

SUMMARY

This guide is to supplement the RS 17 Screening Job Aid. The information included will help to provide guidance and answer questions for student employees who are in research or research-related positions. Please refer to the following resources for more information on RS 17:1826:

- [LSU HRM RS 17 Screening Job Aid](#)
- [LSU HRM Website](#)
- [Louisiana Higher Education Foreign Security Act of 2022](#)
- [Secretary of Commerce Countries of Interest](#)

SUPPLEMENTAL INFORMATION TO RS 17 SCREENING JOB AID:

1. Before the hire of a student employee in a research or research-related position, the RS 17 screening questionnaire and additional screening should be completed. Refer to the RS 17 Job Aid. **Approved documentation from the screening request is required to be attached to the hire in Workday.**
2. Once a candidate is selected for hire, send an email to the student employee candidate with the screening information, list of questions, and candidate form.
 - a. The student employee candidate should review the questions and list of countries. They should complete the Candidate Form and return to the SEP.
 - b. The student should be prepared to present you with the required documents listed in the RS 17 Screening Job Aid. Sensitive documents like passport or birth certificate should not be sent through email. LSU Files to Geaux (<https://filestogeaux.lsu.edu/>) can be used as a way to send/receive these documents.
3. Once the candidate has returned the form and documents, fill out the RS 17 Screening Request based on the student employee candidate's answers and upload documents. (Follow the RS 17 Job Aid)
4. The screening request will be routed to HRM Talent Acquisition to run the additional screening through HireRight.
5. Once the RS 17 Screening is complete, process the hire in Workday and attach the approval documentation.

EMAIL TEMPLAT TO SEND TO STUDENT EMPLOYEE CANDIDATE:

Research Position Pre-Employment Questionnaire

In accordance with RS 17:1826, also known as the Louisiana Higher Education Foreign Security Act of 2022, every person seeking employment with a postsecondary education institution for a research or research-related support position shall, prior to being offered a position of employment, be screened by the institution. More information on this law and process can be found on the [LSU HRM website](#).

To begin this process, I will need to collect your responses to the question below. Please fill out the attached form with your responses to the questions. You will also need to provide me with some documentation that is listed below. Please review the questions, form, and list of documents and let me know if you have any questions.

RS 17:1826 Screening Questionnaire

Please be prepared to answer the following questions and review the list of countries of interest.

1. Are you a citizen or permanent resident (green card holder) of the United States?
 - U.S. Citizen
 - Permanent Resident (Green Card Holder)
 - Neither a U.S. Citizen or Permanent Resident

2. Do you currently have or previously had any personal or professional connection with any university, institution, organization or entities with any of the countries denoted herein

<https://lsu.edu/hrm/talent/rs171826.php?>

Examples include studying/attending school outside the U.S., earning a degree from a university or institution outside the U.S., expert witness, general consulting, publishing agreements, self-employment or business operations, board positions, gratis faculty appointments conducted outside of the U.S.

- Yes (If yes, list the name of the foreign country or countries)
- No

3. Do you have any previous educational or professional training for at least one year in duration with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php?>

This does NOT include training with a U.S. government agency. Examples include fellowship training, visiting researcher, etc.

- Yes (If yes, list the name of the foreign country or countries)
- No

4. Do you have any previous employment for at least one year in duration with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php?>

This does NOT include employment with a U.S. government agency.

- Yes (If yes, list the name of the foreign country or countries)
- No

All candidates for research or research-related positions should be prepared to provide the following:

- A copy of the applicant's current passport and recent DS-160 (if applicable). If you are a U.S. citizen and do not have a current passport, then you may upload your U.S. birth certificate or certificate of naturalization in lieu of the passport.
- A CV/resume that lists all former institutions of higher education attended
- Previous employment since the applicant's eighteenth birthday
- All published material affiliated with the applicant's educational history
- A list of the applicant's current and pending research funding, and its amount, from any source, including the applicant's role on the project, and a brief description of the research; and a full disclosure of non-university professional activities, including any affiliation with an institution or program in a foreign country of interest

If a student employee applicant does not have the documents above, they will need to make a document attesting that it is not applicable. For example, if a student employee did not have any published materials, they would upload a document stating "I, (student's name), do not have any published materials."

