



Congratulations on your appointment and welcome to Grambling State University!! We are extremely happy to have you as a member of our university family and hope that your tenure here will be very rewarding.

Enclosed is the New Employee Orientation Packet which contains forms and documents that you are required to complete. Included are forms to prove your eligibility to work, tax withholding forms, compensation and retirement documents, and policies that are specific to Grambling State University, the ULS System Board of Supervisors and the State of Louisiana. Please read each page carefully, complete as much as possible, sign and date where requested. Any questions that you may have regarding these forms will be answered during your orientation session with the Human Resources staff. Once scheduled for orientation, you should bring your driver's license, social security card and a voided check or other documentation that shows your financial institution's information (name of bank, routing number and account number).

Again, welcome to Grambling State University, "*Where Everybody Is Somebody*". We look forward to meeting you.