

NORTHWESTERN STATE UNIVERSITY

New Hire Packet for "CLASSIFIED PERSONNEL"

NAME: _____

Employee must provide a copy of valid driver's license or picture ID and Social Security card

In compliance with State and Federal policies, procedures, and regulations, the following university forms **MUST** be completed by each employee: *(Complete each form in its entirety)*

- Employee Orientation Checklist
- Personnel Record
- Voluntary Self-Identification of Disability Form
- Louisiana Second Injury Fund (E-2)
- Nepotism Form
- Declaration of Selective Service Registration
- Direct Deposit Agreement Form
- Appointment Affidavit
- Prior State Service Questionnaire
- W-4 - Federal Tax Withholding Form
- L-4 - LA State Tax Withholding Form
- Retirement Information Form
- 403(b) Tax Deferred Annuity Program
- Lasers - Membership Registration
- Lasers - Designation of Beneficiary
- Lasers - Benefit Forfeiture
- Form I-9 - Employment Eligibility Verification & Instructions
- Employment Outside the University Setting
- Taxable Compensation, Supplemental Compensation or Benefits from Nonpublic Sources and Drug Prevention Program Certification
- Memorandum - Immigration Reform and Control Act of 1986, University Employee Debt, & Recoupment of Overpayments to Employees
- Memorandum - Faculty or Staff Handbook
- Safety Policy Statement, New Employee Safety and Environmental Orientation, and New Employee Policy Receipt
- Building-Parking Access Form
- Work Schedule Form (12 month employees only)
- Credit Union for NSU Employees
- Fraud and Illegal Acts
- Entering Your Web Timesheet
- Viewing your Check Stub Information
- Our Commitment to a Drug-Free Campus

-Information needed for payroll purposes;
dependent information needed for retirement,
Group Insurance and to comply with nepotism laws.

- Required by LA Code of Ethics Section 1119

-Required by LA RS 42:33

-Required by LA RS 42:52

-Leave Accrual, Calculate adjusted service date for
Classified Employees
-Required by IRS

-Required by LA Dept. of Revenue & Taxation

-Required by LA RS Title 11 & FICA Laws

-Required by Immigration & Naturalization Service

- Board of Supervisor for the University of
Louisiana System LA Revised Statutes LA
R.S.42:61

-Div. Of Administration Policy & Procedures
Memorandum (PPM)73
-Public Law 101-226

-AG Opinion 92-152 -R.S. 42:460

Instructions for ALL New Hires

1. You **must provide** the university a copy of your current driver's license, or picture ID and a copy of your social security card. **Social Security card is required for Federal Tax reporting purposes.** Your information cannot be entered in our payroll and your payroll check may be delayed without these identification materials.
2. If you are a male between the ages of 18 and 25 **you must include** a copy of your proof of Selective Service Registration. If you do not have a copy of your registration card, follow the instructions on the Selective Service Registration form for obtaining on-line proof of registration.
3. If your new hire packet includes an Employee Authorization for Direct Deposit Form, **you must attach a voided blank check to the form.** It is the employee's responsibility to inform our payroll department, in writing, if you are changing bank accounts. A new Employee Authorization for Direct Deposit form and a voided blank check must accompany this notification.
4. **All the documents** included in this packet **must be completed** and you must sign any pages that require an employee signature.
5. After completing all your paperwork, please send the entire packet and all copies of required identification and verifications to the Human Resources Department for further processing and signatures.
6. If you are a member of, or a retiree of, a State of Louisiana Retirement system, you will be mailed any necessary application/notification forms. You are then required to complete and return these forms to the Human Resources Office.
7. Once you have received your Campus Wide Identification (CWID) number, you must bring an official government ID (Driver's License, Passport, etc.) to the One Card Office to receive your NSU ID.

**NORTHWESTERN STATE UNIVERSITY
EMPLOYEE ORIENTATION CHECKLIST**

Employee: _____

Position: _____

Date: _____

Budget Unit Head: _____

The purpose of this form is to provide an outline to follow in welcoming and processing new employees. When it has been fully completed, it should be filed in the employee's personnel file in Business Affairs - Human Resources Section.

BUDGET UNIT HEAD SECTION

Check each item to be sure that your orientation is complete and all applicable information is given to an employee.

- _____ Give employee job description.
- _____ Organizational and functional structure of Division/Department explained to employee.
- _____ Employee's position in Division/Department or Section explained to employee.
- _____ Promotion policy and possibilities for advancement explained to employee.
- _____ Leave system explained to employee.
- _____ Attendance requirements and records discussed including work hours, rest periods, etc.
- _____ Appropriate Faculty or Staff employee handbook, manuals, and other materials furnished to employee.
- _____ General procedures explained.
- _____ Explain parking regulations, parking permit and parking place, etc.
- _____ Discuss with and have new employee complete Outside Employment and Compensation disclosure forms.
- _____ Use of telephone system.
- _____ Office etiquette, telephone etiquette, proper dress explained.
- _____ Proper conduct when assisting/working with students/faculty/staff.
- _____ Work space and equipment inventory assigned to employee.
- _____ Use of the University library.
- _____ General lay-out of office work station, building, campus, etc. explained to employee.
- _____ Wash rooms, water fountains, eating facilities, etc. pointed out to employee.
- _____ Building and office keys issued.
- _____ Employee's supervisor, subordinates and co-workers introduced to employee.
- _____ Addressed questions from new employee.
- _____ Entry of Web Timesheet and Submittal of the appropriate Time Entry Documents.
- _____ Statement on Fraud and Illegal Acts
- _____ Office of Risk Management LA Second Injury Fund
- _____ Other _____

This is to verify that the items above have been discussed with

(Print or Type Employee Name)

Budget Unit Head

Date

This is to certify that the information listed on the previous page has been explained, and I fully understand my responsibilities. I also certify that all outside employment, compensation and University Taxable Compensation has been disclosed.

Employee Signature

Date

Specific questions regarding retirement, insurance, and payroll matters are to be referred to Business Affairs - Human Resource Section.

BUSINESS AFFAIRS - HUMAN RESOURCE SECTION

____ Appointment Affidavit (SF-13)
____ Disclosure of Outside Employment completed
____ Disclosure of Taxable Compensation, i.e. Campus Housing/Lodging, Meals, Transportation, Parking, etc. completed
____ Work Schedule
____ Declaration of Selective Service Registration

EMPLOYEE ADVISED ON:

____ Insurance and Hospitalization Plans
____ Cafeteria Plan
____ Statement Concerning Employment Not Covered by Social Security
____ Retirement ____ Teachers ____ Employees ____ Other _____
____ Tax deductions
____ Other payroll deductions available
____ Leave policy, rules and laws
____ Office Hours
____ Pay Days
____ Employee furnished applicable explanatory material and pamphlets
____ Probationary Period, if applicable
____ Prior State Service, if applicable
____ Importance of timely submittal of Time Entry Documents.
____ Importance of timely completion and submittal of all required personnel file information
____ Other _____

By/For Business Affairs - Human Resource Section

Date

This is to certify that the above listed information has been explained, and I fully understand my responsibilities.

Employee

Date

PRINT OR TYPE

**Northwestern State University
Personnel Record**

Last Name	First Name	Middle Name	Maiden Name
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Social Security #	Birth Date	Sex: ☐ Male ☐ Female ☐ No Response	
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Home Address: _____ _____ _____	Mailing Address: <i>(if different from home address)</i> _____ _____ _____
---	--

Home Phone: _____

Cell Phone: _____

Marital Status:	Ethnicity:	
☐ Single (S)	☐ Caucasian (1)	☐ Asian or Pacific Islander (4)
☐ Married (M)	☐ African-American (2)	☐ Native Hawaiian (4A)
☐ Widowed (W)	☐ Hispanic-Other (3)	☐ American Indian/Alaskan Native (5)
☐ Divorced (D)	☐ Puerto Rican (3A)	☐ Other (6)
☐ Separated (P)	☐ Mexican (3B)	☐ Foreign (F)
☐ Companion/Partner (C)	☐ Cuban (3C)	☐ Prefer not to respond (X)
☐ Domestic Partner (N)		

Veteran:	Race:
☐ None	☐ American Indian or Native Alaskan (1)
☐ Other Protected Veteran Only	☐ Asian (2)
☐ Vietnam Veteran Only	☐ Black or African-American (3)
☐ Both Vietnam/Other Eligible Veteran	☐ Native Hawaiian or Other Pacific Islander (4)
☐ Prefer not to respond	☐ White (5)
	☐ Prefer not to respond (D)

Email Address: _____

Emergency Contact:	Relationship:	_____
	Full Name:	_____
	Address:	_____

	Phone Number:	_____

PRINT OR TYPE

Spouse Information: Full Name: _____
Social Security #: _____
Date of Birth: _____

Dependents:

Children (*living at home, never married*):

Last, First, Middle Name	Birth Date	Sex
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Dependents:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Educational Institutes Attended:

High School Information:

High School Name	City/State	Date Graduated	Highest Grade Completed

Undergraduate & Graduate Study

Institution & Graduate	Dates Attended	Degree Conferred Date*	Degree Earned

Do you have any hours beyond the highest degree listed above: _____ Yes _____ No If so how many? _____

Other Formal Education (*Business – Voc Tech, etc.*)

Schools Attended/Location	Dates Attended	Date Graduated	Course/Diploma/Certificate/License

Employee Signature

Date

Office of the State Americans with Disabilities Act Coordinator (OSADAC)
VOLUNTARY SELF-IDENTIFICATION OF DISABILITY FORM

Employee Name: _____ CWID #: _____

Why are you being asked to complete this form?

As an executive branch state agency, the _____ is required by La. R.S. 46:2597 to establish annual strategies and goals related to employment of individuals with disabilities. In order to effectively measure and report our progress to this end, La. R.S. 46:2597 requires us to ask employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five (5) years.

Identifying yourself as an individual with a disability is **voluntary**, and we hope that you will choose to do so (if applicable). Your answer will be maintained confidentially and will not be seen by hiring officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way. For more information about this form or the Americans with Disabilities Act, visit the Office of the State Americans with Disabilities Act (ADA) Coordinator's website at <https://www.doa.la.gov/doa/office-of-state-ada-coordinator/>.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment that substantially limits a major life activity, or if you have a history or record of such an impairment. Disabilities include, but are not limited, to:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition, for example, migraine headaches, Parkinson's disease or Multiple Sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, Post Traumatic Stress Disorder (PTSD) or major depression

Please check ONE of the boxes below:

☐ **YES**, I have a disability ☐ **NO**, I do not have a disability ☐ I do not wish to answer

You are encouraged to carefully review our agency's policy specific to the Americans with Disabilities Act and/or Disability Rights, and to request workplace accommodations as may be needed for your disability.

Employee Signature: _____

Date: _____

**LOUISIANA WORKERS' COMPENSATION SECOND INJURY BOARD
POST-HIRE/CONDITIONAL JOB OFFER KNOWLEDGE QUESTIONNAIRE**

EMPLOYEE: The intent of this questionnaire is to provide your employer with knowledge about any pre-existing medical condition or disability which may entitle your employer to reimbursement from the Louisiana Workers' Compensation Second Injury Board in the event you suffer an on-the-job injury.¹ This reimbursement in no way affects the benefits owed to you by your employer or its insurance company under the Louisiana Workers' Compensation Act. La. R.S. 23:1021-1361. However, your failure to answer truthfully and/or correctly to any of the question on this questionnaire may result in a forfeiture of your workers' compensation benefits.

In order for your employer to be considered for reimbursement from the Second Injury Board, it has to show that it knowingly hired or retained you with a pre-existing medical condition or disability. To establish its knowledge, your employer is requesting that this questionnaire be completed.

INSTRUCTIONS: Please answer ALL questions completely. If a response requires an explanation, please provide a brief description on the Explanation Page. If you have any questions or need help in answering the questions on this form, please ask for assistance from the Employer Representative signing this form.

NOTE: Since this questionnaire contains medical information, you can request that the form be kept CONFIDENTIAL and not made part of your personnel file. Please let your employer know that you want the completed questionnaire placed in a sealed folder for confidentiality purposes.

EMPLOYEE WARNING

FAILURE TO ANSWER TRUTHFULLY AND/OR CORRECTLY TO ANY OF THE QUESTIONS ON THIS FORM MAY RESULT IN A FORFEITURE OF YOUR WORKERS' COMPENSATION BENEFITS UNDER La. R.S. 23:1208.1.

Employee Signature: _____ Date: _____

Employer Representative Signature: _____ Date: _____

Employer Name: _____

Employee Name: _____

Date of Birth (mm/dd/yyyy): _____ Male: Female:

Soc. Sec. # (last 4 digits only): _____

Home Address: _____

Telephone Number: (____) _____

¹ Under La. R.S. 23:1371(A), the purpose of the Second Injury Board is to encourage the employment, re-employment, or retention of employees who have a permanent partial disability.

Disease and Other Medical Conditions you currently have or have ever had.

For all conditions that you check yes, write a brief explanation on the Explanation Page.

[Please check the appropriate box next to each. Every illness/injury requires a Yes (Y) or No (N) answer.]

