



LOUISIANA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCE MANAGEMENT
EMPLOYEE INFORMATION SHEET

Name in full: \_\_\_\_\_ LSU ID Number: \_\_\_\_\_
Home Address: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_
Department: \_\_\_\_\_ Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

1a. Selective Service No., if applicable: \_\_\_\_\_

2. Are you a U.S. citizen/permanent resident? [ ] Yes [ ] No Country of Citizenship: \_\_\_\_\_
If No - Enter work authorization and date of expiration: \_\_\_\_\_

3. Are you currently a contributing member of any Louisiana state retirement system? [ ] Yes [ ] No If yes which one: \_\_\_\_\_

4. Are you retired from any Louisiana State retirement system? [ ] Yes [ ] No If yes which one: \_\_\_\_\_
Did you participate in DROP? [ ] Yes [ ] No

5. Do you have 10 years or more of service credit with any Louisiana state retirement system? [ ] Yes [ ] No
If yes which one: \_\_\_\_\_

6. Do you have prior service at another Louisiana State agency? [ ] Yes [ ] No If yes which one: \_\_\_\_\_
Are you transferring without a break in service? [ ] Yes [ ] No

7. If you are related to any member of the present University staff, give name and indicate relationship: \_\_\_\_\_

8. A full-time employee who is engaged or plans to engage in outside employment must report the nature of such activity in writing to his/her department head. Are you (will you be) self-employed or employed by another firm, institution, or agency while working at LSU? [ ] Yes [ ] No If yes, name firm: \_\_\_\_\_

How much time is involved? \_\_\_\_\_ per [ ] week [ ] month [ ] year

9. Complete this only if you are a veteran who served more than 180 days active duty and received a discharge other than dishonorable. Are you a U.S. military veteran? [ ] Yes [ ] No If yes, check all that apply: Veteran of the Vietnam Era (08/05/64 -05/07/75), [ ] or Other Protected Veteran (see back of page to determine qualifying campaigns and expeditions) [ ], or Newly Separated Veteran (discharged from active duty within a 12 month period of being hired at LSU. [ ] Are you a disabled veteran (30% or more)? [ ] Yes [ ] No

10. The following information is voluntary but it will assist us in providing for your specific work site needs. Do you have any disabilities? [ ] Yes [ ] No If yes, please indicate the nature of the disability and any suggested accommodations which you feel would assist you in carrying out your job duties. \_\_\_\_\_

The following oath is required by State employees by Louisiana Revised Statute 42:52.

LOYALTY OATH

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of this State; and I will faithfully and impartially discharge and perform all the duties incumbent upon me as a(n) \_\_\_\_\_ and according to the best of my ability and understanding. So help me God.

Signature

Date

NOTICE: As mandated by Public Law 99-272, all university employees hired on or after 04/01/86 must be covered by the medicare tax since they are not covered by Social Security. It is required that the employee contribute 1.45% of wages earned and the University match this amount.

**Campaigns and Expeditions That Qualify for Other Protected Veterans' Preference**

Please indicate active service by **putting a check mark** in the box to the left of the campaign or expedition to show that you participated in the campaign or expedition during the inclusive dates only.

