



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

HUMAN RESOURCES MEMORANDUM NO. 02-036

April 19, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: 1.5 K-time Balances Approaching 240 Hours

At the end of each payroll period, we will run a report by agency showing all employees with 1.5 k-time balances. Those employees approaching 240 hours of 1.5 k-time will be highlighted on the reports and the reports will be sent to appointing authorities.

The payroll system is designed to automatically pay any 1.5 k-time over 240 hours. Because these actions could unexpectedly and adversely affect your budgets, agencies are advised to take the necessary steps to monitor these situations and inform the appropriate managers and supervisors of any actions required.

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