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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-031

TO: State Museum Employees

FROM: **Mary V. Glosion**
Human Resources Director

SUBJECT: Compensatory Leave (Overtime) Payout

DATE: June 10, 2004

Overtime payout has been approved to occur before the end of this fiscal year for eligible State Museum employees (all except Curators). The actual payout will be reflected on the June 25, 2004 paycheck.

When reviewing LEO for the June 11, 2004 paycheck, you may see that your compensatory time balances (overtime) are zero. Human Resources staff began processing the entries on Tuesday, June 8, after the payroll had already closed for the June 11, 2004 paycheck. While the payment date is set for June 25, 2004, the payroll system is real-time and immediately changes the leave balance to show that there is no leave available and payout is set to occur. If there is still a compensatory leave balance, the record has not yet been processed.

It is important to note that any annual leave requests that are still pending prior to 5/24/04 should be sent to your timekeeper as soon as possible. This means that the overtime payout will need to be deleted and re-established to account for the annual leave not yet entered. If not, there may be complications in payroll processing and your record will be locked from processing during the next payroll run. We would like to avoid these situations by reviewing employee records in advance of the payroll close to ensure our entries have been established for the correct amount and we encounter no error messages as a result.

If you have any questions, please do not hesitate in contacting the Human Resources Office.

cc: Robert Wheat
Leonard Lewis
Matthew A. Jones

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