| <i>Indicate Active Service</i> | <i>Campaign or Expedition</i>                                                                                                                                                                                                                                         | <i>Inclusive Dates</i>                                                                               |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                                | Armed Forces Expeditionary Medal (AFEM). A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded. |                                                                                                      |
|                                | Afghanistan (Operations Enduring Freedom (OEF) and Iraqi Freedom (OIF))                                                                                                                                                                                               | OEF October 24, 2001, to present; OIF March 19, 2003, to present                                     |
|                                | Berlin                                                                                                                                                                                                                                                                | August 14, 1961 to June 1, 1963                                                                      |
|                                | Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)                                                                                                                                                                                                      | November 20, 1995 to December 20, 1996; December 20, 1996 to June 20, 1998; June 21, 1998 to present |
|                                | Cambodia                                                                                                                                                                                                                                                              | March 29, 1973 to August 15, 1973                                                                    |
|                                | Cambodia Evacuation (Operation Eagle Pull)                                                                                                                                                                                                                            | April 11 - 13, 1975                                                                                  |
|                                | Congo                                                                                                                                                                                                                                                                 | July 14, 1960 to September 1, 1962; November 23 - 27, 1964                                           |
|                                | Cuba                                                                                                                                                                                                                                                                  | October 24, 1962 to June 1, 1963                                                                     |
|                                | Dominican Republic                                                                                                                                                                                                                                                    | April 28, 1965 to September 21, 1966                                                                 |
|                                | El Salvador                                                                                                                                                                                                                                                           | January 1, 1981 to February 1, 1992                                                                  |
|                                | Global War on Terrorism                                                                                                                                                                                                                                               | September 11, 2001 to present                                                                        |
|                                | Grenada (Operation Urgent Fury)                                                                                                                                                                                                                                       | October 23, 1983 to November 21, 1983                                                                |
|                                | Haiti (Operation Uphold Democracy)                                                                                                                                                                                                                                    | September 16, 1994 to March 31, 1995                                                                 |
|                                | Iraq (Operations Northern Watch) and Desert Spring                                                                                                                                                                                                                    | January 1, 1997 to present; December 31, 1998 to December 31, 2002 (projected)                       |
|                                | Korea                                                                                                                                                                                                                                                                 | October 1, 1966 to June 30, 1974                                                                     |
|                                | Kosovo                                                                                                                                                                                                                                                                | March 24, 1999 to present                                                                            |
|                                | Laos                                                                                                                                                                                                                                                                  | April 19, 1961 to October 7, 1962                                                                    |
|                                | Lebanon                                                                                                                                                                                                                                                               | July 1, 1958 to November 1, 1958; June 1, 1983 to December 1, 1987                                   |
|                                | Mayaguez Operation                                                                                                                                                                                                                                                    | May 15, 1975                                                                                         |
|                                | Operations in the Libyan Area (Operation Eldorado Canyon)                                                                                                                                                                                                             | April 12 - 17, 1986                                                                                  |
|                                | Panama (Operation Just Cause)                                                                                                                                                                                                                                         | December 20, 1989 to January 31, 1990                                                                |
|                                | Persian Gulf Operation (Operation Earnest Will)                                                                                                                                                                                                                       | July 24, 1987 to August 1, 1990                                                                      |
|                                | Persian Gulf Operation (Operation Southern Watch)                                                                                                                                                                                                                     | December 1, 1995 to present                                                                          |
|                                | Persian Gulf Operation (Operation Vigilant Sentinel)                                                                                                                                                                                                                  | December 1, 1995 to February 1, 1997                                                                 |
|                                | Persian Gulf Operation (Operation Desert Thunder)                                                                                                                                                                                                                     | November 11, 1998 to December 22, 1998                                                               |
|                                | Persian Gulf Operation (Operation Desert Fox)                                                                                                                                                                                                                         | December 16, 1998 to December 22, 1998                                                               |
|                                | Persian Gulf Intercept Operation                                                                                                                                                                                                                                      | December 1, 1995 to present                                                                          |
|                                | Quemoy and Matsu Island                                                                                                                                                                                                                                               | August 23, 1958 to June 1, 1963                                                                      |
|                                | Somalia (Operation Restore Hope and United Shield)                                                                                                                                                                                                                    | December 5, 1992 to March 31, 1995                                                                   |
|                                | Taiwan Straits                                                                                                                                                                                                                                                        | August 23, 1958 to June 1, 1959                                                                      |
|                                | Thailand                                                                                                                                                                                                                                                              | May 16, 1962 to August 10, 1962                                                                      |
|                                | Vietnam Evacuation (Operation Frequent Wind)                                                                                                                                                                                                                          | April 29 - 30, 1975                                                                                  |
|                                | Vietnam (including Thailand)                                                                                                                                                                                                                                          | July 1, 1958 to July 3, 1965                                                                         |

