientation is held on every other Wednesday mornings at 9:00; at that time all benefits will be explained in detail.

Employees may obtain identification badges prior to Orientation by presenting a memo from their department giving the employee's name, department and job title. Badges may be obtained as soon as the day after the new hire is entered into the HR database.

New employees may register for parking with Parking Services on the first floor of the Library, Administration & Resource Center at 433 Bolivar Street. An automobile registration and LSUHSC ID are required at the time of registration.

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 orientation, please call the Benefits Section at (504) 568-7780.