



## State of Louisiana

KATHLEEN BABINEAUX BLANCO  
LIEUTENANT GOVERNOR

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

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SECRETARY

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UNDERSECRETARY

March 1, 2001

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: ISIS-HR New Hire Processing: Employee Work Schedule**

The ISIS integrated Human Resources system requires state departments to specify the work schedule of all salaried employees.

Please include as part of your new hire paperwork for regular salaried employees the attached work schedule form. ***Supervisors and managers should submit to Human Resources a work schedule for all newly hired salaried employees with the other required new hire paperwork.*** The New Hire Checklist has been modified to reflect this change. Please replace any old copies of the New Hire Checklist with the attached copy, revised 3/01.

In addition, please use this form to change the work schedule of any active employee. We ask that you submit any changes in work schedule at least one week prior to the actual change. This will give us time to make the appropriate changes in the system.

The payroll portion of ISIS-HR goes **Alive@ statewide** on March 19, 2001. If you have any questions, please call Human Resources at (225) 342-0880.

Attachments

**Please Post and Circulate**