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State of Louisiana

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

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HUMAN RESOURCES MEMORANDUM NO. 2014-013

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

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

SUBJECT: Electronic Submission of Application for Outside Employment

DATE: May 1, 2014

There is a new workflow available for the electronic submission of the Application for Outside Employment form. In accordance with PPM #9, any employee planning to engage in outside (secondary) employment activities must submit this form for approval by the Department. It is accessed on Channel Z by clicking Employee Information → Human Resources → HR Forms, or directly from the following link:
http://www.crt.state.la.us/management-and-finance/human-resources/forms/index.

Instructions for how to complete the electronic Application for Outside Employment workflow are also available at the above web address.

Recruitment		
Request to Fill Position Form *new 10/8/2013*		
Application for Outside Employment *new 4/30/2014*		

To access workflow form   *For instructions*

Effective immediately, all employees must utilize this electronic workflow when requesting approval to obtain employment (whether compensated or uncompensated) outside of OLG/DCRT. Hard copy forms will only be accepted for those that are already in route as of the date of this HR Memo.

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 that may not have email access.

RND:bc

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