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LIEUTENANT GOVERNOR

State of Louisiana
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. 04-012

February 23, 2004

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Revised OMF-301 Form

The enclosed OMF-301 form has been revised. Please destroy any forms issued prior to this one with a revision date of 02/04.

The changes described below are listed by section:

Section Title Change or Addition

To Be Completed By Employee “Are you vested or retired from __ LASERS . . . etc.”

This information must be provided for HR to determine whether a new employee is eligible to contribute to a retirement system even when the position would normally contribute to FICA. A new employee who has 10 years of contributions on deposit with LASERS (not refunded), or five years deposited with Teachers’ Retirement, is “vested” and may resume contributing to LASERS or Teachers’.

Nature of Action “Reallocation T/S Y N”

This is to determine whether the reallocation is in a training series or not.

Approved _____ I certify that this personnel action complies

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<u>Section</u>	<u>Change or Addition</u>
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For Human Resource Use Only	GS Level was changed to Pay Level Pay Reason was added Meets Min. Quals was added
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Please distribute this form to staff as necessary. Field offices authorized to conduct New Hire Orientation should replace this form in their new hire packets. This form will also be available on Channel Z. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Enclosure