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**HUMAN RESOURCES MEMORANDUM NO. 09-021**

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

**FROM:** Jan Ramezan   
Human Resources Director

**SUBJECT:** OSUP Memorandum #2009-43 – Employee Address Restriction in LEO

**DATE:** May 14, 2009

Effective May 8, 2009, employees are no longer able to change their permanent address in LEO if they are changing the state of residence to a different state. When this is attempted, the employee will not be able to save the changes. The employee will be presented with the following error message: “State of residence cannot be changed through LEO. Contact your Employee Administrator to make this change.” If you receive this error message, please contact Human Resources at (225) 342-0880 for assistance.

Please make this information available to all employees. If you have any questions, feel free to contact our office.

JR:cm

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