Y N	Y N	Y N	Y N
☐ ☐ Diabetes	☐ ☐ Cerebral Palsy	☐ ☐ Arthritis	☐ ☐ Heart Disease/Heart Attack
☐ ☐ Silicosis	☐ ☐ Tuberculosis	☐ ☐ Parkinson's	☐ ☐ Congestive Heart Failure
☐ ☐ Varicose Veins	☐ ☐ Multiple Sclerosis	☐ ☐ Brain Damage	☐ ☐ Vision Loss, one or both eyes
☐ ☐ Asbestosis	☐ ☐ Post Traumatic Stress	☐ ☐ Asthma	☐ ☐ Disability from Polio
☐ ☐ Hyperinsulinism	☐ ☐ Osteomyelitis	☐ ☐ Dementia	☐ ☐ Psychoneurotic Disability
☐ ☐ Alzheimer's	☐ ☐ Nervous Disorder	☐ ☐ Thrombophlebitis	☐ ☐ Ruptured or Herniated Disc
☐ ☐ Emphysema	☐ ☐ Muscular Dystrophy	☐ ☐ Arteriosclerosis	☐ ☐ Ankylosis or Joint Stiffening
☐ ☐ Hearing Loss	☐ ☐ Migraine Headaches	☐ ☐ Hodgkin's	☐ ☐ High/Low Blood Pressure
☐ ☐ COPD	☐ ☐ Mental Retardation	☐ ☐ Cancer	☐ ☐ Carpal Tunnel Syndrome
☐ ☐ Hypertension	☐ ☐ Kidney Disorder	☐ ☐ Double Vision	☐ ☐ Compressed Air Sequelae
☐ ☐ Head Injury	☐ ☐ Loss of Use of Limb	☐ ☐ Mental Disorders	☐ ☐ Disease of the Lung
☐ ☐ Epilepsy	☐ ☐ Seizure Disorder	☐ ☐ Hemophilia	☐ ☐ Coronary Artery Disease
☐ ☐ Stroke	☐ ☐ Sickle Cell Disease	☐ ☐ Bleeding Disorder	☐ ☐ Heavy Metal Poisoning

Surgical Treatment [Please check the appropriate box. Each illness/injury requires a Yes (Y) or No (N) answer.] For each Yes (Y) answer, please complete the information corresponding to the surgery on the right. Additional information can be provided on the Explanation Page, if necessary.

Y N

Spinal Disc Surgery	Year (approximate if unsure) _____
Spinal Fusion Surgery	Year (approximate if unsure) _____
Amputated Foot	Left Right Year (approx. if unsure) _____
Amputated Leg	Left Right Year (approx. if unsure) _____
Amputated Arm	Left Right Year (approx. if unsure) _____
Amputated Hand	Left Right Year (approx. if unsure) _____
Knee Replacement	Left Right Year (approx. if unsure) _____
Hip Replacement	Left Right Year (approx. if unsure) _____
Other Joint Replacement	Joint _____ Year _____
Other Surgical Procedure	Procedure _____ Year _____
Other Surgical Procedure	Procedure _____ Year _____
Other Surgical Procedure	Procedure _____ Year _____
Other Surgical Procedure	Procedure _____ Year _____

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____

EXPLANATION PAGE

Please use the space below to explain the illnesses and/or conditions that you checked a Yes (Y) or any other medical conditions that may not be listed on this form. Ask your employer for additional copies of this page if needed.

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____

Please answer the following questions.

1. Has any doctor ever restricted your activities? Yes No

If "Yes," please list the restrictions: _____

Were the restrictions: Permanent Temporary

Are your activities currently restricted? Yes No

What is the medical condition for which you have restrictions? _____

2. Are you presently treating with a doctor, chiropractor, psychiatrist, psychologist or other health-care provider? Yes No

Please list the medical condition being treated: _____

Doctor's Name: _____ Specialty: _____

Doctor's Address: _____

3. If you are currently taking prescription medication other than those listed on the Explanation Page, please complete the requested information below.

Medication: _____ Prescribing Doctor: _____

Medication: _____ Prescribing Doctor: _____

4. Have you ever had an on the job accident? Yes No

If you answered "YES," please provide the date for each injury and the nature of the injury:

How long were you on compensation? _____

Name of Employer: _____

5. Has a doctor recommended a surgical procedure, which has not been completed prior to this date, including but not limited to knee, hip or shoulder replacement? Yes No

If you answered YES, please provide:

Recommended surgery: _____

Approximate date of recommendation: _____

Doctor's Name: _____ Specialty: _____

Doctor's Address: _____

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____

TO BE COMPLETED BY EMPLOYEE

EMPLOYEE WARNING

FAILURE TO ANSWER TRUTHFULLY AND/OR CORRECTLY TO ANY OF THE QUESTIONS ON THIS FORM MAY RESULT IN A FORFEITURE OF ANY AND ALL WORKERS COMPENSATION BENEFITS UNDER La. R.S. 23:1208.1.

I have completed this form honestly and to the best of my knowledge. I understand that providing false information or omitting pertinent information could result in loss of my workers compensation benefits should I become injured on the job.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

EMPLOYER WARNING

PURSUANT TO La. R.S. 23:1208 OF THE LOUISIANA WORKERS' COMPENSATION ACT, IT SHALL BE UNLAWFUL FOR A PERSON, FOR THE PURPOSE OF OBTAINING OR DEFEATING ANY BENEFIT PAYMENT UNDER THE PROVISIONS OF THIS CHAPTER, EITHER FOR HIMSELF OR FOR ANY OTHER PERSON, TO WILLFULLY MAKE A FALSE STATEMENT OR REPRESENTATION. PENALTIES FOR VIOLATIONS INCLUDE IMPRISONMENT, FINES, AND/OR THE FORFEITURE OF BENEFITS.

You must certify the following:

1. That I am an authorized representative of the employer designated to obtain and review the information provided by the employee on this questionnaire;
2. That I have provided the employee with as many copies of the Explanation Page as needed and have confirmed the number of and labeled the pages of this questionnaire;
3. That I have provided assistance to the employee (if requested) in responding to the questions on this questionnaire;
4. That the information sought by this authorization is made on an applicant for employment only after a conditional job offer has been made and accepted, or on a current employee; and
5. That the information obtained in the authorization will **NOT** be used to discriminate in any manner against the individual who is the subject of this authorization on any basis, in violation of the Americans with Disabilities Act of 1990, 42 U.S.C. §12101, *et seq.*, or any other state or federal law;
6. That if requested, a photocopy of this fully completed and signed form will be provided to the employee.

Employer Representative Signature: _____ Date: _____

Employer Representative Printed Name: _____

Title: _____

NEPOTISM

Do you have any of the following relatives currently employed at Northwestern State University?

	YES	NO	IF YES, GIVE NAME BELOW
Son			
Daughter			
Son-in-law			
Daughter-in-law			
Brother			
Sister			
Brother-in-law			
Sister-in-law			
Mother			
Father			
Spouse			
Mother-in-law			
Father-in-law			

I certify that if any of the above become employed at Northwestern State University after I am employed, I will notify the Department of Human Resources immediately so that a decision regarding possible nepotism violations can be made.

I understand that failure to do so will possibly place me in violation of Section 1119 of the State Code of Ethics and expose me to a fine of up to \$5,000.

Print Name

Employee Signature

CWID

Date

DECLARATION OF SELECTIVE SERVICE REGISTRATION

Selective Service System Registration for Classified & Unclassified Positions

In accordance with La. Revised Statute 42:33 (Acts 1987, No. 581, Section 1) an individual shall be ineligible for employment or appointment in a classified/unclassified civil service position (faculty or staff) with the Board or institutions within the University of Louisiana System if he is between the ages of 18 and 25 at the time of request for appointment, and is not registered with the Selective Service System.

The **SELECTIVE SERVICE SYSTEM Registration Form** is available at all U.S. Post Offices (University Post Office does not have these forms). If you have previously registered, you should have received a registration acknowledgment. If you cannot locate your Selective Service Registration card, please go to the following website www.sss.gov/RegVer/wfVerification1.aspx and print a copy of your registration to attach to your new hire packet. If you need to register and have not done so previously, you can either register on line at the above website or go to your local post office and register. They will be able to provide you with a date-stamped receipt. This acknowledgment or receipt will have to be provided as proof of registration.

Note: This form must be completed and signed by all male employees for whom an appointment is being requested. This form should be completed and returned with all other required "New Hire Packet" information. Until such acknowledgment is received, you are ineligible for employment or an appointment with Northwestern.

Employee Name: _____ SSN#: _____

Address: _____
(Street or P.O. Box) (City, State, Zip)

Age at time of completion of this form _____ Date of Birth _____

**Check and sign the appropriate response:

_____ I am currently between the ages of 18 and 25 and have completed the required Selective Service System Registration. Acknowledgment and/or receipt of registration is attached.

_____ I am currently over the age of 25 and not required to register.

Signature: _____ Date: _____

| NORTHWESTERN STATE Direct Deposit Authorization Form

Employee Name (Please Print): _____ CWID or SSN: _____

ACCOUNT # 1 – NET DEPOSIT

☐ New ☐ Change ☐ Cancel

Bank Name _____

Routing #: _____

Account #: _____

Account Type: ☐ Checking ☐ Savings

ACCOUNT # 2 – PARTIAL DEPOSIT

☐ New ☐ Change ☐ Cancel

Bank Name _____

Routing #: _____

Account #: _____

Account Type: ☐ Checking ☐ Savings

*Amount: \$ _____

AUTHORIZATION AGREEMENT

I hereby authorize Northwestern State University to initiate automatic deposits to my account at the financial institution named above. I also authorize Northwestern State University to make withdrawals from this account in the event that a credit entry is made in error.

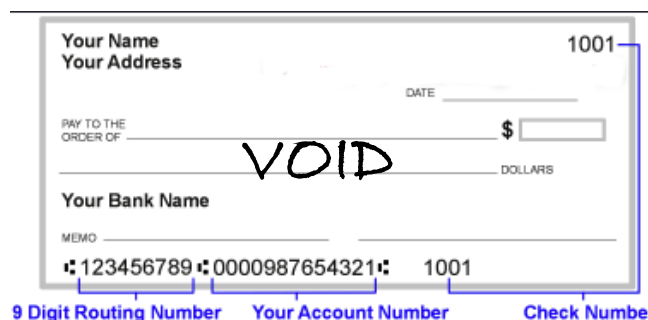
Further, I agree not to hold Northwestern State University responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Northwestern State University receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Employee's Signature

Date

****Please attach a voided check or some type of bank account verification and return with this form to the Payroll Department.**



APPOINTMENT AFFIDAVITS

IMPORTANT: Please read the following appointment affidavits. Before swearing to these affidavits, make sure you understand the fully. It is the responsibility of the employing agency to determine any change in employment status since the applicant filed the original pre-employment application.

APPOINTEE		AGENCY /DIVISION	
PRESENT STREET ADDRESS		PLACE OF EMPLOYMENT	
CITY/ STATE/ZIP		DATE OF BIRTH	
A. SINCE YOU FILED THE APPLICATION RESULTING IN YOUR APPOINTMENT, HAVE YOU BEEN INDICTED OR CONVICTED OF ANY LAW VIOLATION (excludes minor traffic violations)? ☐ YES ☐ NO IF YES, GIVE DETAILS:			
DATE	LOCATION	CHARGE	
DISPOSITION			
B. SINCE YOU FILED THE APPLICATION RESULTING IN YOUR APPOINTMENT, HAVE YOU RESIGNED OR BEEN DISCHARGED AS A RESULT OF MISCONDUCT? ☐ YES ☐ NO IF YES, GIVE DETAILS:			
C. DO YOU NOW HOLD OR ARE YOU A CANDIDATE FOR AN ELECTIVE PUBLIC OFFICE? ☐ YES ☐ NO			
D. AS REQUIRED BY LOUISIANA REVISED STATUE 42:52 Do you solemnly swear (or affirm) to support the Constitution and laws of the United States and Constitution and laws of this State, and faithfully and impartially discharge and perform all of the duties incumbent upon you as a State employee according to the best of your ability and understanding? ☐ YES ☐ NO			
DATE	SIGNATURE OF APPOINTEE		SOCIAL SECURITY NO.

PRIOR STATE SERVICE QUESTIONNAIRE

Name: _____
(Please Print)

Department Name	Employed		Nature of Position	Title	Worked		Part-Time Hours Per Week	Type of Appointment	Leave Without Pay No/Yes
	From	To			Full-Time	Part-Time			

Note: When indicating nature of position use the terminology:

1. Student Employee
2. Board of Commission Member
3. Unclassified Employee
4. Teacher or Instructor
5. Classified Employee

Note: Include all types of appointment such as:

1. Probational
2. Permanent
3. Provisional
4. Job-appointment
5. Emergency

Military Services:

Date From: _____
Date To: _____

Notes: When indicating employment information start with your most recent employment and then indicate previous employment moving backwards.

Indicate State Service only! Include volunteer also.

Be very specific with dates. If work was part-time indicate the average number of hours worked per week.

Indicate if you were on leave without pay during any period of your employment.

