



on S. Templet  
Director

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July 24, 2009

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

Dear Ms. Roberts:

As you know, on July 22, 2009 Melinda Robert, of our Human Resources Accountability Division, visited the SLU human resources office to conduct a Drop-In Review of personnel transactions. Selected records were reviewed for compliance with Civil Service Rules and completeness of required documentation. We reviewed six appointments, two promotions, and two reallocations. The results from this review follow.

**Rule Violations**

- No rule violations

**Documentation Violations**

- No documentation violations

In addition, the selected records were reviewed for ISISHR Entry accuracy. For information regarding correct ISISHR entry, refer to the Civil Service website link *Entry Guidelines*. The results of this review follow.

- No ISISHR entry errors

We congratulate you on having no rule or documentation violations and no ISISHR entry errors. We thank you and your staff for your cooperation and assistance during our review. You may contact Samantha Harris (225-342-8279), your Civil Service Program Assistance Coordinator, if guidance in human resources matters is needed.

Jessie Roberts  
July 24, 2009  
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Sincerely,



Ranzy P. Montet  
Program Accountability Division Administrator

AC:RM:mr

cc: Dr. John L. Crain, SLU President  
Samantha Harris, Civil Service Program Assistance Coordinator