



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.

CURRENT EMAIL ADDRESS (to send packet instructions): _____ ALL FORMS ARE DOWNLOADABLE FROM OUR WEBSITE:
http://www.lsuagcenter.com/en/administration/about_us/Human_Resources/Operations_Processing/Employment+Packets.htm

MARK HERE TO REQUEST PAPER COPY OF FOLDERS 2,3,4 _____ 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> |
| <input type="checkbox"/> Less than or equal to 120 days | <input type="checkbox"/> Regular (Probational, Reemployment, Provisional) |
| <input type="checkbox"/> Greater than or equal to 121 days, but less than or equal to 180 days | <input type="checkbox"/> Job Appointment (up to three years) – anticipated length of appointment: _____ |
| <input type="checkbox"/> Greater than or equal to 181 days, but less than or equal to two years. | <input type="checkbox"/> Restricted Appointment (up to six months) |
| <input type="checkbox"/> Greater than two years | |

| 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: " CSRS " FERS. Current Status: " Active (no break in service); " Inactive (not refunded-provide date of separation _____); " Inactive (refunded); " 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 OFFICE USE ONLY Unit: set up email. HRM: set up PAWS Pkt to be completed: Reg 2, Temp 2, 3, 4, 5

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)

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|---|---|
| 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.