THE EMPLOYMENT INFORMATION LISTED BY ME IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature

Date

Social Security Number

Employee's Withholding Certificate

OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**Give Form W-4 to your employer.****Your withholding is subject to review by the IRS.****2025****Step 1:**
Enter
Personal
Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) ☐ Single or Married filing separately		
☐ Married filing jointly or Qualifying surviving spouse		
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period . .	4(c)	\$

Step 5:
Sign
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers
Only

Employer's name and address

First date of
employment

Employer identification
number (EIN)

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 **and** you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2025 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

TIP: Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2025 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c** Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2025 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income **1** \$ _____
- 2** Enter:

{	• \$30,000 if you're married filing jointly or a qualifying surviving spouse • \$22,500 if you're head of household • \$15,000 if you're single or married filing separately	}		2	\$ _____
---	--	---	-----------	----------	----------
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information **4** \$ _____
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$700	\$850	\$910	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020
\$10,000 - 19,999	0	700	1,700	1,910	2,110	2,220	2,220	2,220	2,220	2,220	2,220	3,220
\$20,000 - 29,999	700	1,700	2,760	3,110	3,310	3,420	3,420	3,420	3,420	3,420	4,420	5,420
\$30,000 - 39,999	850	1,910	3,110	3,460	3,660	3,770	3,770	3,770	3,770	4,770	5,770	6,770
\$40,000 - 49,999	910	2,110	3,310	3,660	3,860	3,970	3,970	3,970	4,970	5,970	6,970	7,970
\$50,000 - 59,999	1,020	2,220	3,420	3,770	3,970	4,080	4,080	5,080	6,080	7,080	8,080	9,080
\$60,000 - 69,999	1,020	2,220	3,420	3,770	3,970	4,080	5,080	6,080	7,080	8,080	9,080	10,080
\$70,000 - 79,999	1,020	2,220	3,420	3,770	3,970	5,080	6,080	7,080	8,080	9,080	10,080	11,080
\$80,000 - 99,999	1,020	2,220	3,420	4,620	5,820	6,930	7,930	8,930	9,930	10,930	11,930	12,930
\$100,000 - 149,999	1,870	4,070	6,270	7,620	8,820	9,930	10,930	11,930	12,930	14,010	15,210	16,410
\$150,000 - 239,999	1,870	4,240	6,640	8,190	9,590	10,890	12,090	13,290	14,490	15,690	16,890	18,090
\$240,000 - 259,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$260,000 - 279,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$280,000 - 299,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$300,000 - 319,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,170	19,170
\$320,000 - 364,999	2,040	4,440	6,840	8,390	9,790	11,100	12,470	14,470	16,470	18,470	20,470	22,470
\$365,000 - 524,999	2,790	6,290	9,790	12,440	14,940	17,350	19,650	21,950	24,250	26,550	28,850	31,150
\$525,000 and over	3,140	6,840	10,540	13,390	16,090	18,700	21,200	23,700	26,200	28,700	31,200	33,700

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$200	\$850	\$1,020	\$1,020	\$1,020	\$1,370	\$1,870	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040
\$10,000 - 19,999	850	1,700	1,870	1,870	2,220	3,220	3,720	3,720	3,720	3,720	3,890	4,090
\$20,000 - 29,999	1,020	1,870	2,040	2,390	3,390	4,390	4,890	4,890	4,890	5,060	5,260	5,460
\$30,000 - 39,999	1,020	1,870	2,390	3,390	4,390	5,390	5,890	5,890	6,060	6,260	6,460	6,660
\$40,000 - 59,999	1,220	3,070	4,240	5,240	6,240	7,240	7,880	8,080	8,280	8,480	8,680	8,880
\$60,000 - 79,999	1,870	3,720	4,890	5,890	7,030	8,230	8,930	9,130	9,330	9,530	9,730	9,930
\$80,000 - 99,999	1,870	3,720	5,030	6,230	7,430	8,630	9,330	9,530	9,730	9,930	10,130	10,580
\$100,000 - 124,999	2,040	4,090	5,460	6,660	7,860	9,060	9,760	9,960	10,160	10,950	11,950	12,950
\$125,000 - 149,999	2,040	4,090	5,460	6,660	7,860	9,060	9,950	10,950	11,950	12,950	13,950	14,950
\$150,000 - 174,999	2,040	4,090	5,460	6,660	8,450	10,450	11,950	12,950	13,950	15,080	16,380	17,680
\$175,000 - 199,999	2,040	4,290	6,450	8,450	10,450	12,450	13,950	15,230	16,530	17,830	19,130	20,430
\$200,000 - 249,999	2,720	5,570	7,900	10,200	12,500	14,800	16,600	17,900	19,200	20,500	21,800	23,100
\$250,000 - 399,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$400,000 - 449,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$450,000 and over	3,140	6,490	9,160	11,660	14,160	16,660	18,660	20,160	21,660	23,160	24,660	26,160

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$450	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870	\$1,870	\$1,870	\$1,890
\$10,000 - 19,999	450	1,450	2,000	2,200	2,220	2,220	2,220	3,180	4,070	4,070	4,090	4,290
\$20,000 - 29,999	850	2,000	2,600	2,800	2,820	2,820	3,780	4,780	5,670	5,690	5,890	6,090
\$30,000 - 39,999	1,000	2,200	2,800	3,000	3,020	3,980	4,980	5,980	6,890	7,090	7,290	7,490
\$40,000 - 59,999	1,020	2,220	2,820	3,830	4,850	5,850	6,850	8,050	9,130	9,330	9,530	9,730
\$60,000 - 79,999	1,020	3,030	4,630	5,830	6,850	8,050	9,250	10,450	11,530	11,730	11,930	12,130
\$80,000 - 99,999	1,870	4,070	5,670	7,060	8,280	9,480	10,680	11,880	12,970	13,170	13,370	13,570
\$100,000 - 124,999	1,950	4,350	6,150	7,550	8,770	9,970	11,170	12,370	13,450	13,650	14,650	15,650
\$125,000 - 149,999	2,040	4,440	6,240	7,640	8,860	10,060	11,260	12,860	14,740	15,740	16,740	17,740
\$150,000 - 174,999	2,040	4,440	6,240	7,640	8,860	10,860	12,860	14,860	16,740	17,740	18,940	20,240
\$175,000 - 199,999	2,040	4,440	6,640	8,840	10,860	12,860	14,860	16,910	19,090	20,390	21,690	22,990
\$200,000 - 249,999	2,720	5,920	8,520	10,960	13,280	15,580	17,880	20,180	22,360	23,660	24,960	26,260
\$250,000 - 449,999	2,970	6,470	9,370	11,870	14,190	16,490	18,790	21,090	23,280	24,580	25,880	27,180
\$450,000 and over	3,140	6,840	9,940	12,640	15,160	17,660	20,160	22,660	25,050	26,550	28,050	29,550



LOUISIANA
DEPARTMENT of REVENUE

Employee's Withholding Certificate (L-4)

This form must be filed with your employer.

For Questions:

Phone: (855) 307-3893

Send an email by visiting www.revenue.louisiana.gov/Contact/ContactUs.

Purpose: Complete Form L-4 so that your employer can withhold the correct amount of state income tax from your salary.

Instructions: Employees who are subject to state withholding must provide their expected tax return filing status in Block A.

- Employees must file a new certificate within 10 days if the number of their deductions decreases, except if the change is the result of the death of a spouse.
- Employees may file a new certificate any time the number of their deductions increases.
- Line 7 should be used to increase or decrease the tax withheld for each pay period. Decreases should be indicated as a negative amount.

Penalties will be imposed for willfully supplying false information or willfully failing to supply information that would reduce the withholding amount.

This form must be filed with your employer. If an employee fails to complete this withholding certificate, the employer must withhold Louisiana income tax from the employee's wages without any standard deduction.

Note to Employer: Keep this certificate with your records.

Block A

- Enter "0" to claim no standard deduction and check the appropriate box under number 3 below. You may enter "0" if you are married, and have a working spouse or more than one job to avoid having too little tax withheld.
- Enter "1" to claim a standard deduction if your filing status is single or married filing separate and check the appropriate box under number 3 below if you did not claim this deduction in connection with other employment or if your spouse has not claimed a deduction.
- Enter "2" to claim a standard deduction if your filing status is married filing jointly, head of household, or qualifying surviving spouse and check the appropriate box under number 3 below.

A.

 Cut here and give the bottom portion of certificate to your employer. Keep the top portion for your records.

Form **L-4**
Louisiana
Department of
Revenue

Employee's Withholding Certificate

1. First name and middle initial		Last name	
2. Social security number	3. Select one: ☐ No deduction ☐ Single or married filing separately ☐ Married filing jointly, qualifying surviving spouse, or head of household		
4. Home address (number and street or rural route)			
5. City		State	ZIP
6. Total number of deductions claimed in Block A			6.
7. Adjustments. Enter any increase or decrease in the amount of tax to be withheld each pay period. Decreases should be indicated as a negative amount and cannot result in an amount less than zero to be withheld each pay period.			7.
I declare under the penalties imposed for filing false reports that the number of deductions claimed on this certificate do not exceed the number to which I am entitled.			
Employee's signature			Date

The following is to be completed by employer.

8. Employer's name and address	9. Employer's state withholding account number
--------------------------------	--

NORTHWESTERN STATE UNIVERSITY RETIREMENT INFORMATION FORM

(Completion of this form is required for compliance with LA Revised Statutes 11:416, 11:443, 11:707 & 11:737)

(Name of Employee)

(Social Security Number)

ARE YOU A MEMBER OF ANY LOUISIANA STATE RETIREMENT SYSTEM?

☐ YES ☐ NO

IF YOU ANSWERED YES, PLEASE COMPLETE THE FOLLOWING:

I am currently a member of the following retirement system:

☐ Teacher's Retirement of Louisiana System

☐ Louisiana Employee's Retirement System (LASERS)

☐ Social Security

☐ Other (Please specify) _____

ARE YOU A RETIREE OF ANY LOUISIANA STATE RETIREMENT SYSTEM?

☐ YES ☐ NO

1. I am a retiree of the _____ system.

2. I was in the DROP Program prior to retiring. ☐ Yes ☐ No

3. I am currently a member of DROP. Date DROP began: _____.

Employee Signature

Date

403(b) Tax Deferred Annuity Program

To help you pursue your financial goals, your employer sponsors a 403(b) tax-deferred annuity program. This is a type of supplemental retirement program that allows you to set aside money for retirement during your working years on a pre-tax basis. This lowers your current income taxes - your contributions and any earnings that accumulate over the years are not taxed until you receive them.

An ING-affiliated insurance company has been chosen as a variable annuity provider for the program. Variable annuities are long-term investment contracts issued by insurance companies, designed to invest for retirement. They offer the opportunity to allocate contributions among fixed and variable investment options that have the potential to grow income tax deferred, with an option to receive a stream of income at a later date.

This booklet provides only an overview of the 403(b) program and the annuity features.

You should consider the investment objectives, risks, charges and expenses of the variable annuity and its underlying fund options carefully before investing. The prospectus/prospectus summary contains this and other information. You may obtain a prospectus/prospectus summary by contacting your local INC representative or the appropriate general distributor listed on the back of this brochure. Please read the information carefully before you invest.

How Does the 403(b) Program Work?

With a 403(b) program, you postpone receiving a portion of your salary until you retire. It works like this:

- You decide, within certain Internal Revenue Code (IRC) limits, how much of your income you want to invest.
- Your employer will reduce your paycheck before income tax by that amount and forward it to the annuity's issuing insurance company on a regular basis.
- Contributions are allocated to your choice of investment options within the variable annuity.
- The contributions and any earnings that accumulate over the years are not taxed until you receive them. That's usually at retirement when you may be in a lower tax bracket. Withdrawals prior to age 59½ may be subject to an IRS 10% premature distribution penalty tax.
- Your 403(b) has no effect on Social Security.
- Your Social Security contributions and benefits will be based on your total pay, including the amounts paid into your 403(b).

Tax Deferred Annuity Programs Offer Many Benefits:

Tax-Deferred Contributions and Accumulation
By deferring compensation, you have the opportunity to:

- lower your current income taxes because you postpone paying taxes on contributions and any investment earnings until you withdraw them at retirement.
- enjoy the advantage of tax-deferred compounding; and
- accumulate more for retirement than you would with an after-tax retirement plan.



PRINT ALL INFORMATION
www.lasersonline.org

P.O. Box 44213, Baton Rouge, LA 70804-4213
225.922.0600 · Toll-Free 1.800.256.3000
Fax 225.935.2856

Membership Registration (For Employer Use Only - Do Not Return to LASERS)

Member's First Name	Middle Name	Last Name	Today's Date	Social Security Number

A member should read the "Notice of Employees Not Covered by Social Security" disclosing the potential effects of the Government Pension Offset (GPO) and the Windfall Elimination Provision (WEP). A member may **repay a refund** to LASERS upon returning to state service and contributing to the system for eighteen months according to La. R.S. 11:537(D). **The member must complete Form 1-06, Designation of Beneficiary, to name a beneficiary, and submit the form to LASERS.**

SECTION 1: MEMBER'S INFORMATION

Member's Mailing Address	City	State	Zip Code

Daytime Area Code/Phone Number	Evening Area Code/Phone Number	Email Address	Member's Birth Date

SECTION 2: OPTIONAL MEMBERSHIP (Complete ONLY if age 55 or over and not a LASERS rehired retiree)

- ☐ At the time of employment I was 60 or older and elect to **(please check option A or B below): (OR)**
- At the time of employment I was age 55 or older and have at least 40 quarters in Social Security and I elect to **(please check option A or B below): I will submit a copy of my Social Security Administration's form, SSA-7005-Earnings and Benefits Statement, certifying that I have the required 40 quarters of coverage needed for optional membership.**
- ☐ **A)** Join the Louisiana State Employees' Retirement System (LASERS). I understand that if I join the retirement system I must make employee contributions based on my earnings. I may make application for my employee contributions to be refunded to me, without interest, if I terminate employment for at least 30 days. If I join the retirement system and I am also eligible for a benefit from Social Security, the Social Security benefit may be reduced based on the benefit received from the retirement system.
- ☐ **B)** Join FICA (Medicare included), or join/maintain the Louisiana Deferred Compensation Plan (eligibility and rate depend on employee status), or in some cases, employee may not be required to join either.

SECTION 3: PREVIOUS ENROLLMENT

If you were at any time a member of LASERS or another Louisiana public retirement system, give the name of that system under which the membership was reported:

From (MM/DD/YY)	To (MM/DD/YY)

My current status with the Louisiana public retirement system listed above is: ☐ Active ☐ Inactive ☐ Refunded ☐ Retired

If your status is RETIRED from a Louisiana public retirement system OTHER than LASERS, please check one:

- ☐ I elect NOT to join LASERS ☐ I elect to join LASERS: I shall pay employee contributions and expect to work enough years to be entitled to a monthly benefit; otherwise, I will only be eligible to refund my contributions.

