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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

## HUMAN RESOURCES MEMORANDUM NO. 05-021

**TO:** Lt. Governor, Secretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers and Personnel Liaisons

**FROM:** Mary V. Gloston *MVG*  
Human Resources Director

**SUBJECT:** Personnel Authorization Form (301) and Personnel Authorization Form Quick Reference Card

**DATE:** June 9, 2005

The Human Resources Office is in the process of reviewing and revising its policies, processes, procedures and related forms for efficiency and accuracy. Due to space and filing system requirements, we are converting our legal-sized personnel file folders to a letter-sized file folder. In addressing these activities, we have found that the current Personnel Authorization Form (301) requires an office to wait until a new employee begins employment to complete most of the personal information required on the document. It has been determined that the current format of the Personnel Authorization Form (301) is no longer applicable or efficient. An updated form has been developed to obtain the information we need for personnel processing and recordkeeping.

The Personnel Authorization Form (301) has been revised to a letter-sized document with information in a more "user-friendly" format. Most of the personal information contained at the top of the form has been removed. This information will be obtained from the New Hire and Orientation Documents provided in a pre-employment package to applicants. The new form now has four (4) sections: **Employee Information, Position and Funding (including Salary Object information), Nature of Action**, and a space for **Human Resources documentation**. The bottom of the form designated for Human Resources documentation is for specific details that are required for audit purposes. Further information will be disseminated to you regarding the New Hire and Orientation documents in a subsequent memorandum.

Effective immediately, please begin using the attached revised Personnel Authorization Form (301). For your convenience, a Personnel Authorization Form Quick Reference Card has also been developed providing all data field names and definitions on the Personnel Authorization Form 301. Please print the attached Personnel Authorization Form Quick Reference Card. This card is for your quick reference and will ensure fields are completed as accurately as possible. We understand that some of the information on the Personnel Authorization Form (301) may be unknown to you and will be completed by the Human Resources staff. In addition, the Personnel Authorization Form (301) and the Personnel Authorization

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Form Quick Reference Card will be placed on Channel Z for your use. It replaces Form 301 that is currently being used. If you have any hard copies of Form 301, please destroy them immediately; they are no longer valid for use.

If there are any questions regarding the revised Personnel Authorization Form (301) or the Personnel Authorization Form Quick Reference Card, please contact me at 342-0880.

MVG:cm

Attachments

**Please Post and Circulate**