



Allen H. Reynolds
Director

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE**
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Accountability Division
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June 25, 2001

Ms. Jessie Roberts, Human Resources Director
Southeastern Louisiana University
SLU 10799
Hammond, LA 70402

Dear Ms. Roberts:

As you know, on June 22, 2001, John DiCarlo of our Human Resource Accountability Division visited your office to conduct a random review of personnel transactions. Selected records were reviewed for compliance with Civil Service Rules and completeness of required documentation.

The transactions examined were found to have been taken in full compliance with relevant Civil Service Rules. All required documentation was found to be present and complete.

If guidance is needed regarding procedures for processing transactions under the new decentralized HR system, you may contact Ms. Pam Percy (225-342-8279), your Civil Service Assistance Coordinator.

If you have any questions concerning Mr. DiCarlo's review, please contact him at (225) 219-9437.

Sincerely,

A handwritten signature in cursive script that reads "Jean Tozer" followed by a stylized monogram.

Jean Tozer
Human Resource Division Administrator

JT:JP:cv

cc: Ms. Sally Clausen, Ph.D., President, Southeastern Louisiana University
Ms. Pam Percy, Civil Service Program Assistance