Member's Signature	Date

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SECTION 4: CURRENT ENROLLMENT - FOR AGENCY INFORMATION ONLY

SERVICE HISTORY

- ☐ New - first time enrolled in LASERS. Regular members hired on or after July 1, 2015, will have a contribution rate of 8.0 percent in the Regular 4 Plan.
- ☐ New - first time enrolled in LASERS and enrolled in a Hazardous Duty Plan (HAZ Plan) position on or after January 1, 2011. HAZ Plan members must be enrolled in the HAZ Plan and will contribute at 9.5 percent.
- ☐ Return to service - previous member of LASERS, whether refunded or not, with a break in service
- ☐ Regular member who is a former member of LASERS prior to July 1, 2006, **DID NOT** refund contributions and will contribute at 7.5 percent in the Regular 1 Plan.
- ☐ Regular member who is a former member of LASERS on or after July 1, 2006, and before January 1, 2011, **DID NOT** refund contributions and will contribute at 8.0 percent in the Regular 2 Plan.
- ☐ Regular member who is a former member of LASERS on or after January 1, 2011, and on or before June 30, 2015, **DID NOT** refund contributions and will contribute at 8.0 percent in the Regular 3 Plan.
- ☐ Regular member who is a former member of LASERS, **DID** refund contributions and will contribute at 8.0 percent in the Regular 4 Plan.
- ☐ Transfer from another agency - transferring from one reporting agency to another within LASERS without a break in service.
- ☐ Transfer from another agency on or after January 1, 2011, and enrolled in a HAZ Plan position - transferring from any plan other than the HAZ Plan may elect to remain in that plan or join the HAZ Plan. Form 2-18: *Hazardous Duty Services Plan Election* must be submitted to LASERS. Form 1-11: *Certification of Prior Employment in a Hazardous Duty Position* should be submitted, if applicable.
- ☐ Transfer from another Louisiana state retirement system on or after July 1, 2015, and **DID NOT** refund - transferring from Teachers Retirement System of Louisiana, Louisiana School Employees' Retirement System, or State Police Pension & Retirement System must submit Form 01-10: *Certification of Membership in a State System Prior to July 1, 2015*, and must be enrolled in the retirement plan in place at the earliest date making the member eligible for membership.
- ☐ Transfer from another Louisiana state retirement system on or after January 1, 2011, and **DID NOT** refund, and employed in a HAZ Plan position - transferring from Teachers Retirement System of Louisiana, Louisiana School Employees' Retirement System, or State Police Pension & Retirement System may elect to remain in that system if eligible, or may elect to join the HAZ Plan.
- ☐ Dual employee - currently a member of LASERS under one reporting agency and now enrolling with a second reporting agency. (Usually involves part-time employment, but not necessarily.) Contributions are based on employment with all reporting agencies and are mandatory.

TYPE OF EMPLOYMENT

Types of Employees not Eligible (La. R.S. 11:413):

1. Employees who receive a per diem allowance instead of earned compensation
2. Students, interns, and resident physicians employed for temporary, part time, or periodic work
3. Independent contractors
4. Certain pool positions
5. Certain temporary seasonal employees at the Department of Revenue

Types of Employees not Eligible (La. R.S. 11:413(3)) - except those employees who have ten or more years of creditable service in the system or are returning to work as a re-employed retiree:

1. Job appointments (employment for a fixed period not to exceed two years)
2. Intermittent employees (employment for an indefinite schedule, on an as needed basis)
3. Part-time employees (employees who work 20 hours or less per week)
4. Seasonal employees (employees who work less than five months in a year)
5. Temporary employees (employees performing services under a contractual arrangement for less than two years)

Types of Employees Eligible

1. Full-time - working over 20 hours per week
2. Job Appointment - working two years and one day or longer

Social Security Number

EMPLOYEE INFORMATION

Employee Position Title

Hire Date (MM/DD/YY)

☐ Classified

☐ Permanent employee

☐ Unclassified

☐ Temporary employee

☐ Full-time: Full-time status equals _____ hours per day

☐ Part-time: The employee will work _____ hours per week

☐ Job Appointment working 2 years or less

☐ Job Appointment working 2 years and one day or longer

EARNINGS REPORTING: This employee's earnings will be reported as: ☐ 9 months ☐ 10 months ☐ 12 months

SECTION 5: AGENCY CERTIFICATION AND SIGNATURE

I have checked the PA20 and CS02 in ISIS and LASERS Employer Self-Service for previous retirement status.

YES ☐ NO ☐

Is this member a LASERS retiree from this or any other state agency?

YES ☐ NO ☐

If yes, see Liaison Memos 12-21 and 13-23 to follow the proper rehired retiree enrollment procedures. Failure to properly enroll rehired retirees may result in a cost to the member and agency. If this is a rehired retiree, form 10-2 *Re-employment of Rehired Retiree* must be submitted to LASERS within 45 days of the employment date. If it is not, the member will be rehired under the provisions of re-employed retiree Option 3.

Name of Personnel Officer

Name of Agency

Title

Personnel Officer's Email Address

Daytime Area Code/Phone Number

Signature of Personnel Officer

Date

Agency 3 Digit Number



PRINT ALL INFORMATION
www.lasersonline.org

P.O. Box 44213, Baton Rouge, LA 70804-4213
225.922.0600 · Toll-Free 1.800.256.3000
Fax 225.935.2856

Designation of Beneficiary

Member's First Name	Middle Name	Last Name	Today's Date	Social Security Number

IMPORTANT: Complete the entire form. Follow the specific instructions for each section. All dates should be in MM/DD/YYYY format.

SECTION 1: MEMBER'S INFORMATION

Member's Mailing Address	City	State	Zip Code

Daytime Area Code/Phone Number	Evening Area Code/Phone Number	Email Address	Member's Birth Date

Check at least one:

☐ **Active Member** (Do not check this box if you are retired or have entered DROP) ☐ **Single** ☐ **Married** ☐ **Divorced** ☐ **Widowed**

☐ **Retired Member - Retirement Benefit**

☐ **Retired Member - DROP/IBO Account**

SECTION 2: GENERAL INFORMATION

This designation supersedes all prior designations. You must include **ALL** beneficiaries that you wish to designate. If percentages are not provided, any amounts payable will be divided equally among all beneficiaries. Primary and contingent beneficiaries must separately total 100%. The number of primary or contingent beneficiaries that you may name is not limited (attach an additional sheet if necessary). "Contingent" beneficiaries are eligible for payment only if all primary beneficiaries die before the member does. If you are not the member, you must submit a Certified copy of a "Power of Attorney" or other legal documents with this form. **A COPY OF THE SOCIAL SECURITY CARD AND BIRTH CERTIFICATE FOR EACH BENEFICIARY IS REQUIRED.**

SECTION 3: DESIGNATION OF BENEFICIARY

PRIMARY BENEFICIARIES' PERCENTAGES MUST TOTAL 100%

Primary Beneficiary's Name (required)	Relation, Trust, Estate	Birth Date	Percentage	☐ Male ☐ Female	Social Security Number

Primary Beneficiary's Name	Relation, Trust, Estate	Birth Date	Percentage	☐ Male ☐ Female	Social Security Number

Primary Beneficiary's Name	Relation, Trust, Estate	Birth Date	Percentage	☐ Male ☐ Female	Social Security Number

Social Security Number

CONTINGENT BENEFICIARIES' PERCENTAGES MUST TOTAL 100%

Contingent Beneficiary's Name (optional)	Relation, Trust, Estate	Birth Date	Percentage	☐ Male	Social Security Number
				☐ Female	
Contingent Beneficiary's Name (optional)	Relation, Trust, Estate	Birth Date	Percentage	☐ Male	Social Security Number
				☐ Female	
Contingent Beneficiary's Name (optional)	Relation, Trust, Estate	Birth Date	Percentage	☐ Male	Social Security Number
				☐ Female	

SECTION 4: MEMBER SIGNATURE

I hereby request that my beneficiary(ies) be designated as above. I understand that the beneficiary(ies) designated on this form will receive my contributions to the retirement system, unless I have qualifying survivors (spouse, children) entitled to a monthly survivor's benefit.

Member's Signature	Date

DO NOT FAX FORM
PRINT ALL INFORMATION
www.lasersonline.org



P.O. Box 44213, Baton Rouge, LA 70804-4213
225.922.0600 · Toll-Free 1.800.256.3000

Benefit Forfeiture (For Employer Use Only - Do Not Return to LASERS)

Member's First Name	Middle Name	Last Name	Today's Date	Social Security Number

IMPORTANT: Complete the entire form. Follow the specific instructions for each section. All dates should be in MM/DD/YYYY format.

This form will be completed upon employment of LASERS eligible members hired on or after January 1, 2013. The employing agency will keep the form for their records.

SECTION 1: MEMBER'S INFORMATION

Member's Mailing Address	City	State	Zip Code

Daytime Area Code/Phone Number	Evening Area Code/Phone Number	Email Address	Member's Birth Date

SECTION 2: MEMBER SIGNATURE AND CERTIFICATION

By accepting this position, I understand that I will be enrolled in the Louisiana State Employees' Retirement System.

I further understand that my retirement benefits and the benefits payable to my spouse or children may be forfeited if I am convicted of a public corruption crime of either of the following types:

- Public corruption crime resulting in financial gain or attempted financial gain for myself or a third party.
- Public corruption crime that involves sexual contact with a minor with whom I come in contact by virtue of my public employment.

Signature of Member	Date of Signature



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No.1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.			Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):			
			☐ 1. A citizen of the United States			
			☐ 2. A noncitizen national of the United States (See Instructions.)			
			☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)			
			☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)			
If you check Item Number 4., enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee					Today's Date (mm/dd/yyyy)	

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
					☐ Check here if you used an alternative procedure authorized by DHS to examine documents.
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	• Receipt for a replacement of a lost, stolen, or damaged List B document.	• Receipt for a replacement of a lost, stolen, or damaged List C document.
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*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



**Supplement A,
Preparer and/or Translator Certification for Section 1**

**Department of Homeland Security
U.S. Citizenship and Immigration Services**

**USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 05/31/2027**

Last Name (<i>Family Name</i>) from Section 1.	First Name (<i>Given Name</i>) from Section 1.	Middle initial (if any) from Section 1.
--	--	---

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code



Supplement B,
Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 05/31/2027

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.
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Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

NORTHWESTERN STATE UNIVERSITY
APPROVAL FOR EMPLOYMENT OUTSIDE THE UNIVERSITY SETTING
(DISCLOSURE OF OUTSIDE EMPLOYMENT)

In accordance with Louisiana Revised Statutes and Policies of the Board of Supervisors for the University of Louisiana System each full-time employee of Northwestern State University must report any outside employment for which a salary, retainer, fee or other form of remuneration is paid. Outside employment shall be performed only outside of assigned working hours or responsibilities, or during a period of paid or unpaid leave. If time is required during the employee's work schedule, a "Request for Leave" form must be approved before the outside employment is begun. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time.

I, _____ request approval for the following employment and/or am disclosing other compensation and employment outside the University setting:

Department/Budget Unit Title: _____ Account Number: _____

Title or Classification: _____

Name & Address of outside employer or business: _____

Time Commitment Required: _____ Inclusive Dates/Times of Activity: _____

Compensation: \$ _____ per _____

Estimated Total Compensation to be Received \$ _____

A. Describe the nature of the outside employment: _____

B. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance of regularly assigned full-time duties? _____

If yes, please explain: _____

C. Will this outside employment entail the utilization of university facilities, equipment, materials or involve other university employees or students? _____.

If yes, please explain: _____

D. Will this outside employment involve an entity currently doing or actively seeking to do business with your university department or administrative unit? _____. If yes, please explain: _____

E. Will this outside employment involve any other governmental entity (local, state, federal)? _____

If yes, please explain: _____

F. Will this outside employment involve any member of your immediate family? Outside employment specifically includes a business owned by any member of your immediate family. Immediate family is defined in LA R.S. 42:1102.(13) as children, brother, sisters, parents, spouses and the parents of spouse. _____

If yes, please explain: _____

G. Does the employee or any member of his/her immediate family wholly own or have an economic interest in any business? _____. If yes, please explain: _____

It is understood that: (1) You may not represent an outside employer as an employee of the university. (2) Any views you may express on behalf of an outside employer do not necessarily reflect the views of the university. (3) The name of the university and/or your official capacity at the university cannot in any way be used in support of any position you may take in behalf of an outside employer. (4) You may not use the University facilities, equipment, telephones, etc., to conduct personal, private or political business.

It is further understood that you have familiarized yourself with the provisions of the Code of Governmental Ethics, LA R.S.42:1101, et seq, including LA R.S.42:1112, et seq, concerning participation in certain transactions involving the university and Dual Office Holding and Dual Employment LA R.S.42:61 et seq, and the policies on these subjects as defined in the Faculty and Staff Handbooks of Northwestern State University, as well as the Rules of the Board of Supervisors for the University of Louisiana System. Copies of these documents are available for review in the University library, Business Affairs-Human Resource Section and the offices of each department/division/budget unit head and Vice President.

Employee Signature/Campus Wide ID # _____

Date _____

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit/Department Assigned To _____		Budget Unit/Department Number _____	
Supervisor _____	Date _____	Vice President or Equivalent _____	Date _____
Budget Unit Head _____	Date _____	President _____	Date _____
Dean _____	Date _____	System President _____	Date _____

From Employee to Supervisor to Budget Unit Head to Dean to Applicable Vice President or Equivalent to President to Vice President. Approved Copy to Employee and Business Affairs from Vice President (System President as required).

NORTHWESTERN STATE UNIVERSITY
TAXABLE COMPENSATION, SUPPLEMENTAL COMPENSATION OR BENEFITS FROM NONPUBLIC
SOURCES AND DRUG PREVENTION PROGRAM CERTIFICATION

I, _____ (Print/Type Name) have reviewed the procedure on Taxable Compensation, Supplemental Compensation or Benefits From Nonpublic Sources and Drug Prevention Program (X-29) in the Business Affairs Policy and Procedure User Guides and certify the following:

1. Yes _____ No _____ Have you received any compensation from the University other than salary or wages?
2. Yes _____ No _____ Have you received any supplemental compensation or benefits from nonpublic sources?
3. If you answered "Yes" to item 1 or 2, please complete the ***Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure*** form disclosing the nature of the compensation. Route the ***Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources and Drug Prevention Program Certification*** to your Budget Unit Head for submission to Business Affairs – Accounting and Reporting Section along with the ***Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure*** form.

If you answered "No" to items 1 and 2, route only this certification form.

4. I certify that I have read the University's Drug Prevention Program available at <http://businessaffairs.nsula.edu/human-resources/> entitled "Our Commitment to a Drug Free Campus".

Employee

Date

Campus Wide ID Number

☐ Employee

☐ Student

I have reviewed the procedure on Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources (X-29) in the Business Policy and Procedure User Guides and certify the following:

1. Yes _____ No _____ Is the above named employee who is under your supervision receiving any compensation Other than salary or wages?
2. Yes _____ No _____ Is the above named employee who is under your supervision receiving any supplemental Compensation or benefits from nonpublic sources?
3. If you or the employee answered "Yes" to item 1 or 2, please complete the ***Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure*** form and forward this certification along with the ***Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure*** form to the appropriate Vice President of President for approval and submission to Business Affairs - Accounting and Reporting Section.