**Navy Expeditionary Medal and Marine Corps Medal for these Operations:**

| <i>Indicate Active Service</i> | <i>Campaign or Expedition</i>     | <i>Inclusive Dates</i>                                                |
|--------------------------------|-----------------------------------|-----------------------------------------------------------------------|
|                                | Cuba                              | January 3, 1961 to October 23, 1962                                   |
|                                | Indian Ocean/ Iran                | November 21, 1979 to October 20, 1981                                 |
|                                | Iranian/ Yemen/ Indian Ocean      | December 8, 1978 to June 6, 1979                                      |
|                                | Lebanon                           | August 20, 1982 to May 31, 1983                                       |
|                                | Liberia (Operation Sharp Edge)    | August 5, 1990 to February 21, 1991                                   |
|                                | Libyan Area                       | January 20, 1986 to June 27, 1986                                     |
|                                | Panama                            | April 1, 1980 to December 19, 1986; February 1, 1990 to June 13, 1990 |
|                                | Persian Gulf                      | February 1, 1987 to July 23, 1987                                     |
|                                | Rwanda (Operation Distant Runner) | April 7 - 18, 1994                                                    |
|                                | Thailand                          | May 16, 1962 to August 10, 1962                                       |

**Other Campaign and Service Medals Qualifying for Preference:**

| <i>Indicate Active Service</i> | <i>Campaign or Expedition</i>                                                   | <i>Inclusive Dates</i>                   |
|--------------------------------|---------------------------------------------------------------------------------|------------------------------------------|
|                                | Army Occupation of Austria                                                      | May 9, 1945 to July 27, 1955             |
|                                | Army Occupation of Berlin                                                       | May 9, 1945 to October 2, 1990           |
|                                | Army Occupation of Germany (exclusive of Berlin)                                | May 9, 1945 to May 5, 1955               |
|                                | Army Occupation of Japan                                                        | September 3, 1945 to April 27, 1952      |
|                                | Chinese Service Medal (Extended)                                                | September 2, 1945 to April 1, 1957       |
|                                | Korea Defense Service Medal                                                     | July 28, 1954 to (date to be determined) |
|                                | Kosovo Campaign Medal (KCM) - Operation Allied Force                            | March 24, 1999 to June 10, 1999          |
|                                | Kosovo Campaign Medal (KCM) - Operation Joint Guardian                          | June 11, 1999 to (date to be determined) |
|                                | Kosovo Campaign Medal (KCM) - Operation Allied Harbor                           | April 4, 1999 to September 1, 1999       |
|                                | Kosovo Campaign Medal (KCM) - Operation Sustain Hope / Shining Hope             | April 4, 1999 to July 10, 1999           |
|                                | Kosovo Campaign Medal (KCM) - Operation Noble Anvil                             | March 24, 1999 to July 20, 1999          |
|                                | Kosovo Campaign Medal (KCM) - Task Force Hawk                                   | April 5, 1999 to June 24, 1999           |
|                                | Kosovo Campaign Medal (KCM) - Task Force Saber                                  | March 31, 1999 to July 8, 1999           |
|                                | Kosovo Campaign Medal (KCM) - Task Force Falcon                                 | June 11, 1999 to (date to be determined) |
|                                | Kosovo Campaign Medal (KCM) - Task Force Hunter                                 | April 1, 1999 to November 1, 1999        |
|                                | Navy Occupation of Austria                                                      | May 8, 1945 to October 25, 1955          |
|                                | Navy Occupation of Trieste                                                      | May 8, 1945 to October 25, 1954          |
|                                | Southwest Asia Service Medal (SWASM) (Operation Desert Shield and Desert Storm) | August 2, 1990 to November 30, 1995      |
|                                | Units of the Sixth Fleet (Navy)                                                 | May 9, 1945 to October 25, 1955          |
|                                | Vietnam Service Medal (VSM)                                                     | July 4, 1965 to March 28, 1973           |
|                                | Rwanda (Operation Distant Runner)                                               | April 7 - 18, 1994                       |
|                                | Thailand                                                                        | May 16, 1962 to August 10, 1962          |