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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. 04-009

February 18, 2004

TO: All CRT Employees

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Discontinuance of Earning Statements

Beginning with the May 14, 2004 payday, earning statements will no longer be printed and mailed to employees by the Division of Administration.

As explained in Human Resources Memorandum 03-091, dated October 20, 2003, Louisiana Employees Online (LEO) was implemented in November 2003. Employees are now able to access their own pay information by using the LEO system. Future plans include functions that allow employees to make changes to their address, bank, and tax withholding information. We will provide more information to you on these functions when it's received.

LEO may be accessed at <https://leo.louisiana.gov>. Employees can also access LEO on CRT's "Channel Z" web site via the Human Resources Link. Either path will open the LEO application and guide users to the online instructions that should be reviewed prior to actual use of LEO.

Employees who have Internet access at work or elsewhere will be required to view their pay statements online through LEO. Agencies must identify and compile a list of employees who do not have Internet access or who are incapable of utilizing a dedicated computer at work. These employees will be required to complete the certification form that is enclosed. The list of employees along with the employee certification forms must be forwarded to the Human Resources office on or before Monday, March 1, 2004. Once we receive this information, a policy will be developed outlining how the pay statements will be provided for these employees.

To assist employees with LEO, we will provide brief presentations (not mandatory) for employees on the following dates:

Please Post and Circulate

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<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Friday, Feb. 27, 2004	9:00 a.m., 10:30 a.m., 1:30 p.m., and 3:00 p.m.	State Library Seminar Center
Tuesday, March 2, 2004	9:00 a.m., 10:30 a.m., 1:00 p.m., and 3:00 p.m.	Secretary's Conference Room (2 nd floor of the State Capitol Annex)
Monday, March 22, 2004	10:30 a.m., and 1:00 p.m.	State Museum/Old U.S. Mint (400 Esplanade Avenue, New Orleans)

Also enclosed are copies of the "Password Maintenance and Accessing Pay Information Quick Reference Card" and a list of Frequently Asked Questions to assist with LEO.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Enclosures