



PROGRAM SUPPORT HR TIPS

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Personnel Area Codes

What is a Personnel Area Code?

A Personnel Area Code is a unique agency identification number generated by the HR system for all state agencies. This code distinguishes your agency from all others. All Paper Agencies Personnel Area Codes consist of three numbers and one letter with the exception of the State Police Retirement System (0575) and LA Law Institute (0962).

When do I need to use this identification number?

All Personnel Action forms – [Hire](#), [Change](#) and [Separation](#) as well as the [Board and Commission Form](#) require this number when submitting paperwork to be entered into ISIS.

How can I find out what my agency's Personnel Area Code is?

The Personnel Area Code (**PA**) is the first column on the ISIS Bi-Weekly Report that you are currently receiving bi-weekly. You may also click on this link [Paper Agencies Personnel Area Codes](#) for the complete listing, or contact your HR Analyst for assistance.

We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 219-9534 or betty.l.davis@la.gov.