If you answered "No" to items 1 and 2, route only this certification form.

Budget Unit Head

Date

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit/Department Assigned To:

Budget Unit/Department Index No.

Dean

Date

Vice President or President

Date

From Employee to Budget Unit Head to Dean to Applicable Vice President or President. Approved copy to Employee and Business Affairs from Vice President

NORTHWESTERN STATE UNIVERSITY
TAXABLE COMPENSATION AND SUPPLEMENTAL COMPENSATION OR BENEFITS FROM
NONPUBLIC SOURCES DISCLOSURE

TAXABLE COMPENSATION

Under the provisions of PPM 73, the university is required to submit a plan for delineating those conditions under which an employee shall receive any compensation other than salary and wages.

Payments to employees in accordance with General Travel Regulations-PPM No. 49 for reimbursement of actual business travel expenses shall be treated as a noncompensation item and should not be reported.

Employer provided parking in a public parking facility valued up to \$155 per month may be excluded from taxable income.

The general valuation rule will be Fair Market Value.

Please indicate if you received any of the following during the period January 1 – December 31 of the previous year.

1. **Meals:** (Do not include meals provided or reimbursed under travel regulations)

Description of meals provided: _____

Value of the meals: _____

Valuation Method: _____

Reason meals are partially or fully nontaxable: _____

2. **Lodging:** (See evaluation tests for exclusion from taxable compensation)

Description of lodging: _____

Value of the lodging: _____

Valuation Method: _____

Reason lodging is partially or fully nontaxable: _____

3. **Transportation:** (Personal use of state vehicle)

Description of transportation: _____

Value of transportation: _____

Valuation Method: _____

Reason transportation is partially or fully nontaxable: _____

4. **Taxable Parking:**

Description of parking: _____

Value of parking: _____

Valuation Method: _____

Reason parking is partially or fully nontaxable: _____

5. **Uniforms:**

Description of uniforms: _____

Value of uniforms: _____

Valuation Method: _____

Are your uniforms required by the university? Yes _____ No _____

Are your uniforms distinctive with emblems, etc., which make them not a substitution for street clothes? Yes _____ No _____

Do the uniforms remain with the employee or are they turned in to the university upon separation of employment or when they are worn out, etc.?
Please explain. _____

Reason uniforms are partially or fully nontaxable: _____

6.

Other:

Type of compensation: _____

Value of compensation: _____

Valuation Method: _____

Reason other compensation is partially or fully nontaxable: _____

I certify that I have disclosed all taxable compensation other than salary and wages that was received by me during the period January 1 - December 31 of the previous year.

Employee

Date

Campus Wide ID Number

SUPPLEMENTAL COMPENSATION OR BENEFITS FROM NONPUBLIC SOURCES

Under the provisions of Act 359 of the 1986 Regular Session of the Louisiana Legislature, supplementary compensation or benefits from nonpublic sources may be received by an employee of a higher education institution, board or system but only "as approved by the appropriate policy or management board."

Each and every supplemental benefit or supplementary compensation received by an employee must be approved.

Please list each and every supplemental benefit or supplementary compensation you received during the period January 1 – December 31 of the previous year.

I certify that I have disclosed all supplementary compensation or benefits from nonpublic sources that was received by me during the period January 1 – December 31 of the previous year.

Employee

Date

Campus Wide ID Number

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit /Department Assigned To:

Budget Unit/Department Index No.

Budget Unit Head

Date

Dean

Date

Vice President or President

Date

From Employee to Budget Unit Head to Dean to Applicable Vice President or President. Approved copy to Employee and Business Affairs from Vice President

MEMORANDUM

TO: All New Employees

FROM: Director of Human Resources

SUBJECT: IMMIGRATION REFORM AND CONTROL ACT OF 1986

Congress passed and the President signed into law the Immigration Reform and Control Act of 1986. As a result this University now must have the proper identification for verifying American Citizens and aliens who are authorized to work in the United States. Attached is Form I-9 (Employment Eligibility Verification) in which Section 1 must be completed and submitted to Human Resources for each new employee. Section 2 of this form is the Employer Review and Verification. You must provide one document used for verification from List A or one each from List B and C. (Please refer to the reverse side of Form I-9 for lists.)

If you should have any questions, please contact the Human Resource Office at 6152.

**SUBJECT: UNIVERSITY EMPLOYEE DEBT - NSU Fiscal Policy & Procedure (X-37)
Attorney General Opinion 92-152**

The University can withhold wages from an employee's paycheck for nonpayment of fines or other monies owed the University with the consent of the employee. If no such consent is given by an employee then the University policy addresses the withholding of payment of fines or other obligations due the University on an involuntary basis.

Check one: _____ Yes, I give my consent _____ No, I do not give my consent

Print Name

Signature

Date

**SUBJECT: RECOUPMENT OF OVERPAYMENTS - NSU Fiscal Policy & Procedure (X-38)
Division of Administration Office of State Uniform Payroll (LAC 4:III, Chapter 7)**

The University in accordance with R.S. 42:460, regarding recoupment of overpayments to state employees is now a policy for Northwestern State University to recoup overpayment to an employee through payroll deduction. This policy includes recoupment of overpayment from Active Employees, Employees Transferring to Another State Agency and Separated Employees. I agree to the payroll deduction for overpayment of any monies owed the University.

Print Name

Signature

Date

MEMORANDUM

TO: All New Employees

FROM: Lisa Harris
Director of Human Resources

SUBJECT: Faculty or Staff Handbook

The information contained in your faculty or staff handbook is very important as well as informative. It will answer many questions that you may have concerning the policies of Northwestern State University.

A copy of this memorandum will be placed in your official personnel folder as evidence that you have been advised that you may obtain a copy of your handbook from you department head, or from the NSU website at www.nsula.edu. It is strongly suggested that you read the handbook. If you have any questions, please feel free to contact your Department Head, appropriate Vice President, EEO Officer, or the Direct of Human Resources.

I, hereby state that I have received information on where to locate a copy or the Northwestern State University Faculty or Staff Handbook.

Employee's Signature

Date

Employee's Name (Please Print)

Date



NORTHWESTERN STATE

Office of Environmental Health and Safety

July 16, 2018

To: New Northwestern State University Employees

From: Chelsea Eddington

Environmental Health & Safety

RE: Policy Statement

Northwestern State University proposes to provide a safe and efficient work environment for NSU employees. The full support of each employee is essential for the effectiveness of this safety program. Each employee has an obligation to cooperate fully by helping to protect himself/herself, as well as their fellow employees. This can only be achieved through safe and efficient practices. It is imperative that work place hazards be identified, appropriately evaluated, and effectively controlled.

It is Northwestern State's objective to follow federal, state, and local codes, in addition to our own policies in order to maintain safe and healthy conditions in the workplace. This objective is possible when our employees accept responsibility for their own safety and well-being. Safe work habits are an important aspect of great job performance. Individual employees are responsible for immediately reporting potentially unsafe conditions and work practices to his/her immediate supervisor.

Supervisors are accountable for training their employees to report unsafe actions, incidents and accidents immediately. Supervisors are also responsible for reporting all accidents and/or incidents to University Police, **AS WELL AS** the Environmental Health & Safety Office **IMMEDIATELY** (day, night, holidays and weekends). Contact information for the EHS Office will be listed below.

The EHS Office at Northwestern State University will continuously work to provide training, establish guidelines, and provide supervision, in order to maintain a successful safety program and minimize hazards when possible.

EHS Contact Information:

Chelsea Eddington
Environmental Health & Safety
318-663-0441
csmith062@nsula.edu
Fax: 318-357-4348

DEDICATED TO ONE GOAL. **YOURS.™**

Northwestern State University
New Employee Safety and Environmental Orientation (7-2016)

All blanks must be completed.

Name: _____ Employee # _____
(Print- Last, First, Middle Initial)

Department: _____ Work Phone: _____

Work Address: _____ (Building/Room #)

NSU E-mail _____ Date of Hire: _____

Welcome to Northwestern State University. Your safety is a personal resource that is developed and maintained by cooperative efforts with other employees through training, hazard prevention and recognition, and safe work procedures.

Discuss with your Supervisor department-specific procedures as listed below, and return the completed form to the Environmental Health & Safety Department. All policies listed below have a brief description attached to this cover document. Full policies can be found on the Environmental Health & Safety website: <http://ehs.nsula.edu/policies/>.

All trainings must be complete within 90 days of employment start date.

1. Safety Policy Statement from the President
2. Reporting hazards.
3. Accident Report and Instructions
4. Driving on state business. (Driver's Safety Program/State Travel Policy)-DA-2054
5. Vehicle Accidents on State Business (Instructions and DA-2041)
6. How to respond to different types of emergencies. (Emergency Preparedness)
7. Hazard Communication Policy. Inventory of chemicals in area employee will be working must be provided by supervisor. SDS must be available on all chemicals present-ensured by Department Head.
8. Employee Safety Responsibilities.
9. General Safety Rules for the University.
10. Our Commitment to a Drug –Free Campus • Drug & Alcohol Testing (Distributed to employees every 5 years or upon policy updating.)
11. Key Policy.
12. Blood Borne Pathogens Policy—Low risk policy/LEO Training. High Risk policy/Face-to-Face .
13. Fire Drill / Building Evacuation Policy
14. Smoking Policy
15. Work Order (Request) Procedures
16. Lock Out-Tag Out, Elevator Emergencies/Malfunctions and PPE
17. Louisiana State Civil Service
18. Employee Training
19. Transitional Return to Work Policy

Reviewed with:

Date: _____

Supervisor Signature

Supervisor Printed Name

I have read and understand the policies within the New Employee Orientation packet. I agree to abide by all policies listed above, and acknowledge that if I do not adhere to the policies, that I am subject to disciplinary action up to and including termination. I also acknowledge that I have received a copy of all listed policies for Northwestern State University. I acknowledge by signing the New Employee Orientation Paperwork that this information has been presented to me, as a new Northwestern State University employee.

Employee signature: _____ **Date:** _____

Please **be sure all blanks above are completely filled in and return the cover page only** to:

**Environmental Health & Safety (EHS), Facility Services Building,
Room 101, Natchitoches, LA 71497**

Full policies are also available on the web at <http://ehs.nsula.edu/>

Below is a brief description of each required policy.

Policy Descriptions:

1. Safety Policy Statement from the President

This is a statement from the President indicating the safety mission of the University.

2. Reporting hazards

The new employee should understand how to report hazards that he/she may come across during their day's work. In reporting hazards, the employee should provide their supervisor with details of the location and description of hazard, and any thoughts they may have to reduce or eliminate the hazard. The employee should understand the need to isolate or barricade hazards that have immediate safety consequences (immediately dangerous). The employee should understand their responsibility for their personal safety along with the safety of their fellow employees and the campus population. It is important that they **not create** any situations, which create a hazard for others in the area.

How to report hazards:

- a) Report to Supervisor, or,
- b) Report to building coordinator, or
- c) Contact the Physical Plant- (work control center) 4519, or
- d) Contact University Police at 318-357-5431

3. Reporting Injuries - ALL

The new employee should know that injuries should be reported immediately to the supervisor. The treatment of emergency injuries is handled according to the severity. In major life threatening injuries, call 911. From a University phone, this call is directed to University Police. They will dispatch emergency medical personnel. If 911 is dialed from a cell phone, it will be directed to the Natchitoches Parish Sheriff's Office.

Health Services does not respond to any student, faculty, staff or visitor emergency, per policy of Student Health Services.

○ Employee Accident Policy, Photos and Report • DA-2000 • Post Accident Drug Testing

All accidents require an Office of Risk Management Report. Employee accidents require a DA-2000 and Employee Supplemental Report. These reports can be located on the EHS website, but are also distributed quarterly via quarterly safety meetings. These reports must be filled out for each accident that occurs in the course and scope of employment with the University. University Police should also be called to the accident scene so that a report can be completed and photos taken to document the accident scene.

Post-Accident Drug Testing: Employees are required to be drug tested after an on-the-job accident if: 1-There is reasonable suspicion, 2-There is a chemical or hazardous material release, 3-There are serious injuries requiring medical attention, or there is a death involved, and 4-there is damage to state property. The drug test will occur no matter the date of the accident or the reporting date. This is an Office of Risk Management requirement.

○ Student/Visitor Accident Policy, Photos and Report • DA-3000

All accidents require an Office of Risk Management Report, a DA-3000 for students or University visitors. These reports can be located on the EHS website. These reports must be filled out for each accident that occurs on University Property. University Police should also be called to the accident scene so that a report can be completed and photos taken to document the accident scene.

4. Driving on state business-Driver's Safety Policy • DA-2054

Employees will not be allowed to routinely drive on state business unless they receive authorization from the Driver Safety Coordinator. The following are required to be an authorized driver:

- The Driver's Safety Course must be taken within 90 days of employment, and the refresher course every 3 years.
- Each employee must complete, and submit a DA-2054, Driver Authorization Form.
- Official Driving Record must be obtained. Louisiana Driver's Licenses will be obtained by the Driver Safety Coordinator. Employees with out-of-state driver's license must obtain an official driving record

from the state that issues their license. Only after successful completion of the Driver's Safety Program and proper authorization, are employees allowed to drive on State vehicles or personal vehicles on state business.

- Employees are to know and obey all traffic laws.
- Vehicle accidents require immediate reporting to the local police, University Police (318-357-5431) and their immediate supervisor.

5. Vehicle Accidents on State Business

If an employee is involved in an accident while on State Business, whether in a University vehicle or your personal vehicle, the accident must be reported to University Police at 318-357-5431 as soon as possible after the accident. Also, a DA-2041 must be completed within 24 hours of the accident. A drug screen may be required for any employee that has a vehicle accident on University business. Please see the guidelines related to Post Accident Drug Testing.

6. How to respond to different types of emergencies

"911"- Dialed from University telephones goes to the NSU Police Department which is operated 24 hours, seven days a week. NSU Police can dispatch fire, ambulance and police personnel to the location. All fires and emergency situations should be reported to the NSU police department immediately. In the event of a fire, all personnel should evacuate the building and remain outside until University Police issue an "All Clear".

