



Anne S. Soileau
Director

State of Louisiana
DEPARTMENT OF STATE CIVIL SERVICE
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February 20, 2008

Ms. Jessie R. Roberts
Southeastern Louisiana University
SLU 10799
Hammond, LA 70402

Dear Ms. Roberts:

Per discussions between Ms. Mae Everett of your staff and the Data Integrity Unit, we have discovered a discrepancy in the pay frequency code between what was reported in your payroll data and what was reported in ISIS. 145 records were incorrectly found to have a salary mismatch. After a manual review of these mismatches, it was determined that there were in fact no salary mismatches in your report. Additionally, we will no longer be requesting job codes on these reports as a result of agency payroll systems not tracking this information. We would like to congratulate your agency on your impressive results and ask that you please disregard all salary and job code mismatches documented on your previous report.

We appreciate your ongoing commitment to ensuring accurate employee information in the ISIS HR system. If you have any additional questions, please contact Stephen LaPlace at 225-219-9439 or by email at stephen.laplace@la.gov. We look forward to your continued success.

Sincerely,

Anne S. Soileau
Director

cc: ✓ Dr. Randy Moffett, President
Samantha Franks, HR Policy Consultant, Civil Service Assistance Division
Shannon Duplessis, HR Assistant Program Administrator, Civil Service MIS Division
Burgundy Cummings, HRIS Consultant Supervisor, Civil Service Assistance Division

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