



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCE MEMORANDUM NO. 01-014

February 19, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: ISIS Separation Procedures: Inter-departmental Transfers

Under the new ISIS integrated human resources system, when an employee transfers from one state department to another (without a break in service), the employee's personnel record information automatically follows from the losing department to the gaining department.

All employees should notify Human Resources prior to leaving DCRT to accept a job with another state department. *In order to process the transfer correctly, we must know to which department the employee is transferring and the day he/she is to begin work.* This will help ensure there is no interruption in benefits, pay, leave service, etc. It is critical that Human Resources is provided this information as soon as an employee accepts an offer with another department.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

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