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LIEUTENANT GOVERNOR

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

PHILLIP J. JONES
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