Sensitive documents like a passport or birth certificate should be sent in a secure method like [Files to Geaux](#).

Please let me know if you have any questions!

Thank you,

FREQUENTLY ASKED QUESTIONS:

- **What positions qualify as research or research-related support positions?**
 - For any position or level/classification of employee that is research, research affiliated, or research support. This includes any position that is directly or indirectly related to research or a research office. Examples of indirect research positions are reviewing proposals or budgets in a research office, answering phones in a research office, cleaning or maintaining equipment in a research lab, etc.
- **What type of research is included?**
 - Any type of research at the university is included (STEM, humanities, research call centers, etc.)
- **Is screening required of all student employees in research or research-related positions?**
 - Yes. This screening is required of all employees including student employees in research or research-related positions. This is required under the state law for [Higher Education Foreign Security Act of 2022](#).
- **Should a student answer yes on the questionnaire for any country outside of the United States?**
 - No. It is only the countries identified as a country of interest by the Secretary of Commerce. The list of countries can be found at the [Secretary of Commerce website](#). The list of countries can change and should be reviewed by the student employee before completing the questionnaire.
- **If a student is completing research for a class or curriculum-based requirement, do they have to be screened?**
 - Only students who are hired as employees must complete the screening. If the student is completing research for credit and is not a hired employee, they do not have to be screened. If the student is receiving class credit for research and is also hired to complete that research, they must complete the screening before being hired.
- **When should the screening be completed?**
 - The RS 17 screening should be completed before the student is hired in Workday and before they complete any work or job duties.
- **Where can I find more information about RS 17:1826?**
 - More information can be found on the [LSU HRM website](#).
- **Why do I have to enter a PG number in the RS 17 Request?**
 - Your department is responsible for the cost of the education and employment verification screening via HireRight.
- **How long will the screening process take?**
 - Be prepared for the process to take up to two weeks to complete since each student employee candidate will have to be processed through the additional screening through HireRight.

- **Does this screening have to be completed for students already hired in research or research-related positions?**
 - No, this does not have to be completed retroactively for student employees already hired before 7/10/2024. It should be completed for all students hired after 7/10/2024 in research or research-related positions.

- **If a student is currently hired in a research or research-related position and I am adding a job or doing a lateral move, does a new RS 17 screening need to be processed?**
 - If the original hire date was after 7/10/2024, you can contact the other SEP to ask for the approval documentation to attach to your hire OR
 - Complete the RS 17 screening request to acquire the approval document to attach to the hire.
 - If the original hire date was before 7/10/2024, you will need to complete the RS 17 screening request.

- **If a student employee who was previously employed in my office is being rehired, do I need to complete another RS 17 screening request?**
 - It depends on the length of separations. An additional screening is not required for a returning employee if they have not been separated from the university or university employment for 12 months or greater. If it is 12 months or greater, complete a new RS 17 screening request.

- **What job profile should I place students who are in research or research-related position?**
 - Students hired in research or research-related roles should be hired under a **Student - Research Job profile**. These profiles were added in August 2024 and will be used going forward for all students hired in research or research-related positions. The added research profiles are: Student - LSU (Research), Student - Non-LSU (Research), Student - President Aid (Research), and Student - Work Study (Research).

- **Do I need to go back and change job profiles of student employees already hired?**
 - No, you do not need to go back to correct job profiles but all future actions (hires, continuations, change jobs, etc.) should be changed to the appropriate Student Research Job Profile.

