



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. 03-089

October 9, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Upcoming Special Payroll Deadline

For the pay period ending October 26, 2003, please submit all new hire paperwork and benefits enrollment/change documents to the HR/Payroll Office **no later than the close of business, Monday, October 20, 2003**. The HR/Payroll staff will be attending a training conference October 22-24, and all payroll entries must be completed by the end of the day Tuesday, October 21. We will be back in the office on Monday, October 27 to complete any last minute changes that may have occurred during our absence.

If you have any questions or require a special accommodation, please contact the Human Resources Office at (225) 342-0880.

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