

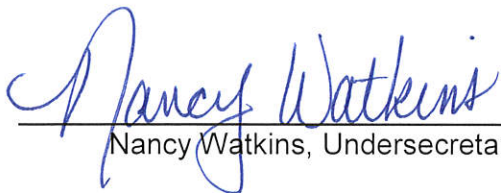
Memo

To: Nancy Watkins, Undersecretary
From: JoAnn Beck
Date: December 10, 2019
Re: Approval to repeal PPM #38: Payroll and LaGov HCM System

As a part of our review of Permanent Policy Memoranda for the Office of the Lieutenant Governor/Department of Culture, Recreation and Tourism, we recommend the abolishment or repeal of PPM #38: Payroll and LaGov HCM System.

This policy was originally established on September 24, 2003 to establish procedures and requirements for entering personnel data and time/attendance data into the LaGov Payroll System. The policy was subsequently revised on December 1, 2011, August 3, 2017, and August 23, 2018 to reflect changes to the LaGov system as they affected time entry procedures. These procedures are now appropriately encompassed by PPM #42: Attendance and Leave Policies and Procedures, and there is no further need for PPM #38 to exist as a separate policy. We have met with our Internal Auditor who agrees with this recommendation.

Please sign below to indicate your approval of our recommendation regarding the abolishment of PPM #38.



Nancy Watkins, Undersecretary



Date