



Prior Louisiana State Service Questionnaire

Please use this form to disclose your prior Louisiana state service. Please list all appointments including part-time, student, and WAE appointments, as well as prior employment at LSUHSC-NO so that we can determine benefit service credit eligibility. If you need additional space please continue on the back of this form.

Full Name _____

Other Names Used _____

Job Title _____

Have you worked at LSUHSC-New Orleans previously? Yes I am a rehire at LSUHSC-NO No I am not a rehire at LSUHSC-NO

If you do not have Louisiana prior state service please check this box and sign below I do not have Louisiana State Service

I have current, active health insurance through my employment at a Louisiana state agency and intend to transfer coverage: Yes No

Agency Name <i>Please do not use acronyms</i>	Job Title	Status <i>WAE, Contract, Student worker, permanent, etc</i>	Employment Dates <i>MM/DD/YY</i>		Hours per week	Agency HR Contact <i>Provide name and email address or phone number</i>
			Start	End		

This information is accurate and complete to the best of my knowledge, and I understand that LSUHSC-NO will contact prior employers to verify employment and determine if the employment is eligible for service credit.

Signature _____ Date _____

Guidelines for completing the Prior Louisiana State Service Questionnaire

Why do we ask for this information?

LSUHSC-NO will grant service credit for time spent in eligible positions at Louisiana State Agencies. Service credit will affect your benefit service date, which is how we determine your annual and sick leave accrual rate.

What types of service are accepted for credit?

Probationary, permanent, classified, unclassified, WAE, temporary, transient, POA, and student appointments all are typically eligible for service credit. Eligible service for each appointment is granted based on the verified percent of effort.

What types of service are not accepted for credit?

Internships, fellowships, gratis, post-doctoral fellowships, House Officer/Resident, grad assistant, and work study nurse appointments typically are not eligible for service credit.

How do you verify the service?

We contact the agency and ask them to verify your dates of employment, type of appointment, percent of effort, and any breaks in service or periods of LWOP. Providing a contact number or email for the HR department helps us to make contact with the right people to verify the service efficiently.

Why do you ask about health insurance?

If you are the primary policy holder for active health insurance through employment at a Louisiana State Agency, and there will be no break in service, we can work with your prior employer to transfer the insurance. It is important to disclose this as soon as possible to avoid delays.