Purple Alert--This is information on the rapid emergency messaging system, Purple Alert, and how to register yourself to receive alerts.

7. Hazard Communication Policy

If there are hazardous materials used in the employee's job, review locations of the material and how to find the SDS (Safety Data Sheet) for the material. Proper labeling, handling and disposal methods should also be discussed. Hazardous wastes should be disposed of according to University regulations which are found in the Hazard Communication Policy. Review methods of obtaining Safety Data Sheets for hazardous materials.

- a. All containers should be labeled with the name of the contents
- b. Review the material safety data sheets for the materials used by the employees
- c. To ensure understanding, employees should be knowledgeable in the signs and symptoms of exposure to the Hazardous material.
- d. The employee should know how to access all material safety data sheets if he/she has any further questions.

8. Employee Safety Responsibilities

This is a list of safety responsibilities for each classification of employee, to include all employees. These are not all inclusive responsibilities, as the situation warrants, responsibilities may be changed or added to.

9. General Safety Rules for the University and Department.

General Safety Rules are for all University Employees.

○ General Safety rules for the Department.

Discuss with the employee any specific safety rules within the department, along with how the employee will receive training. A general tour of the department is essential for the new employee. The employee should be shown the locations of:

- a. **Fire extinguishers** and the P-A-S-S method of use. P-pull the pin,
A-aim the nozzle at the base of the flame, S-squeeze the handle at the top of the extinguisher,
S-sweep the flame from side-to-side
- b. **First Aid Certified** persons-detailed listing of persons should be in the Departmental Office
- c. **First aid kits**-locations-departments are responsible for their own first aid kits.
- d. **Fire emergency pull stations**-Employees should note the locations of emergency pull stations within their building.
- e. **Proper exits** from the building during an emergency, and assembly location

10. Our Commitment to a Drug-Free Campus• Drug and Alcohol Testing Policy and Receipt

This contains the Policy statement regarding drugs and alcohol from the President. It also includes University Policy and Sanctions, as well as information regarding the Employee Assistance Program. Testing Policy relates to Drug and Alcohol Testing and for employees.

11. Key Policy and Forms, Building Access

Discuss with employee how they will access the building along with standard opening and closing times. In addition, discuss how employee will gain access to the building (if it is allowed) during the off-hours. Complete paperwork for keys to be issued. Complete paperwork for NSU identification cards. Ensure that employee signs for the Key Policy.

Re-enforce with employee the need to maintain and not compromise security systems by duplicating or "loaning" their personal keys and codes, and to notify Campus Police (911) for any emergency situation including theft, fire and medical emergency.

12. Blood Borne Pathogens

A discussion of blood borne diseases should be conducted with all new employees to ensure their understanding.

The O.S.H.A. blood borne disease standard requires that "only trained personnel clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to bloody body fluids, wash with soap and water immediately, report to the supervisor, and the employee should be referred to the University Police Department to complete a report of the incident. In all cases, treat spilled body fluids as if they were a hazardous material and refrain from touching or spreading the material until proper personnel arrive to decontaminate and remove. Specific staff are trained to clean blood borne pathogens spills.

13. Fire Drill / Building Evacuation Policy

This is the information that will be needed should a fire drill or building evacuation is needed in any building on campus. Fire Drills occur in administrative, athletic and academic buildings on an annual basis. Fire Drills in on-campus housing occur each semester. Please participate in all drills, so that you will know what to do when an actual emergency happens.

14. Tobacco Free Policy

NSU is a Tobacco Free University. Smoking is prohibited by state in accordance with Act No. 211 of the 2013 State Legislative Session and Louisiana Revised Statute 40:1300.263. All public post-secondary institutions shall be smoke free and nothing shall prohibit a public post-secondary institution from developing a tobacco free policy on its campus. The tobacco free university includes all property, and vehicles owned or leased by Northwestern State University, and all indoor and outdoor athletic facilities.

15. Work Order Request Procedures. All requests for maintenance should be submitted online through the Physical Plant website at <http://www.nsula.edu/physicalplant/> then click the Submit Maintenance Request Here button.

16. Lock out Tag out, Elevator, and PPE. If you see pad locks, zip-ties, and tags on electrical equipment, please do not touch. This means that the equipment is locked out so that work can be done. Please do not touch or remove any locks on any electrical equipment. Elevator-see link: <https://www.nsula.edu/documentprovider/docs/387/Elevators-Fire-Service-Key-Policy.pdf>. Personnel Protective Equipment required on the job typically, in an office environment, no special personnel protective equipment required. If the job requirements or procedures dictate, use safety glasses, goggles, gloves, or respirators as specified. The supervisor should review the uses and limitations of personal protective equipment.

17. Louisiana State CivilService

Applications for employment with the State of Louisiana are only accepted online at <https://jobs.civilservice.louisiana.gov>. All applications are reviewed by Louisiana State Civil Services for qualifications and experience.

18. Training. Employees of Northwestern State University will receive on-the-job training related to their duties and responsibilities.

19. Transitional Return to Work Policy

Effective Date: July 1, 2018 with *revisions on February 26, 2020*

Responsible Office: Human Resources

Program Purpose: As the health, well-being, and safety of all employees at Northwestern State University (from this point forward referred to as the *University*) are primary goals, the *University* has developed, in compliance with R.S. 39:1547, a *Transitional Return to Work (TRW) Policy*. This plan has been designed with the following objectives in mind:

- To provide the earliest possible safe return to work after an occupational injury or illness;
- To provide employees more options in returning to work, as opposed to waiting for a full duty release;
- To retain qualified, tenured employees; thereby using their expertise and training;
- To facilitate a safer work environment by assuming more responsibility for injured workers; and
- To reduce medical costs of worker's compensation claims due to extended work absences.

Program Framework: To qualify for the program, in addition to being off work due to a work-related injury or illness, the employee must be receiving worker's compensation and have their attending physician's approval to return to transitional duties/work. If the employee meets these criteria, the University will make reasonable efforts to place the returning employee in a meaningful assignment while on temporary limited/light duty. Placement is NOT guaranteed, as the University is not obligated to offer, create, or encumber a position for the sole purpose of placement. Final placement decisions are made by the University's appointing authorities.

If a transitional duty is offered until the employee can return to full duty, it must be offered for the length certified by the attending physician/other provider but for no longer than one (1) year. Also, the physician/provider must delineate the physical restrictions and job duty constraints. Once this information has been obtained, the first priority for placement is within the employee's unit. The second priority, obviously, is in another unit of the University.

Should a program-eligible employee refuse an accommodation or reassignment, the University is not obligated to provide another alternative. This refusal must be made in writing by the employee and submitted to the Environmental Health & Safety Officer, who will communicate with the Office of Risk Management (ORM) for appropriate action. This action may include termination.

Additionally, the *TRW Policy* is not meant to interfere with Americans with Disabilities Act (ADA). Supervisors of those employees requesting a reasonable accommodation should contact:

Veronica M. Biscoe
Executive Director, Institutional Effectiveness & Human Resources
Northwestern State University
Natchitoches, LA 71497
318-357-6359
ramirezv@nsula.edu

Program Responsibilities: A team approach for the *TRW Policy* is expected for both the employee and the University to benefit and be successful. The Transitional Return to Work Team (Team) consists of representatives from Human Resources, Environmental Health & Safety, and the affected departmental supervisor. This group also will work with the Office of Risk Management-Workers' Compensation Division to determine which employees on worker's compensation might be eligible for the program. The intent of the Team is to review all cases of employees who are off duty as a result of a work-related injury or illness with the goal of returning said employee to productive work as soon as possible.

The Team will be responsible for developing a tracking system in order to determine the effectiveness of the program. A report including number of work-related injured/ill employees, along with the number of associated lost time (days) will be reported monthly to the Office of Risk Management.

Below are the responsibilities of those involved in this process.

Employee

- Immediately report job-related injury or illness to supervisor
- Complete the *State Employee Incident/Accident Investigation Form* found at: <http://ehs.nsula.edu/assets/2016/PDF-Files/Employee-Accident-Incident-Report-2016.pdf>
- Additional information regarding accidents can be found on the Environmental Health & Safety Office web page: <http://ehs.nsula.edu/accidents-and-incidents/>
- Comply with University attendance/leave procedures
- Maintain biweekly communication with supervisor and Human Resources
- Provide physician with job description and Physician's Certification
- Comply with medical treatment and all appointments
- Return to duty (transitional or full) when requested
- Collaborate with the Team in the development of the transitional duties

Employee's Supervisor

- Share any employee updates received with Human Resources
- If necessary, work with Team to develop a TRW plan
- Monitor employee progress during transitional duties
- Maintain confidentiality

Human Resources (HR) (HR Director)

- Process personnel actions related to transitional duty
- Maintain confidentiality

Environmental Health & Safety (EHS) Officer

- Investigate the accident
- Provide assistance in completion of the *State Employee Incident/Accident Investigation Form*
- Report the accident to the Office of Risk Management via the online claims system
- Point of contact with ORM Workers' Compensation representative
- Process claim information.
- Receive from HR Analyst C Workers Compensation all information requested by ORM Workers Compensation; Employee job description, E-2: Prior Injury Form, Leave slips and Time sheets, Questionnaire's from Workers' Compensation representative

Transitional Return to Work Coordinator (HR Director)

- Coordinate Team and meetings
- Facilitate and monitor TRW Program
- As needed, collaborate with ADA Coordinator to develop and facilitate accommodations
- Monitor employee progress
- Maintain confidentiality
- Responsible for reports related to TRW Program

Transitional Return to Work Team (includes all the above individuals)

- Review employee job duties
- Review Physical Capabilities Worksheet
- Assist with defining transitional work duties and plan
- Reevaluate plan every 30 days
- If necessary, work with ORM and Workers' Compensation
- Participate in all TRW-related meetings
- Maintain confidentiality

Forms Used in this Policy

- DA WC4000: Transitional Return To Work Audit Form
- Physicians Modified Work Information Sheet*

***A review of worker's compensation cases made evident the difficulty associated with the employee trying to get their physician to complete this form. In lieu of this form, the University will accept information regarding employee restrictions and how long they should last, if that document provides the physician's signature.**

FITNESS FOR DUTY FORM

Employee's Name: _____ Injury/Illness Date: _____
 Physician's Name: _____ Phone Number: _____
 Employee's Release for Duty Status:
 ___ Full, unrestricted duty effective date: _____
 ___ Modified duty effective date: _____ Next evaluation date: _____
 ___ Not released for any type of duty. Next evaluation date: _____

To All Employees:

Please return this completed report directly to your supervisor within 5 business days of your injury or illness, and prior to the start of your next scheduled work shift. If your injury is ongoing, please return this form to your supervisor within 5 business days of receipt.

Attending Physician:

The State of Louisiana, Office of Risk Management is committed to a modified/alternate duty work program to accommodate the timely return to productive, beneficial work that facilitates recovery. In order for the return to work to be successful, it is important that the accommodation fits the appropriate restriction(s) and limitation(s) that the employee should be observing. To assist us in identifying suitable duties, please indicate your patient's work capabilities and any other comments you may have. The State of Louisiana has the ability to provide duties that accommodate almost all restrictions.

Please check the employee's current capabilities for modified duty.

	1 to 2 lbs	3 to 5 lbs	6 to 10 lbs	11 to 20 lbs	21 to 30 lbs	31 to 40 lbs	41 + lbs
Lifting							
Carrying							
Push/pull							

	Minimal	Under 1 Hr	1-2 Hrs	2-3 Hrs	3-4 Hrs	4-5 Hrs	5-6 Hrs	8 hrs
Sitting								
Standing								
Walking								
Kneeling								

	YES	NO
Squatting/Stooping		
Bend/Twist at Waist		
Reaching		
Work above Shoulder		
Operate a Motor Vehicle		
Repetitive Movement		

	Explanation
If medication has been prescribed, would it impair the employee's ability to safely perform essential job duties? Yes No	

Please list any other restrictions not listed above.

TRANSITIONAL RETURN TO WORK AUDIT FORM – DA WC4000

Please submit this form to the Office of Environmental Health & Safety no later than the 5th of each month.

