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HUMAN RESOURCES MEMORANDUM NO. 2013-027

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

FROM: Rikki Nicole David, SPHR, IPMA-CP RND
Human Resources Director

SUBJECT: Electronic Submission of Request to Fill (RTF) Form

DATE: October 8, 2013

There is a new workflow available for the electronic submission of the Request to Fill (RTF) Form. It is located at <http://www.crt.state.la.us/HR/Forms.aspx>. **Instructions for how to complete the electronic RTF workflow are also available at this web address.**

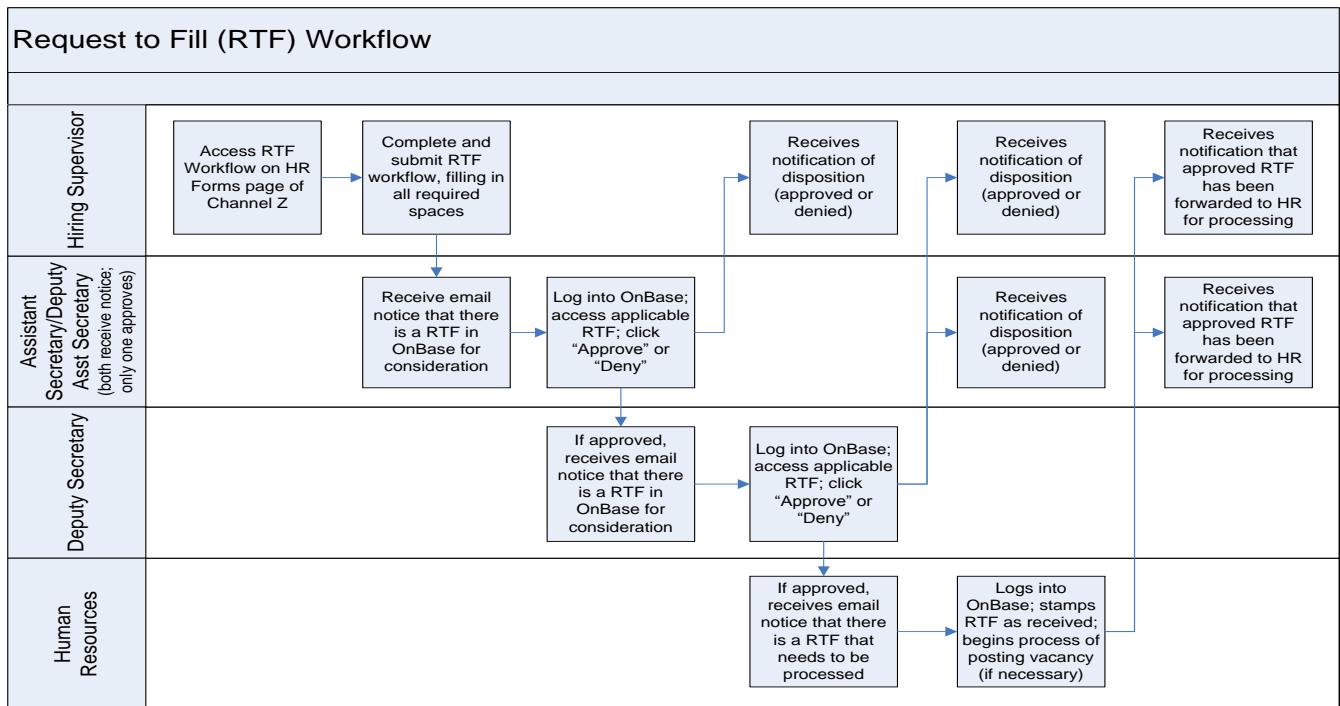


Effective immediately, all hiring managers must utilize this electronic Request to Fill workflow. Hard copy RTF's will only be accepted for: (1.) those that are already in route as of the date of this HR Memo; and (2.) for the 1/1/2014 conversion of OSP's and LOT's unclassified wage positions to classified WAE appointments (given the volume of RTF's that will be required).

As shown in the chart on the next page, the workflow functions similarly to the process already in place for OnBase purchase requests, which will hopefully foster a smooth transition to the new RTF process.

Should you need technical assistance relative to this process, please contact the Information Services' Help Desk at (225) 342-0770. For other questions, please contact the Human Resources Division at (225) 342-0880.

Supervisors, please make this information available to your employees who have hiring responsibilities.



RND:bc
c: Personnel Liaisons

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