



**SUPPORTING DOCUMENTS REQUIRED FOR APPOINTMENTS
LSU AGCENTER**

<i>Note: Please read all instructions and notes carefully</i>			ACD	CLS	TRANS ¹	STD ¹	GA
W-4 FEDERAL TAX & L-4 STATE TAX (Copy of SS to verify name)			X ²	X	X	X	X
SUPPLEMENTAL EMPLOYMENT FORM			X	X	X	X	X
I-9 AND COPY OF ATTACHMENTS			X	X	X	X	X
DRUG POLICY CERTIFICATION			X	X	X	X	X
BANK OF AMERICA CORPORATE CARD APPLICATION			X				
CAR INSURANCE AGREEMENT (LCES ONLY)			X				
NAME TAG INFORMATION			X				
BANK DEPOSIT AUTHORIZATION FORM			X	X	X	X	X
I N S U R A N C E	Submit for appointments of 121 days, or longer and 75% effort or greater.	Group Benefits Enrollment Document	X	X			
		Group Accident Coverage (AD&D) Election Form	X	X			
		CNA Disability Election Form (Submit either enrollment form or waiver form.)	X	X			
		Optional Insurances Election Form(s)	X	X			
TAX SAVER FLEXIBLE BENEFITS PLAN ENROLLMENT FORM			X	X			
LEAVE ACCRUAL RATE ELECTION FORM			X				
R E T I R E M E N T	Determine the proper option(s) to offer. Then submit those documents that correspond to the option selected.	LASERS - Enrollment generally for classified employees on regular appointments. (attach copy of SS card)		X ³			
		TRSL - Enrollment generally for academic employees on regular appointments.	X ³				
		Statement Concerning Your Employment in a Job Not Covered by Social Security	X	X			
		ORP - Enrollment (Blue Form) & Carrier Election Form copy (Acad. employees enrolling in the ORP)	X ³				
		Ret. Election Form (Pink) - (Temp/Academic/PT-50% or less/Classified) choosing b/t Soc Sec. & other options	X ³	X ³			
		Soc. Sec. - Coverage is generally mandatory for transients and classified employees on restricted & job appts. <i>Note: No enrollment form is required.</i>	X ³	X ³	X ³		
ALIEN TAX INFO. REQUEST (Complete for non-U.S. Citizens only)			X	X	X	X	X
EXT. BENEVOLENT INSURANCE ELECTION FORM (LCES only)			X				
CIVIL SERVICE APPLICATION (SF-10)				X			
POSITION ADVERTISEMENT AND SELECTION RECORD			X	X			
WORK PERMIT (For any employee under age 18)			X	X	X	X	X
PROOF OF STUDENTS F/T ENROLLMENT STATUS (non-LSU only)						X	X
APPLICATION PACKAGE (documents required on the Posn Vac Ann) (Omit if employee has been a graduate asst. in unit where appt is being made) ²			X ²				
LETTERS OF OFFER & ACCEPTANCE (LAES Assistant Professor and above) (LCES all faculty) ²			X ²				
COMPLETED EMPLOYMENT CONTRACT (PER-25) (Submit for all appointments which are joint with LSUBR)			X ²				
SELECTIVE SERVICE REGISTRATION (for males 18-25 yrs)			X	X	X	X	X
NEW EMPLOYEE ORIENTATION CHECKLIST			X	X			
EMPLOYMENT SCREENING FORM (new employees only - NOT AgCenter transfers)			X	X			

¹STUDENT-TRANSIENT EMPLOYEES (TITLE CODE S998) ARE COVERED BY THE STUDENT COLUMN, NOT THE TRANSIENT COLUMN.

²OMIT FOR GRATIS APPOINTMENTS

³REFER TO OTHER CHARTS AND WRITTEN INSTRUCTIONS WHEN DETERMINING THE APPROPRIATE RETIREMENT SYSTEM TO OFFER