

AY 2024-2025 PAPERWORK SUBMISSION TIMELINE

MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024
<p>Rotation Sites: Coordinators Update/Confirm Rotation Sites by March 1</p>	<p>Drug Testing: New Hire House Officers Begin Drug Testing on April 1</p>	<p>New Hire Packets: Coordinators should receive all New Hire Packets from Incoming House Officers by May 1</p>	<p>I-9 E-Verify - New Hire House Officers complete Section 1 no later than June 1</p>	<p>Valid LSBME Permit or License: All House Officers must have valid LSBME permit or license by July 1</p>
<p>New Innovations for New Academic Year; Coord Reviews & Updates House Office status/data in NI; all SS#s in NI - Due March 22</p>	<p>Background Check email sent to all House Officers by Human Resources on April 15 * House Officer MUST complete background check within 7 days of email receipt</p>	<p>Computer accounts activated for Incoming House Officers May 1</p>	<p>VISA Holder House Officers Complete New Hire E-Verify I-9 Section 1 no later than June 15</p>	<p>Additional Documents & Forms not submitted with New Hire Packets to the GME Office (See bottom of New Hire Checklist) Due July 31</p>
<p>VA Rotators: TQCVL w/Spreadheet & Coordinator Tracker for Returning and New Residents rotating to the VA, Coordinators Submit via Encrypted Email and copy Yolanda Lundsgaard Due March 28</p>	<p>VA New Rotators: Coord Sends Completed Application Packet to to the VA via Encrypted Email-Due April 10, Do Not Copy the LSU GME Office</p>	<p>LSU ID Badge Photos: Starting May 1, Incoming House Officers can take ID Badge Photos in Human Resources - 6th Floor Resource Center between 8:00 am - 4:30pm</p>	<p>Visa Holders: Drug Testing for Incoming House Officers just entering the Country must be completed by June 15</p>	<p>Exit Packets: Coordinators Submit to Sara Blakemore in the to GME Office Due July 31</p>
<p>Appointment Forms: Coordinators submit to Yolanda Lundsgaard in the GME Office Due March 28</p>	<p>Drug Testing: Incoming House Officers complete Drug Testing by April 30</p>	<p>Onboarding Orientation Portal Opens May 15; & Appointment Packets Initiated May 15</p>	<p>Online Orientation Modules & Documents - Incoming House Officer complete by June 15</p>	
<p>Spreadsheets: Promotion, Termination, Transfer, Faculty, Off-Cycle, etc Coordinators submit to Yolanda Lundsgaard in the GME Office Due March 28</p>		<p>I-9 E-Veridy: Employment Eligibility Verification (USCIS I-9) - Initiated May 15; Incoming House Officers Complete Section 1 by June 1</p>	<p>Appointment Packets-Incoming House Officer due June 15 - Electronic Submission (Contract, TB, Driver Safety, etc)</p>	
<p>PER 3 Coordinators submit to Yolanda Lundsgaard in the GME Office if applicable Due March 28</p>		<p>New Hire Paperwork Coordinators submit by May 31, to Yolanda Lundsgaard in the GME office - DO NOT Hold paperwork - send when have a completed Packet</p>	<p>I-9 E-Verify documents: Coordinators upload I-9 documents & complete Section II of I-9, in Hire Right by June 19</p>	
<p>LSBME: New Hires apply for LSBME Permit/License. Coord FedEx Program Director letters to LSBME; address to: Licensing Department (do not email Program Director Letters & keep tracking info)</p>		<p>Continuing House Officer Appointment Paperwork - Submit Electronically Only (Contract, TB, Driver Safety, etc). Due May 31</p>	<p>House Officer Mandatory Orientations: LSU-NO: June 24 & June 25 LCMC: June 26 Pick-Up. Online modules required. Virtual Orientation sessions EPIC Training: Virtual. Online modules required -LCMC email to House officers LSU-BR: June 24</p>	
		<p>Internal Transfer Appointment Paperwork- Submit Electronically only (Contract, TB, Driver Safety, etc) - due May 31</p>		
		<p>LSBME -Starting May 1, Send the LSBME at licensing@lsbme.la.gov the list of House Officers that are Graduating/ Terminating/Resigning from the Program</p>		

February 2024

VA Returning Rotators - Coord submits Returning Packet to VA via Encrypted Email - **Due February 29**, do not copy the GME Office

August 2024

House Officer Contracts signed by House Officer, PD and Dept Head **Due by August 31**