MEMORANDUM

TO: All New Employees

FROM: Cecil Knotts
Director of Human Resources

SUBJECT: IMMIGRATION REFORM AND CONTROL ACT OF 1986

Congress passed and the President signed into law the Immigration Reform and Control Act of 1986. As a result this University now must have the proper identification for verifying American Citizens and aliens who are authorized to work in the United States. Attached is Form I-9 (Employment Eligibility Verification) in which Section 1 must be completed and submitted to Human Resources for each new employee. Section 2 of this form is the Employer Review and Verification. You must provide one document used for verification from List A or one each from List B and C. (Please refer to the reverse side of Form I-9 for lists.)

If you should have any questions, please contact the Human Resource Office at 6152.

SUBJECT: UNIVERSITY EMPLOYEE DEBT - NSU Fiscal Policy & Procedure (X-47)
Attorney General Opinion 92-152

The University can withhold wages from an employee’s paycheck for nonpayment of fines or other monies owed the University with the consent of the employee. If no such consent is given by an employee then the University policy addresses the withholding of payment of fines or other obligations due the University on an involuntary basis.

Check one: ______ Yes, I give my consent ______ No, I do not give my consent

_________________________ ________________________ _____________
Print Name Signature Date

SUBJECT: RECOUPMENT OF OVERPAYMENTS - NSU Fiscal Policy & Procedure (X-48)
Division of Administration Office of State Uniform Payroll (LAC 4:III, Chapter 7)

The University in accordance with R.S. 42:460, regarding recoupment of overpayments to state employees is now a policy for Northwestern State University to recoup overpayment to an employee through payroll deduction. This policy includes recoupment of overpayment from Active Employees, Employees Transferring to Another State Agency and Separated Employees. I agree to the payroll deduction for overpayment of any monies owed the University.

_________________________ ________________________ _____________
Print Name Signature Date

X-48-6 02/07