

## **INSTRUCTIONS FOR COMPLETING HUMAN RESOURCES FORMS FOR GRADUATE ASSISTANTS**

### **Employment Eligibility Verification (Form I-9)**

1. The student should complete Section 1 completely.
2. The department is to complete Section 2 completely. The document name, number, and expiration date, if applicable, should be written by the supervisor on the I-9 form under the List B and List C headings. A complete list of acceptable documents is on Page 3 of the I-9 form.
3. Copies of documents used from List A, B or C must be attached.
4. Both the student and the supervisor must sign the I-9 form.

*(This form is required by the Federal Government)*

### **Federal Employee's Withholding Allowance Certificate (Form W-4)**

1. Only the bottom half of this form must be completed by the student.
2. Be sure to sign and date your W-4.

*(This form is required by the Federal Government)*

### **State of Louisiana Withholding Certificate (Form L-4)**

1. Only the bottom half of this form must be completed by the student.
2. Be sure to sign and date your L-4.

*(This form is required by the Federal Government)*

### **State of Louisiana Drug-Free Workplace Policy**

1. Sign and date to indicate you understand the drug-free policy.
2. A copy of the policy is provided for you.

### **Recoupment of Overpayments Policy**

1. Sign and date to indicate you understand the recoupment of overpayments policy.
2. A copy of the policy is provided for you.

### **GA Request Form**

1. This form is obtained and approved from the Graduate Office.