

## UNCLASSIFIED & FACULTY EMPLOYMENT PACKET CHECKLIST

Always check website for most current version (<https://www.lsuhs.edu/administration/hrm/forms.aspx>)

Employee name:

Supervisor position #:

1. \_\_\_\_ Is this person a rehired retiree or has a salary that requires Presidential approval? Is so, contact [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) for [PM-69](#) approval - **If you have a paper PER-2**
2. \_\_\_\_ Per 2 (if not in People Admin) or Hiring Proposal form with funding info
3. \_\_\_\_ Copy of approved training plan (if applicable)
4. \_\_\_\_ Original Letter of Offer
5. \_\_\_\_ CV or Resume - **if not uploaded in People Admin**
6. \_\_\_\_ Biographical Data Form
7. \_\_\_\_ Prior State Service Questionnaire (**always include a signed copy even if there is no prior state service listed**)
8. \_\_\_\_ W-4 Form  
\_\_\_\_ Supplemental Form W-4 Non-Resident Aliens (Notice 1392), if applicable  
\_\_\_\_ Alien Tax Information Request, if applicable
9. \_\_\_\_ Employee Withholding Exemption Certificate (L-4) Form
10. \_\_\_\_ Direct Deposit
11. \_\_\_\_ Current Retirement Status
12. \_\_\_\_ Copy of Drug Test Clearance, if applicable
13. \_\_\_\_ Copy of background check clearance, if applicable
14. \_\_\_\_ ACA
15. \_\_\_\_ Oath of Affirmation
16. \_\_\_\_ Act 372 – Selective Service Registration
17. \_\_\_\_ Data Protection Form
18. \_\_\_\_ Was I-9/E-Verify Completed in HireRight **and** supporting documents uploaded
19. \_\_\_\_ Credentials, if applicable (see [CM 34](#)) (If Faculty, sealed, unopened, official transcript)
20. \_\_\_\_ Foreign Transcript Evaluation (If obtained by a foreign institution; sealed, unopened, and official)
21. \_\_\_\_ Licensure/certifications required as indicated in approved PD/posting (see [CM 34](#))
22. \_\_\_\_ Notification and Authorization for Release of Information for Educational Background Check (**send to [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) as soon as received to be verified prior to start**)
23. \_\_\_\_ ACT264 Acknowledgement Form  
\_\_\_\_ Copy of Louisiana Driver's License (if applicable - \$100,000 or greater annual salary)  
\_\_\_\_ Copy of Vehicle Registration(s), registered in employee's name (if applicable - \$100,000 or greater annual salary)
24. \_\_\_\_ Post-Offer Self-Identification Forms (if turned in to department instead of HRM)
25. \_\_\_\_ signed social security card for Payroll purposes
26. \_\_\_\_ ATS – Change disposition to offer accepted/Completed Hiring Proposal - PeopleAdmin
27. \_\_\_\_ Copy of Recommendation for Hire response from HRM/Initiated Hiring Proposal in PeopleAdmin