



EMPLOYMENT PACKET REQUEST FORM

Name _____ Position # _____ Percent Effort _____ %
 Unit _____ Title _____ Start Date _____

THE INFORMATION BELOW WILL BE USED TO DETERMINE THE EMPLOYEE'S ELIGIBILITY FOR BENEFITS. EXPLANATION OF ELIGIBILITY REQUIREMENTS FOR BENEFITS IS INCLUDED ON PAGE 2 OF THIS FORM. EMPLOYMENT FORMS AND INSTRUCTIONS CAN BE E-MAILED TO EMPLOYEE AND UNIT.

UNIT CONTACT PERSON: _____

EMPLOYEE CURRENT EMAIL ADDRESS (to send packet instructions): _____

ADDRESS WHERE EMPLOYEE WANTS PACKET MAILED: _____

COMPLETE THIS SECTION FOR FACULTY, OTHER ACADEMIC AND UNCLASSIFIED POSITIONS	COMPLETE THIS SECTION FOR CLASSIFIED POSITIONS
<i>LENGTH OF INITIAL APPOINTMENT - CHECK ONE:</i>	<i>TYPE OF APPOINTMENT - CHECK ONE:</i>
() Less than or equal to 120 days	() Regular (Probational, Reemployment, Provisional)
() Greater than or equal to 121 days, but less than or equal to 180 days	() Job Appointment (up to three years) – anticipated length of appointment: _____
() Greater than or equal to 181 days, but less than or equal to two years.	
() Greater than two years	() Restricted Appointment (up to six months)

YES	NO	CHECK YES OR NO FOR EACH QUESTION AND PROVIDE DETAILS REQUESTED FOR YES ANSWERS.
		Will all or part of the initial appointment be on a gratis basis? (Not Applicable to Classified Positions) If yes, provide PERCENT GRATIS (_____ %) and PERCENT PAID (_____ %)
		Is this a nonresident foreign alien to be employed under a visa? If yes, check Visa type: () F-1 () F-2 () H-1 () J-1 () J-2 () Other If yes, provide Country of Citizenship _____
		Is this a permanent resident alien? If yes, provide Country of Citizenship _____
		Is this employee currently participating in the Teachers' Retirement System of Louisiana through other employment? If yes, provide approximate years of service: _____
		Does this employee have 5 or more years creditable service (not refunded) with another La. State Retirement System? If yes, provide Name of System _____ Approx. Years Service _____
		Is this employee a retiree of a Louisiana Retirement System? If yes, provide: Name of Agency from which retired _____; Retirement System _____
		If retired, was employee a participant in DROP (Deferred Retirement Option Plan) prior to their separation?
		Has this employee ever elected to become a member of the Optional Retirement Plan (Aetna, TIAA-CREF, or Valic) of Louisiana in lieu of participation in the Teachers= Retirement System of Louisiana?
		For LCES Faculty only: Has this employee ever been a member of a Federal Retirement System? If yes, check which federal system: <input type="checkbox"/> CSRS <input type="checkbox"/> FERS. Current Status: <input type="checkbox"/> Active (no break in service); <input type="checkbox"/> Inactive (not refunded-provide date of separation _____); <input type="checkbox"/> Inactive (refunded); <input type="checkbox"/> Retired.
		Will the employee also be employed by another state agency? If yes, Agency: _____ Job Title _____ Current Retirement System _____
		Will this employee physically work at a location other than the unit's regular location? If yes, provide location _____
		Classified Positions Only: Will this employee be age 55 with 40 quarters of social coverage or age 60 or older on date of employment? If yes, provide: Date of Birth _____
		Is the employee currently on another appointment with the LSU System/State of La. (including academic, classified, student, graduate asst. and transient appointments)? If yes, provide: Dept/Agency _____ Title _____ Type Appt. _____

FOR UNIT AND HRM – MUST BE COMPLETED	UNIT: *Set up e-mail and PAWS *List Rating Supervisor responsible for conducting PPR rating (w/n first 30 days)	HRM: - Sent pkt # Reg 2, Temp 2, 3, 4, 5 (circle all that are sent)
---	---	---

EXPLANATION OF ELIGIBILITY REQUIREMENTS FOR BENEFITS

INSURANCE

<u>Plan</u>	<u>Requirement</u>
State Employees' Group Benefits Program Health Maintenance Organizations	Appointment of 121 days or longer and 75% effort or greater
Long Term Disability Income Insurance LSU Optional Insurances	Appointment of 121 days or longer and 75% effort or greater
Group Accident Coverage (AD&D)	Appointment of 121 days or longer and 75% effort or greater

RETIREMENT

(Faculty, Other Academic and Unclassified Positions)

<u>Plan</u>	<u>Appointment Terms</u>
Choice of Social Security, Optional Retirement Plan (ORP), or Louisiana Deferred Compensation Plan (LDCP)	Initial appointment of two years or less OR appointment of 50% paid effort or less*
Choice of Teachers' Retirement System of Louisiana (TRSL) or the Optional Retirement Plan (ORP)	Initial appointment of greater than two years AND greater than 50% paid effort*

(Classified Positions)

La. State Employees' Retirement System	<i>Regular</i> appointment (i.e., probational, provisional or permanent) and is for greater than 50% of full-time.
Choice of Social Security or La. Deferred Compensation Plan	<i>Regular</i> appointment and is for 50% or less of full-time.
Social Security	<i>Temporary</i> appointment (i.e., restricted or job appointment).
Choice of La. State Employees' Retirement System or Social Security	<i>Regular</i> appointment greater than 50% of full-time, and employee is age 60 or older at time of employment or employee is at least age 55 at time of employment with credit for at least 40 quarters in Social Security.

**Retirement eligibility may also be affected if the employee is a retiree of a Louisiana State retirement system, will also be employed by another state agency during the period of employment with the AgCenter, or has a significant number of years of creditable service on file with another Louisiana State retirement system. If an employee has ever elected the ORP over the TRSL, that member may never become a member of TRSL. Employment under a visa may also affect an employee's retirement system. For instance, an employee who is on a "J" or "F" visa may not participate in the Teachers= Retirement System. An employee on a J or F visa who is a non-resident alien for tax purposes does not pay social security or retirement.*

Refer to the General Schedule of Employee Benefits which may be found on the HRM website at www.lsuagcenter.com or contact the LSU Agricultural Center Human Resource Management Office directly for additional details.