



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 RESOURCES MEMORANDUM NO. 02-086

September 30, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: New Format for Earnings Statements

Beginning with the October 18, 2002 payday, a new earnings statement format will be printed and mailed by the Division of Administration (DOA) for all employees utilizing direct deposit. A sample is attached.

The new statement is easier to read and contains all of the current pay period information. Because of the new spacing parameters, however, some information will no longer be provided. Year to Date Leave Taken and Year to Date Compensation Amounts will no longer appear on the statements. If you are currently using Employee Self Service (ESS) to access your payroll information, you will be able to retrieve complete payroll information via the computer.

Please call the Human Resources Office if you have any questions or need more information concerning ESS.

Attachment

Please Post and Circulate