



Anne S. Soileau
Acting Director

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DEPARTMENT OF STATE CIVIL SERVICE
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November 30, 2005

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

Dear Mrs. Roberts:

As you know, on November 15, 2005, Sherry Nevels of our Human Resources Accountability Division visited your office to conduct a Drop-in Review of personnel transactions. The selected records were reviewed for compliance with Civil Service Rules and completeness of required documentation. During the visit we reviewed one Noncompetitive Reemployment (Easley), two Job Appointments (Thomas and Heard), one Restricted Appointment (Clevenger) one Noncompetitive Promotion (Frazier) one Detail to Special Duty (Welsh), one Reallocation (Everett), and one Attainment of Permanent Status (Perret). The results from this review follow.

Rule Violations

- No rule violations were found among the actions sampled.

Documentation Violations

- No documentation violations were found among the actions sampled.

ISISHR Entry Errors

- No ISISHR entry errors were found among the actions sampled.

We congratulate and commend you and the entire Human Resources staff of SLU for a Drop-in review in which no violations or errors were found. We thank you and your staff for your cooperation and assistance during our review. You may contact Suzette Meiske (225) 342-8279, your Civil Service Program Assistance Coordinator, if guidance in human resources matters is needed.

Sincerely,

Daphne Yaun
Program Accountability Division Administrator

AC:DY:sn

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