



LSUA

Louisiana State University at Alexandria

Welcome to LSU Alexandria. The payroll forms needed to process your new employee paperwork are located on the LSUA HRM website at www.lsua.edu. Click on Human Resources under the Faculty and Staff heading, click on Adjunct Faculty.

Adjunct faculty members who taught for LSUA during the Fall 2003 semester are not required to complete new paperwork. New adjunct faculty and adjunct faculty who have not taught within the last six months are required to complete the new employee paperwork.

In order to print these forms, you will need the Adobe Acrobat Reader. The Adobe Acrobat Reader is available to be downloaded free at www.adobe.com. Please complete in blue or black ink and return these forms to the LSU Alexandria HRM Office, Abrams Hall, room 127A, as soon as possible. Incomplete forms or failure to complete required forms will cause a delay in your payroll check.

Forms included are:

1. Election of Retirement Plan

As a part-time employee you have the option of Social Security or Louisiana Deferred Compensation as a retirement option unless you are a contributing member or a retiree of Teachers Retirement System of Louisiana or the Louisiana State Employees Retirement System.

- If you are a member of TRSL, please complete the TRSL Enrollment Form.
- If you are a retiree, please complete the TRSL Retiree Return to Work form.
- If you choose Louisiana Deferred Compensation – complete enrollment and beneficiary forms; complete only if electing to contribute to the Louisiana Deferred Compensation plan.
- If you are a member of LASERS, please contact LSUA HRM at 318-473-6401.

2. I-9

U.S. Department of Justice requires that each employee complete an I-9 (U.S. Department of Justice Employment Eligibility Verification) and provide 2 forms of identification. Acceptable forms of identification are located on page 3 of the I-9 form.

3. Request for a copy of social security card

The Social Security Administration and the Internal Revenue Service require that the name on your employment records match the name on your social security card. To verify this HRM requires that each employee provide a copy of their social security card.

4. State and Federal Tax forms

5. Direct Deposit

LSU Alexandria has a mandatory direct deposit policy. Please attach voided check or deposit slip.

6. Illegal use of Drugs and Alcohol Policy

Please read, then sign and return page 23 only.

7. Biographical Data Sheet

8. Loyalty Oath

9. Auto Decal Application.

Contact the Admissions Office in Abrams Hall at 318-473-6417 to receive a decal.

10. Pre-Existing Condition Form

11. Authorization and Driver History Form.

Every employee must sign this, regardless of employment status.

12. Transcript Request

LSUA requires an official transcript from each college or university attended. Transcripts must be sent from university to university. Use this for to request transcripts.

13. Affirmative Action Form. (AAP-1)

14. Acknowledgement of Required Information

15. Social Security Information

The HRM Office is open from 7:30 a.m. to 5:30p.m., Monday thru Friday. If you have questions regarding any of these forms please call Christine Fernandez at (318) 473-6401 or e-mail at cfernandez@lsua.edu.