

Transient position

- If a department chooses to advertise, they can send a position announcement to HRM to advertise on the LSUA website.
- Once a department has selected an employee, a background check form needs to be completed and a hire memo needs to be completed. The hire memo includes name, effective date, account number and rate of pay. It needs to be approved by Administration (Chancellor).
- The department is contacted by HRM once the approved memo is received.
- The department contacts the employee to discuss a hire date.
- First day of employment, the employee comes to HRM to complete paperwork with picture ID and Social Security card.