Unclassified & Other Academic 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. _____ confirmed educational credentials as required by approved position description (Authorization for Release of Educational Background – **USA ONLY**) OR Foreign Transcript Evaluation (If obtained by a foreign institution; sealed, unopened, and official or sent directly to TA/OPS recruittalent@lsuhsc.edu from evaluation service)
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? Is so, contact 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 base salary)
    _____ 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

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