PROGRAM SUPPORT HR TIPS

Welcome to the Program Support HR Tips!

Program Support HR Tips is a new endeavor from the Civil Service Program Support Unit to assist Paper Agencies in reporting accurate and compliant data to Civil Service. This data is then entered into the ISIS HR system by the Program Support Unit's staff members.

It is imperative that all personnel changes be reported to Civil Service within 30 days of the effective date to ensure compliance with the _Documentation and Reporting Requirements._

These tips primary function will be to inform Paper Agencies of any Civil Service rule or procedure changes that would affect the way paper agencies paperwork is processed in ISIS. We also hope to bring clarity to some procedures we currently have in place. We welcome any suggestions of topics of interest you may have pertaining to Human Resources related business.

The Program Support HR Tips will be maintained under the Program Support Resources webpage. An email will be sent to all Paper Agencies when a new Tip has been issued. To keep you up-to-date when a new Tip Sheet has been published, please inform us when you have a change of email address. Send any suggestions and email address changes to Betty Davis at betty.l.davis@la.gov.

For questions or comments call (225) 342-8295.