SUMMARY

In accordance with the Higher Education Foreign Security Act of 2022, LSU ensures that all individuals holding a research related position have met the established standards of this act. This framework was created to provide a mechanism for departments (SEOs, Analysts, et.al.) to request RS 17 screenings outside of the Hire business process. For more information on RS 17, please visit: <https://www.lsu.edu/hrm/talent/rs171826.php>

SUBMITTING RS-17 REQUEST

1. Type **Create Request** in the **Workday search box**.
2. For **Request Type**, type **RS:17 Screening** and press **enter**.
 - a. When searching in Workday fields, you can use a minimum of 2 start characters of your desired search. For example, typing "RS" and hitting enter in the Request Type field will populate the RS:17 Screening.
3. Click **OK**.
4. Please **review the help text** before completing the required fields.
5. Complete the required fields:
 - a. **Legal First, Middle (if applicable) and Last name** of the candidate
 - b. Candidate Email
 - c. Position Number
 - i. Enter N/A if a position number is not applicable
 - d. Background Check Driving Worktag for Additional Screening (if applicable)
 - e. Hiring Manager for Position
 - f. Hiring Department Name
 - g. Initiator Name
 - h. Initiator Department
 - i. Initiator Campus
 - j. Initiator Email
6. The steps below will be filled out on behalf of the individual for whom you are requesting the screening.
 - a. For example, when asking, "Are **you** a citizen or permanent resident (green card holder) of the United States?" We are asking, "Is the **candidate** a citizen or permanent resident (green card holder) of the United States?"
7. Select **one (1) Citizenship** option.
 - a. U.S. Citizen
 - b. Permanent Resident (Green Card Holder)
 - c. Neither a U.S. Citizen or Permanent Resident
8. Next, select **Yes** or **No** to the following question:
 - a. Do you currently have or previously had any personal or professional connection with any university, institution, organization or entities with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php?>
 - i. If you select **Yes**, you will be prompted to **answer** the following question:
 1. List the name of the foreign country or countries that the university, institution, organization or entity resides in that you currently have or previously had any personal or professional connection with.
9. Next, select **Yes** or **No** to the following question:
 - a. Do you have any previous educational or professional training for at least one year in duration with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php?>
 - i. If you select **Yes**, you will be prompted to **answer** the following question:
 1. List the name of the foreign country or countries in which you conducted or were a part of educational or professional training for at least one year in duration.
10. Next, select **Yes** or **No** to the following question:
 - a. Do you have any previous employment for at least one year in duration with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php?>
 - i. If you select **Yes**, you will be prompted to **answer** the following question:

1. List the name of the foreign country or countries in which you were employed for at least one year in duration.
11. If **Yes** was answered for any of the above questions, you will be prompted to **attach** documents.
- a. A copy of your current passport(s) biodata page. Include all passports which you currently possess along with your recent DS-160 (if applicable). If you are a U.S. citizen and do not have a current passport, then you may upload your U.S. birth certificate or certificate of naturalization in lieu of the passport.
 - b. A CV/Resume that lists all former institutions of higher education attended.
 - c. All employment history since your eighteenth birthday. Any applicant who has continuously been enrolled and/or employed in the United States for at least 20 years can limit their previous employment history to the past 20 years.
 - d. All published materials to which you significantly contributed (even if not listed as author).
 - e. Your entire current and pending research funding, and its amount, from any source, including your role on the project, and a brief description of the research; and a full disclosure of non-university professional activities, including any affiliation with an institution or program in a country defined by the defined by the U.S Secretary of Commerce.
12. Click **Submit**.

IF SCREENING IS NOT REQUIRED

1. Once the request has been submitted, if all questions were answered **No**, you will receive a task to **Close the Request**.
2. In the top right corner of the screen, click the **My Tasks** icon.
3. Under the task, click the **Resolution** box and select **Screen Not Required**.
4. Click **Submit**.
5. Once the resolution has been submitted, you will receive a notification with further information. Click the **Notifications** icon to read further.
6. To complete the process, you will receive a task to **Review Documents**.
7. In the top right corner of the screen, click the **My Tasks** icon.
8. Under the task, click the **document link** to review and download.
 - a. This document will need to be attached to the hire along with all supporting documentation.
9. Click **Submit**.