Month of Report _____ Location code _____

Agency _____ Contact Person _____

REPORT THE FOLLOWING ACTIVITY:

1. Number of lost time workers' compensation claims during the past month: _____
 2. Number of employees returned to work on transitional duty: _____
 3. Number of employees returned to work full duty: _____
 4. Number of employees on workers' compensation at month's end: _____
 5. Number of employees who are separated from the agency and still receiving workers' compensation: _____
- A job task list is on file for each workers' compensation claim this month: __ yes__ no
 - The RTW committee has met and reviewed all W/C__yes__no

1. Employee _____ days missed _____ day pay rate _____
2. Employee _____ days missed _____ day pay rate _____
3. Employee _____ days missed _____ day pay rate _____
4. Employee _____ days missed _____ day pay rate _____
5. Employee _____ days missed _____ day pay rate _____
6. Employee _____ days missed _____ day pay rate _____
7. Employee _____ days missed _____ day pay rate _____
8. Employee _____ days missed _____ day pay rate _____
9. Employee _____ days missed _____ day pay rate _____
10. Employee _____ days missed _____ day pay rate _____
11. Employee _____ days missed _____ day pay rate _____
12. Employee _____ days missed _____ day pay rate _____

TOTAL _____ TOTAL _____

NORTHWESTERN STATE UNIVERSITY					BUILDING/PARKING ACCESS FORM		
SECTION 1 - CAMPUS, REQUEST TYPE, CLASSIFICATION, DATE, AND COMMENTS (If Any)							
Campus		Request Type		Classification		Date Requested	
Natchitoches		New Key or Fob		Faculty			
Shreveport		Key Replacement		Staff		Comments	
Cenla		Return Keys or Fob		Graduate			
Leesville		Card Access		Undergraduate			
SECTION 2 - EMPLOYEE AND KEY INFORMATION							
Personnel Information			Building	Room Number	Type (Key/Fob/Card)	Engraving On Key	Key Quantity
EMPLOYEE NAME							
CAMPUS ID NUMBER							
DEPARTMENT							
DEPARTMENT INDEX NUMBER							
PHONE NUMBER OR NSU EXTENSION							
SECTION 3 - ALL SIGNATURES MUST BE ORIGINAL OR DIGITAL. NO SIGNATURE STAMPS ARE ACCEPTED.							
APPROVALS							
BUDGET UNIT HEAD (DEPARTMENT HEAD, DIRECTOR, DEAN, ETC)					DATE		
VICE PRESIDENT - DEPARTMENTAL					DATE		
VICE PRESIDENT - UNIVERSITY AFFAIRS					DATE		
SECTION 4 - GENERAL REQUIREMENTS							
· Keys are property of the University and ANY DUPLICATION OF A UNIVERSITY KEY IS STRICTLY PROHIBITED. · Keys assigned to an individual are subject to periodic audit by the Key Database Manager. The University reserves the right to request assigned keys be returned at their discretion. · An authorized individual (employee) entering or leaving a locked building shall not permit any individual to enter who would not normally enter the building during the hours it is locked. · An employee may have guests so long as the guests stay in the proximity of the employee having the assigned key and the employee assumes full responsibility for their presence. · Employees entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so. · The unauthorized possession, use, or reproduction of a key may be construed as theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action. · Keys issued but not returned upon departure from employment will result in rekeying expenses to correct deficiencies in security. These expenses may be withheld from employee's final paycheck. · The Key Bank Office is in the Physical Plant, 998 South Jefferson-Room 105, on the main campus in Natchitoches.							
SECTION 5 - SIGNATURES YOUR SIGNATURE BELOW SIGNIFIES THAT YOU: 1. ACKNOWLEDGE THE GENERAL REQUIREMENTS 2. HAVE RECEIVED/RETURNED YOUR KEYS							
EMPLOYEE SIGNATURE					DATE		
OFFICE USE ONLY	ACTION	PICK UP	DROP OFF	ENTERED	ON HOLD	COMMENTS	
	DATE						
	INITIALS						

NORTHWESTERN STATE UNIVERSITY

WORK SCHEDULE FORM

All university employees, excluding nine (9) month faculty, graduate assistants, adjunct instructors, lecturers and student employees, shall file with the University, on this form, their assigned work schedule; certifying their work schedule and understanding of all Rules, Regulations, University Policies, etc., addressing requirements of their time and attendance reporting. Nine (9) month faculty, graduate assistants, adjunct instructors, lecturers and student employees are assigned workloads in accordance with applicable Business Affairs Policy and Procedures User Guides. Assignments are required to be on file in the employee's respective budget unit offices and other offices as required by Business Affairs Policy and Procedures User Guides.

I, _____, have been assigned the following Standard Work Schedule, effective _____ as indicated below.

(Print or Type Employee Name) (Date)

Employee ID#:_____

Standard Work Schedules*

1) 8:00 a.m. to 12 noon and 12:30 p.m. to 4:30 p.m. Monday through Friday with 30 minute lunch period.

2) 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday with 60 minute lunch period.

3) 7:30 a.m. to 12 noon and 1:00 p.m. to 4:30 p.m. Monday through Friday with 60 minute lunch period.

_____ 4) Other *: Begin Work Time: _____ Lunch Begin Time: _____
Lunch End Time: _____ Work End Time: _____

*These schedules do not preclude your supervisor making assignments for you to accommodate office hours or other assignments on a rotating basis as may be required for the efficient operation of the University.

*If schedule assigned is not a Standard Work Schedule (1,2 or3), it must be justified and approved through proper routing and have the appropriate Vice-President's approval before becoming effective. Fifteen minute intervals for begin times, lunch periods, and end times may be arranged to effect work schedules as an extension of standard work schedules without justification.

Justification: _____

Furthermore, I acknowledge that once an assignment is made, I am required to work the assigned schedule until a change is approved through proper routing and authorization. I understand that my assigned schedule is not a daily, flexible schedule. Any deviations in my assigned work schedule are required to be approved. Leave requests for any hours of work missed and/or leave taken and overtime and/or compensatory time, require approved requests in accordance with all applicable policies, procedures and directives. These are to be submitted with my time sheet.

For each work day, a minimum 30 minute "lunch period" must be scheduled. Any exception, e.g. Police Officers, must be approved by the Director of Human Resources.

I understand that any request for use of annual leave or compensatory leave shall be approved by my supervisor prior to taking of such leave and that any request for overtime and/or compensatory time worked shall have the approval of my supervisor prior to performing the work. I understand that Rest Periods are “work time”. Rest Periods (breaks) are established by the University to provide the employee a period of relaxation and the break schedule assigned should not interfere with my assigned department’s normal operations and may be adjusted by my supervisor. No rest period shall exceed 15 minutes. Rest period time may not be added to lunch periods or to other off-duty time, may not be used to attend class or for leave (employee cannot leave the campus to tend to personal business while on a rest period), and may not be accumulated to provide for a prolonged off-time period.

I understand that a copy of my work schedule will be maintained on file for internal and external auditor review and that changes in my work schedule require appropriate approval.

ACKNOWLEDGED: _____ Date: _____
(Employee signature)

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit Title: _____ Index Number: _____

Date _____

Date _____



BOM Bank



Premium Checking Account

- Premium checking that pays high interest if qualifications are met
- 4.09% APY on balances up to \$15,000 and .20% non-compounding on balances greater than \$15,000
- .15% APY on all account balances of non-qualified accounts
- Refunds on ATM fees, nationwide (up to \$20 monthly)
- No minimum balance required
- No monthly service fee
- **Free** online banking with Bill Pay
- **Free** online statements
- **Free** mobile banking
- **Free** VISA® debit card
- FDIC insured up to \$250,000
- \$100 minimum deposit to open
- Earn BOM Reward Points and redeem for rewards

In order to receive Premium Checking benefits, you must satisfy the following requirements each month during that Qualifying Statement Cycle:

- Have at least one automatic payment (ACH) or direct deposit transaction post and settle
- Have at least 20 debit card purchases post and settle
- Be enrolled in and agree to receive online statements
- Be enrolled in and access online banking and/or the mobile app

Even if you don't meet your qualifications during the cycle, your BOM Premium account will still earn .15% APY.

Savings Accounts

Your future starts now. BOM offers competitive interest rates to help you make the most of your savings and meet any-sized goal.

Account Type:	Account Description:	The features of your new BOM Account:	
Savings Account	Stash away something for a special purchase, home improvement, or big event—available to individuals, businesses, corporations, and organizations.	• Minimum to open: \$100 • Minimum balance to receive Annual Percentage Yield (APY*): \$100	• Interest bearing • No statement cycle service charge
Christmas Club Account	A great short-term way to progressively save for holiday gifts, trips, and more—earning interest as you go! No withdrawals are permitted during the year.	• Minimum to open: \$10 • Minimum balance: \$10 • Interest bearing • No statement cycle service charge	• Withdrawal check mailed or funds directly deposited yearly (November) • No withdrawals permitted during the year
Individual Retirement Account	Available to individuals only, this serves as your personal nest egg for the future.	• Minimum to open: \$500 • Minimum balance: \$200 • Interest rates vary by term of IRA	• No statement cycle service charge • A penalty will be assessed for early withdrawal
Insured Certificate of Deposit (CD)	A restricted time deposit that carries a fixed interest rate—available to individuals, businesses, corporations, and organizations.	• Minimum to open: \$500 • Minimum balance: \$500 • Interest rates vary by term of certificate	• No statement cycle service charge • A substantial penalty will be assessed for early withdrawal

CD = Certificate of Deposit

*The annual percentage yield (APY) assumes the principal and its interest will remain on deposit for a full year at the listed rate or until maturity. Withdrawals, fees, and other conditions could reduce earnings.

Round-Up Savings

BOM's Round-Up Savings program turns spending into saving. Each time you buy something with your BOM Debit Card, we'll round your purchase amount up to the nearest dollar and transfer the difference from your checking account to your savings account. You get to keep the change and grow your savings.

Purchase:	You Spend:	Contributed to Your Savings:	Total Debited Charge:	Your Total Round-Up Savings: \$2.07
Gas	\$32.43	.57	\$33.00	
Groceries	\$48.15	.85	\$49.00	
Food	\$8.35	.65	\$9.00	

All BOM savings accounts are eligible for Round-Up Savings. All funds insured by FDIC up to \$250,000.00.

Loans

At BOM Bank, we offer loans for all purposes tailored to fit your needs, your lifestyle, and your goals. Whether you're planning a big purchase, funding a special project, or managing unexpected expenses, we have flexible terms and personalized solutions to support you every step of the way.

Mortgages

BOM Bank offers convenient in-house mortgage loans for home purchases, refinancing, construction, land, and home equity.

- Local decisions
- Served locally

Mortgage Services

Purchases and Refinances for Primary Residence, Second Home & Investment Properties!

Conventional Loans

- 3% down payment available for first-time homebuyers
- As low as 5% down payment for all other borrowers (mortgage insurance required for loans with down payments under 20%)

Government Loans

- FHA-3.5% down payment
- Rural Development-100% financing in rural areas designed for low- to moderate-income families purchasing a home
- VA-100% financing available for eligible veterans



Scan the QR code for more information.

Insurance

BOM Financial Services offers a wide array of insurance products provided by many of the top-rated companies that we represent, insuring you or your business with the coverage that matches your described needs. Our agents live in—and are involved with—your community, which helps us to better understand your needs. BOM Financial Services is a wholly owned subsidiary of BOM.

Personal Insurance

- Home
- Auto
- Rental Dwelling
- Renter's Insurance
- Umbrella
- Motorcycles, Boats & ATVs
- Flood
- Pet Insurance
- Compact Tractors

Life & Health Insurance

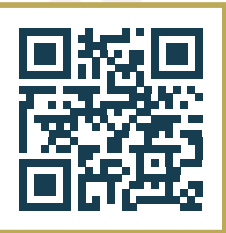
- Term Life
- Universal Life & Whole Life
- Short- & Long-term Disability
- Extended/Long-term Care

Investments

Solutions and Advice Aligned to Your Goals

BOM Bank, in partnership with Ameriprise Financial Institutions Group, offers investment services to help you achieve your financial goals. Through on-site financial planning and digital tools, clients receive customized advice on investment strategies, asset allocation, and comprehensive financial planning, including:

- Financial planning
- Retirement planning
- Investments
- Funding education expenses
- Insurance and annuities
- Estate planning strategies
- Retirement income strategies
- Tax planning strategies



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FRAUD AND ILLEGAL ACTS

Northwestern State University has written policies and procedures and other actions in place that addresses fraud and illegal acts. Fraud encompasses an array of irregularities and illegal acts characterized by intentional deception, deceit, concealment of material facts, false suggestions, suppression of the truth, or other unfair means which can be committed by individuals which could benefit themselves and/or others. Fraud is illegal and can be very expensive in terms of monetary losses, loss of public trust, negative publicity, and potential litigation. It is imperative that all employees strive toward the prevention of fraud at the University.

The statement of Auditing Standards (SAS) No. 99 identifies risk factors and conditions that will place employees in a better position to recognize situations which are associated with the commission of fraudulent acts. The commission of a fraudulent act is typically associated with a pressure to commit the act, a perceived opportunity to get away with the act, and an attitude that rationalizes the act.

While no organization is exempt from fraud, steps can be taken to deter the occurrence of fraud and mitigate loss. Northwestern State University is committed to making their employees aware of fraud and illegal acts by properly educating employees about fraud, fraud awareness, and consequences of fraud. Employees must become aware of what constitutes fraud and be able to identify risk factors and/or conditions associated with fraud. Properly educating employees on misconceptions associated with fraud will go far in the prevention and detection of fraud. University employees who commit fraud acts are subject to consequences and disciplinary actions being taken against them.

Information on fraud and illegal acts can be found as follows:

Internal Auditor website:

<http://www.nsula.edu/internalaudit/>

NSU Faculty Handbook

NSU Staff Handbook

University Policy and Procedures:

Purchasing Policy and Procedure User Guides

Employment Outside of the University Setting

Taxable Compensation, Supplemental

Compensation or Benefits From Non-Public

Sources and Drug Prevention Policy

Professional Services Policy and Procedure User Guides

Classified Employee Prohibited Activities

Extra Services Employment Activities

Banner Departmental Time and Attendance

Grants, Contracts and Other External Funded Agreements

Continuing Education CEU Activities and Self Generating Activities

Reporting of Incidents Involving Fraud

Entering Your Web Timesheet

You are responsible for submitting your web timesheet to your approver each pay period. It is critical that you submit your timesheet by the required deadline. Without a timesheet, the supervisor is unable to approve your time and/or leave and could cause a delay in our payroll processing time.

Important things to know:

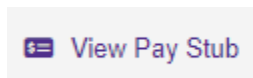
- You will access your web timesheet via your myNSU account at <https://my.nsula.edu/>.
- Timesheets can be entered & submitted at any time during the pay period.
- You will receive a reminder email from argos@nsula.edu regarding the date and time your web timesheet is due four (4) days prior to the due date,
- All web time entry instructions and pay schedules are located on the Payroll website at <https://www.nsula.edu/payroll/>.
- Failure to submit your timesheet will result in a delayed payroll process for the whole university. Your direct deposit will be stopped, and additional steps will be required before receiving your check.

If you have any questions, please email payroll@nsula.edu.

Viewing Your Pay Stub

To view your pay stub,

1. You will access your pay stub via your myNSU account at <https://my.nsula.edu/>.
*You may be prompted to login with your employee username and password.
2. Click 'View Pay Stub' via the Quick Links menu.



3. Choose the appropriate Pay Stub Year and click 'Display'.

Pay Stub

 Choose a year and then select Display.

Pay Stub Year:

4. Click on the date of the pay stub you would like to view.

Our Commitment To A Drug-Free Campus

Dr. Marcus Jones, President

NORTHWESTERN STATE UNIVERSITY

Policy Statement Regarding Alcohol and Drugs

"Northwestern State University conforms to all local, state and federal laws regarding the illegal use of alcohol and other drugs on the campus. Northwestern is a member of the Network to Promote Drug-Free Colleges and Universities and abides by their standards regarding policies, athletic programs, educational programs, enforcement and assessment. Students and employees who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures which conform to local, state and federal laws."

