



## Benefits and Insurance

## Compensation

## Employee Relations

## Employment and Recruitment


## Payroll

## Instruction for New Hires

## HRM Homepage

## LSUHSC Homepage

## Forms

To be able to view some of our forms, Adobe Acrobat Reader may be required. For a free download of the Adobe Acrobat Reader, please click the icon .

For any forms that are in formats other than pdf (i.e. Excel, Word), please be sure to preview your pages before printing to ensure that all pages will print the way you would like it to.



- Acknowledgment Form of LSUHSC - New Orleans' Policies
- Acknowledgment of Recoupment Policy
- Act 372 - Selective Service Registration
- Agreement to Submit to Alcohol and/or Drug Test
- Alien Tax Information Request
- Always Vision Plan Enrollment or Waiver Form
- Annual Leave Election Form
- Application for Leave (SF-6) (PDF)
- Application for Leave (SF-6) (Word)
- Bank Deposit Authorization Form
- Beneficiary Designation Governmental Plans
- Benefit Cancellation Form
- Biographical Data Form
- Cancellation of Deductions/Deposits
- Civil Service Application (SF 10)
- Critical Care Enrollment Form
- Current Retirement Status
- Data Protection Form
- Direct Deposit
- Drug Testing Notification Form
- E 2 Post Offer, Pre-Existing Conditions Form
- E 2 Post Offer, Pre-Existing Conditions
- LSU System's Dental Plan (Voluntary Option 2 - Basic Plan Dental Insurance)
- Oath of Affirmation
- Participant Enrollment Governmental Plan
- Per 1
- Per 2
- Per 2 (Query)
- Per 3 (Student Workers, House Officers, POA)
- Per 3 (Hourly - Full-time Classified)
- Per 3 (Salary)
- Instructions to Per 3 Retroactive Changes in Sources of Funds
- Personal Data Change Form
- Performance Planning and Review Form
- Personnel Resignation Form
- Person to Notify in Case of Emergency
- Position Description (SF 3 - Civil Service)
- Position Description (Unclassified)
- Prudential Enrollment Kit
- Post Job Offer Drug Test - Instructions for Candidates
- Pre-tax Parking Waiver Form
- Questions Regarding Drug Testing Program
- Request for Academic Certification Letter

### Instructions

- EEO - 1 Form (unclassified)
- EEO - 2 Form (Civil Service)
- Employee Eligibility Verification (I-9) Form
- Employee Overtime Form
- Employee Withholding Exemption Certificate (L-4) Form
- Employer's Report of Injury/Illness
- Faculty and Salary Staff Leave Attendance Form
- Incident/Accident Investigation Form
- Intention to Employ Minors Under 18 (OL-C-41)
- Invitation for Self-Identification
- Lab Instructions for Offsite Post Job Offer Drug Test
- Louisiana Deferred Compensation
- LSU E-Z Enrollment Retirement Program Form
- LSU System's Dental Plan (Voluntary Option 1 - Enhanced Plan Dental Insurance)
- Request for Ad Placement in Times-Picayune
- Request for Retirement Benefit Estimate - LASERS
- Request for Retirement Benefit Estimate - TRSL
- Request for Tuition and Fee Exemption Form
- Spending Account Election Form
- Spending Account Debit Card Request Form
- Spending Account Direct Deposit Form
- Spending Account Reimbursement Claim Form 2005 - 2006
- State of LA OGB & HMO Enrollment/Change Form
- Stop Payment Request
- Student Employment Application
- Supervisor's Instructions - Drug Testing and Fitness for Duty
- Unscheduled Absence Form
- Voluntary Dental Insurance Form
- W-4 Form
- W-5 Form
- Wage Attendance Sheet