



Human Resource Management
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Employment Packet Instructions

FOLDER #1 - INSTRUCTIONS FOR COMPLETING GENERAL EMPLOYMENT FORMS

Note: All forms may not be necessary for your appointment type. Complete only those forms your office manager or the HRM Office instructs you to complete.

1. SUPPLEMENTAL EMPLOYMENT FORM - Complete all information and sign.
2. TAX FORMS (2): W-4 Federal and L-4 State - Complete and sign forms. (If you are a non-resident alien, see folder #5 before completing tax forms.). Review L4E State tax exemption and W-5 Federal tax exemption for eligibility requirements.
3. FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION - Complete top section no later than the first day of employment. Within three days of your employment, you will be required to provide documents verifying your identity and U.S. employment eligibility, as shown in Section 2 and the attachment to the I-9 form.
4. BANK DEPOSIT AUTHORIZATION FORM (Electronic Direct Deposit) - **direct deposit of payroll checks is mandatory.** For account verification, a voided check or deposit ticket must be submitted with this form.
5. DRUG POLICY STATEMENT (AgCenter PS-18) - Read AgCenter PS-18 "Illegal Use of Drugs or Alcohol" and sign the certification statement. Submit the certification statement with your employment forms. Keep the PS-18 and one copy of the certification statement for your records.
6. PURCHASES/EXPENDITURES – If you will need to make purchases/expenditures in the course of your AgCenter employment (including travel), you should discuss with your supervisor the manner in which this will be handled.
7. CAR INSURANCE AGREEMENT – (For LCES Academic Employees Only, LCES PS-5) - Sign Form.
8. NAME TAG INFORMATION – Complete and sign if you will serve in a capacity to represent the AgCenter away from the office.
9. SELECTIVE SERVICE CERTIFICATION - All male U.S. citizens and male resident aliens living in the U.S. who are ages 18 through 25 must register with Selective Service. If you have already registered, attach a copy of your verification document. If you have not registered, follow the instructions to get registered and attach a copy of the verification. ***You may not be employed without verification of selective service registration.***
10. VEHICLE AUTHORIZATION
 - Complete and forward to Unit Safety Officer