

Verification for Potential Employment

*(**Must be** attached to Accounts Payable Casual Wage/Professional Services paperwork if approved.)*

Due to external agency reporting requirements, **departments must have all potential** employees/contract workers verified by Human Resources **prior** to entering into a verbal or written agreement to hire/contract with individuals.

Legal Name

Social Security Number

Job Title_____

Estimated # Hours per week_____

Dates of service: _____

Previous employment in state agency (State of LA): ____NO ____YES (identify Agency)

Retired from State Agency (identify Agency)

Agency Name: _____

Requesting Agent _____

Department _____

For Human Resources use only:

____Approved for payment through Accounts Payable

____Denied – must be submitted through Human Resources/Payroll for processing. Contact Celia Webb in Human Resources at x. 3429.

Human Resources Representative: _____

Date _____

If approved, this form must be attached to each separate request form before submitting to Purchasing or Accounts Payable. If a contracted or casual wage employee has retired, or becomes employed at any state agency during the employment at ULM, please **contact Human Resources immediately**. Failure to do so may result in penalties and interest which will be paid from your departmental budget.