TALENT ACQUISITION REVIEW (IF APPLICABLE)

1. The task will be routed to a recruiter to review the request if any of the questions were answered **Yes**.
2. Review the answers and documentation attached to the request.
3. Once the review has been completed, go to the **Resolution** box, select the appropriate resolution choice.
 - a. Satisfactory
 - b. Not Satisfactory
 - c. Cannot Be Verified
4. Click **Submit**.
5. The action will route back to the Initiator.

SCREENING DETERMINATION/REVIEW DOCUMENTS

1. To complete the process, you will receive a task to **Review Documents**.
2. In the top right corner of the screen, click the **My Tasks** icon.
3. Under the task, click the **document link** to review and download.
 - a. This document will need to be attached to the hire based upon the Request Resolution.
4. On the document, it will have a **Request Resolution** reason of one of the choices below:
 - a. Satisfactory
 - b. Not Satisfactory
 - c. Cannot Be Verified

5. Click **Submit**.
6. Click the **Notifications** icon to review the details on how to proceed.
 - a. Satisfactory
 - i. You may proceed with the hire. Please attach the document below along with the supporting documentation as proof you have completed this process.
 - b. Not Satisfactory
 - i. This individual has not been cleared for hire. Please contact hr@lsu.edu for additional details.
 - c. Cannot Be Verified
 - i. Not all details were able to be confirmed during the screening process. Please await confirmation from HRM regarding what details need to be validated outside of the background screening process.



LOUISIANA STATE UNIVERSITY

RS 17:1826 Screening Candidate Form

For more information on RS 17 please see: <https://www.lsu.edu/hrm/talent/rs171826.php>

Candidate Legal First, Middle (if applicable) and Last Name			
First Name	Middle Name	Last Name	
Candidate Email Address			
<p>1. Are you a citizen or permanent resident (green card holder) of the United States?</p> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident (Green Card Holder) <input type="checkbox"/> Neither a U.S. Citizen or Permanent Resident			
<p>2. Do you currently have or previously had any personal or professional connection with any university, institution, organization or entities with any of the countries denoted herein https://lsu.edu/hrm/talent/rs171826.php? Examples include studying/attending school outside the U.S., earning a degree from a university or institution outside the U.S., expert witness, general consulting, publishing agreements, self-employment or business operations, board positions, gratis faculty appointments conducted outside of the U.S.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>If Yes, list the name of the foreign country or countries that the university, institution, organization or entity resides in that you currently have or previously had any personal or professional connection with.</p>			
<p>3. Do you have any previous educational or professional training for at least one year in duration with any of the countries denoted herein https://lsu.edu/hrm/talent/rs171826.php? This does NOT include training with a U.S. government agency. Examples include fellowship training, visiting researcher, etc.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>If Yes, list the name of the foreign country or countries in which you conducted or were a part of educational or professional training for at least one year in duration.</p>			
<p>4. Do you have any previous employment for at least one year in duration with any of the countries denoted herein https://lsu.edu/hrm/talent/rs171826.php? This does NOT include employment with a U.S. government agency.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>If Yes, list the name of the foreign country or countries in which you were employed for at least one year in duration.</p>			
Signature of Student Employee Candidate			Today's Date (mm/dd/yyyy)
Departmental Use:			
Hiring Department		Position Number	
Hiring Manager/Supervisor		Background Check	
		Driving Worktag	



LOUISIANA STATE UNIVERSITY

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- A CV/resume that lists all former institutions of higher education attended
- Previous employment since the applicant's eighteenth birthday
- All published material affiliated with the applicant's educational history
- A list of the applicant's current and pending research funding, and its amount, from any source, including the applicant's role on the project, and a brief description of the research; and a full disclosure of non-university professional activities, including any affiliation with an institution or program in a foreign country of interest

If a student employee applicant does not have the documents above, they will need to make a document attesting that it is not applicable. For example, if a student employee did not have any published materials, they would upload a document stating "I, (student's name), do not have any published materials."

Sensitive documents like a passport or birth certificate should be sent in a secure method like [Files to Geaux](#) or collected in-person.