--- Dr. Marcus Jones, President
Northwestern State University

University Policy

Students and employees of Northwestern State University of Louisiana are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students and employees of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property shall be subject to disciplinary action in accordance with applicable policies of the State of Louisiana, University of Louisiana Board of Trustees, and Northwestern State University. In addition to university disciplinary action, students and employees found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution.

The term "**controlled dangerous substance**" means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS 40:964.

Students and employees are also advised that the possession and consumption of alcoholic beverages on university property or during any trip sponsored by the University or university affiliated organization except as provided in University policy is forbidden.

University policy requires prior approval for any event at which alcohol is served. Local and state ordinances governing the sale, possession and/or consumption of alcoholic beverages shall be observed. A copy of the University policy is available in the Office of Student Activities and Organizations on the University campus.

Legal Sanctions

Students and employees are reminded that local, state, and federal laws provide for various legal sanctions and

penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substance Act provides penalties of up to fifteen years imprisonment and fines for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Louisiana Uniform Controlled Dangerous Substance Law provides that any person who violated the criminal statutes by manufacturing and distributing opiates such as cocaine and heroin is subject to imprisonment for life without benefit of probation and/or parole and a fine of \$15,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of \$15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of up to ten years and a fine of \$15,000.

A person possessing opiates illegally is subject to a prison term of ten years and a \$15,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a \$5,000 fine.

The State of Louisiana Criminal Code RS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to \$3,000 for violation of statutes relating to the possession and sale of alcohol.

The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

Further information on these local ordinances, state and federal statutes are maintained by University Police. Students and employees are encouraged to obtain copies of this information.

University Sanctions

In accordance with the policies of Northwestern State University of Louisiana, employees found in violation of University policies governing alcohol and illicit drugs on University property may be subject to penalties up to and including termination.

Students who violate University policy will be afforded due process as prescribed in the *University Code of*

Student Conduct. The Code is found in the *Student Handbook*, available in the Dean of Students Office. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment as a condition of any sanction.

The following types of conduct are prohibited by Article IV, and individuals or groups found to have committed such infractions by the procedures set forth in the *Code of Student Conduct* shall be subject to sanctions, those of suspension or expulsion from the University.

Sec. 9.0 SUBSTANCE INFRACTIONS

- 9.1 Possession or consumption of alcoholic beverages on University property or during any trip sponsored by the University or University affiliated organization, except as provided in University policy.
- 9.2 Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogens, or other controlled substances as defined by state statute.
- 9.3 Public intoxication and/or operation of a motor vehicle or water craft while intoxicated.

Health Risks Associated With the Use of Illicit Drugs and Abuse of Alcohol

Alcohol

Beer, Wine, Gin, Vodka, Bourbon, Whiskey, Liquors, Brandy, Champagne, rum, Sherry, Port, Coolers

Booze, Ethyl Alcohol, Liquor, Drinks, Cocktails, Highballs, Nightcaps, Moonshine, White Lightning, Mountain Dew, Firewater, Home Brew
Disorientation; lack of coordination; impaired memory, judgment, and perception; high blood pressure; liver damage; impairs kidney functions; damages the pancreas; interferes with male sexual performance; disrupts menstrual cycle; affects electrolyte balance; causes birth defects; alters hormone balance; impairs immune system; organ damage; heart disease; gastrointestinal irritations; possible irreversible brain and nervous system damage.

Physical and psychological tolerance can develop.

Anabolic Steroids

Steroids

Cholesterol increase; gallstones; heart disease; kidney disease; kidney stones; liver disease; menstrual irregularities; testicular atrophy; unusual bleeding; urination problems; high blood pressure; bone pain; fetal damage; hypercalcemia; prostate enlargement; cancer; possible death.

Cannabis

Marijuana

THC, Tetrahydrocannabinol, Blunt, Pot, Grass, Reefer, Joint, Weed, Mary Jane, Rope, Smoke, Ganja, Bud

Hashish

Hash, Hash Oil

Loss of coordination; possible confusion; stimulated appetite; distortion of reality; lowered body temperature; possible depression; possible hallucinations; paranoia;

*lung problems, chronic lung disease (bronchitis and emphysema); possible lung cancer; disrupts short-term memory; dulled thinking; calculation skills; reasoning and comprehension; dulled reaction time; hormonal changes-drop in blood levels of testosterone, problems in ovulation and menstruation- moderate tolerance; psychological dependence can develop**

Cocaine

Coke, Snow, “C”, Blow.

Causes heart palpitations, which can lead to a heart attack and possibly death; increases pulse rate and blood pressure; chronic fatigue and exhaustion, chronic nausea and vomiting; causes epileptic seizures; brings about suicidal tendencies; causes sexual problems; causes chronic nosebleeds and runny nose, which can possibly lead to large ulcers which are followed by loss of septum-causes sinus problems/headaches; smoking may cause lesions in lungs; causes depression, paranoia and irritability; loss of weight and vitamin deficiencies; risk of hepatitis or AIDS by using contaminated needles; overdoes-death-Physical and psychological tolerance can develop

Crack (a form of Cocaine)

Rock

Health risks for Crack are virtually the same as Cocaine, except possibly at a greater intensity- highly potent and extremely addictive. Users have reported becoming addicted after smoking Crack just a few times.

Depressants

Barbiturates

Seconal, Nembutal, Amytal, Butisol, Tuinol, Phenobarbital

Downers, Barbs, Candy, Goofballs, Reds, Yellows, Blues, Yellow Jackets, Nimbles, Pinks, Devils, Christmas Trees, Phennies, Peanuts

Benzodiazepines

Valium, Librium, Serax, Tranxene, Ativan, Dalmane
Tranquilizers

Chloral Hydrate

Nectec

Mickey Finn, Knock-out Drops (with alcohol)

Others

Equanil, Miltown, Noludat, Placidyl, Valmid, Deridem

*Slowed heart rate and breathing; lowered blood pressure; slowed reactions; confusion; loss of coordination; respiratory arrest; convulsions; overdose; possible coma/death; possible death-Physical and psychological tolerance can develop**

Hallucinogens

Lysergic Acid

Diethylamide

LSD, Acid, Pearly Gates, Wedding Bells, Microdot, Heavenly Blue, Royal Blue, Windowpane, Trip, Sid “A”

Phencyclidine

PCP, Angel Dust, Hog

Methylenedioxy-methamphetamine

Roll, XTC, “M”, “E”, “X”, MDMA, Ecstasy, Love Drug, Adam, M&M

Dimethoxymeth-amphetamine

STP, Serenity and Peace

Dimethyltryptamine
DMT, Businessman's Trip

Peyote Cactus
Mescaline, Mescal Buttons, Mescal Beans, Huatari

Psilocybe

Mushrooms
Psilocybin, "Shrooms", Sacred Mushrooms, Magic Mushrooms
*Loss of concentration; impaired judgment; unpredictable behavior; depression; possible suicidal behavior; possible psychosis; liver damage; increase of birth defects; permanent brain damage; permanent memory loss; overdose: possible convulsions, coma, and death-Tolerance develops**

Inhalants

Solvents/Aerosols
Volatile, Hydrocarbons, Airplane Glue, Nail Polish Remover, Lighter fluid, Gasoline, Thinner, Paints, Hairsprays, Cleaning fluids

Anesthetics
Nitrous Oxide, Halothane, Laughing Gas

Nitrites
Amyl Nitrite, Butyl Nitrite, Snappers, Poppers, Locker Room, Rush, Room Deodorizer
Weight loss; electrolyte imbalance; fatigue; memory problems; loss of self-control; violent behavior; black-outs; damage to liver, kidneys, blood and bone marrow; heart failure-instant death; loss of consciousness; possible coma, suffocation-death; brain damage-Tolerance develops
*Long term use of nitrites; possible impairments of the immune system, may allow development of a form of cancer (often seen in AIDS victims); glaucoma; blood cell damage**

Narcotics

Heroin
Diacetylmorphine
Snow, Stuff, Harry, H, White Horse, Hard Stuff, White Stuff, Joy Powder, Scag, Junk, Smack

Morphine
Morphine Sulfate
Morpho, Miss Emma, Unkie, Hocus, M

Opium
Dover's Powder, Paregoric, Parepectolin

Codeine
Empirin, Compound with Codeine, Robitussin A-C,

Cough syrups with codeine
Schoolboy

Hydromorphone
Dilaudid
Lords

Meperidine
Demerol, Mepergan, Pethadol
Doctors

Methadone
Dolophine Methadone, Methadose
Dollies

Others

Percodan, Talwin, Lomotil, Darvon

*Malnutrition; reduced libido, hunger, thirst; anemia; rapid heartbeat; hallucinations; respiratory arrest; shock; lack of coordination; loss of ability to concentrate; loss of judgment and self control; cardiac arrest; infection; painful withdrawal; overdose; possible convulsions, coma; possible death; possible risk of hepatitis or AIDS-Physical and psychological dependence can develop**

Stimulants

Amphetamines

Destroamphetamine, Methamphetamine, Biphphetamine, Dexedrine, Desoxyn

Speed, Uppers, Pep Pills, Wake-ups, Bennies, Eye-Openers, Co-Pilots, Coast to Coast, Cartwheels, Sky Rockets, Bombidos, Jelly Beans, Sweets, A's, Black Beauties

Phenmetrazine

Preludin, Preludes

Methylphenidate

Ritalin

Others

Ionamin, Tenuate, Teanil, Sanorex, Plegine, Cylert

Crystal

Methamphetamines, Speed, Tweak

Ice

Speed, Smoke, Fire

Crank

Street Speed

*Severe anxiety; vitamin deficiencies; malnutrition; high blood pressure; chronic sleeplessness; infections; rapid and irregular heartbeat; loss of coordination; suicidal depression; possible cerebral hemorrhage; skin disorders; damage to organ systems (lungs, liver, kidneys); brain damage; amphetamine psychosis (hallucinations, paranoid delusions, compulsive/bizarre behavior); overdose; possible convulsions, coma and/or death-Psychological and sometimes physical dependence can develop**

Crystal, Ice, and Crank-Greater intensity of health risks than of other stimulants; tolerance builds quickly; toxic psychosis; overdose; death

Tobacco

Nicotine

Cigarettes (nicotine)

Chewing Tobacco, Snuff, Chew

Shrinks blood vessels in the skin; raises blood pressure; lowers body temperature; increases chance of blood clots; increases blood sugar-decreases appetite; nutrition deficiencies; increases heartbeat; increases chances of lung cancer, respiratory disease; heart disease and lung disease (emphysema and bronchitis); may cause low birth-weight in infants; may retard or slow down growth in unborn babies; death may result due to infections, disease, cancer-Tolerance to nicotine develops quickly.

Key* These are general health risks for the specific drug category (i.e. depressants, narcotics, etc.)

ALCOHOL AND DRUG COUNSELING, TREATMENT OR REHABILITATION PROGRAMS

This collection of resources includes both “on” and “off” campus programs available to students, faculty and staff at all Northwestern State University of Louisiana campuses (areas included are Natchitoches, Alexandria-Pineville, Bossier-Shreveport and Leesville).**

ON-CAMPUS

NORTHWESTERN STATE UNIVERSITY COUNSELING AND CAREER SERVICES

Room 305, Friedman Student Union
Natchitoches, Louisiana 71497

(318) 357-5621

Hours: 8:00 AM - 4:30 PM Monday-Thursday

8:00 AM – 12:30 PM Friday

Emergencies/crises-after hours/weekends- contact University Police (318) 357-5431

Free counseling/educational services available to currently enrolled students, as well as, campus faculty and staff.

Referrals made to psychiatrist or community programs if necessary. Confidential services.

NORTHWESTERN STATE UNIVERSITY STUDENT HEALTH SERVICES

Infirmery Building

Natchitoches, Louisiana 71497

(318) 357-5351

Hours: 7:30 AM - 4:00 PM Monday - Thursday

7:30 AM - 12:00 PM Friday

Emergencies/crises-after hours/weekends- go to Natchitoches Parish Hospital Emergency Room

Free health counseling services available to currently enrolled students. Referrals made. Confidential services.

NATCHITOCHES AREA

NORTHWEST COUNSELING SERVICE

111 E. 5th Street

Natchitoches, Louisiana 71457

(318) 652-1051

Contact Person: Amy Bienvenu LCSW

PSYCHOLOGICAL SERVICES

116 Hwy 1 South, Suite 209

Natchitoches, Louisiana 71457

(318) 352-1022

Contact Person: Catherine E. Hansen, PhD.

NATCHITOCHES BEHAVIORAL HEALTH CLINIC

210 Medical Drive

Natchitoches, Louisiana 71457

(318) 357-3122

Hours: 8:00 AM - 4:30 PM Monday - Friday

Individualized counseling-outpatient services. State agency.

Sliding fee scale depending on income and dependents.

Insurance, Medicare and Medicaid accepted. Referrals made as needed to private and state programs. Confidential services.

Self and court appointed clients. Outpatient services. State agency. Individual and group therapy. Day treatment program. Sliding fee scale depending on income and

dependents. Insurance accepted. Referrals made as needed to private and state programs. Confidential services.

**Serves a three parish area: Natchitoches, Sabine, Winn*

*Outreach clinics: Many Mental Health Clinic
265 Highland Drive, Many, LA*

ALEXANDRIA AREA

LONGLEAF HOSPITAL

44 Versailles Blvd

Alexandria, Louisiana 71303

318-445-5111

SHREVEPORT AREA

WILLIS KNIGHTON

2600 Greenwood Road

Shreveport, Louisiana

1-800-332-9562

BRENTWOOD HOSPITAL

1006 Highland Ave

Shreveport, Louisiana 71101

877- 678-7500

****This is not an all-inclusive list-an attempt was made to compile as many resources as possible to assist our students, faculty and staff at Northwestern State University of Louisiana.**

This document was developed to assure compliance with Public Law 101-226. Through the efforts of Northwestern State University's Office of Counseling, Office of Student Affairs, & Office of Business Affairs, this document was made possible