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

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SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-020

March 26, 2004

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

FROM: Matthew A. Jones
Undersecretary

SUBJECT: Earnings Statements Available on LEO

Employees are reminded that payroll earnings statements will no longer be printed and mailed by the Division of Administration as of May 14, 2004. Employees are instructed to access their earnings statements through Louisiana Employees Online (LEO). Human Resources (HR) staff recently completed the training of CRT employees statewide on the use of LEO. Anyone needing further assistance should view the tutorials available on LEO at <https://leo.louisiana.gov/> or contact HR.

Only those employees who have been identified as unable to access statements by computer will receive their statements through the mail. In the beginning, the HR Office will print and mail the statements. If the numbers increase to the point that it becomes a burden to the HR Office, the printing and mailing will be delegated to the timekeepers of each agency.

All new employees must be informed of the State's requirement for using LEO to access Earnings Statements. The "Employee's Authorization For Earnings Statement To Be Printed By Other Staff" form (attached) should only be completed by new employees when it is determined by a manager that it is justified. When justified, the form must be forwarded to HR along with the employee's new hire paperwork.

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

Attachment

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