



State of Louisiana

KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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. 01-053

July 18, 2001

TO: All Lieutenant Governor and CRT Employees

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Employee Self Service (ESS)

Direct Deposit statements will be mailed for the July 27, 2001 pay date.

In HR Memo 01-050, we announced that July 13 would be the last pay date direct deposit advices would be printed and mailed. The Division of Administration has decided to delay the discontinuance of direct deposit advices for an additional pay period. **August 10 will be the first pay period that employees will not receive a direct deposit statement in the mail.**

After the discontinuance of the mailed direct deposit statements, you will need to access Employee Self Service (ESS) through the Internet to view your pay, leave balances, employee deductions, etc. Please refer to HR Memo 01-050 for instructions on how to access Employee Self Service.

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

Please Post and Circulate