



JOHN BEL EDWARDS
GOVERNOR

KEVIN W. REEVES, COLONEL
DEPUTY SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

January 27, 2020

TO: Captain Chavez Cammon
Commander, Internal Affairs Section

FROM: Master Trooper Kevin Ducote
Internal Affairs Section

SUBJECT: Allegations of Cheating on the part of Louisiana State Police Cadet
Class 99

CASE #: 19-029

INITIAL COMPLAINT

On Tuesday, October 8, 2019, after an inspection of the cadets' rooms, a cell phone was discovered and found to contain information regarding Cadet Class 99 testing material. Some of the material included what appeared to be an actual test that was sent to the cadet. As a result, the training academy staff secured all of the cadets' Mobile Data Terminals (MDTs) and flash drives. The staff then searched some of the MDTs and flash drives and several cadets had what appeared to be possible Cadet Class 99 testing material saved on their MDTs and/or flash drives.

As instructed by the Assistant Superintendent, Lt. Colonel Mike Noel, an Internal Affairs investigation was initiated into the allegations of Cheating on the part of Cadet Class 99. Sgt. James Jefferson assigned the case to M/T Kevin Ducote and the Internal Affairs investigation began on October 10, 2019.

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INVESTIGATIVE FINDINGS

On Tuesday, October 8, 2019, at 2:20 p.m., duty officers assigned to CC 99 during week 7, conducted an inspection of the living quarters for the entire cadet class. During inspection of Cadet Senette Small's room (Room 207), duty officers found a cell phone hidden in Cadet Small's "personal space." Cadet Small provided the passcode to the training academy staff and the staff was able to gain access into the phone. After looking through the text messages, it appeared there were texts between Cadet Small and other cadets regarding CC 99 testing material, including what appeared to be an actual "Legal" test.

At the direction of Captain Mark Richards, Lt. David Ryerson and Sgt. Clay Reavis secured all of the cadets' MDTs and flash drives. Each cadet signed a "Consent to Search" form and granted the staff permission to search their flash drives and MDT's. In an effort to determine if other cadets had CC 99 testing material, the training academy staff began searching some of the MDTs and flash drives. It should be noted one of the flash drives searched contained the following folders:

- Becoming a Professional Police Officer
- Crash Investigations
- EVO
- Firearms
- Investigations
- Legal and Judge Drew
- LSP Final
- Orientation to Criminal Justice
- SFST, Intox, Radar, Lidar
- SSGT
- Taser

Within these folders, there were several sub-folders and documents, which appeared to contain the following Peace Officer Standards and Training (POST) required exams:

- SSGT Levels 1 and 2
- Taser Part 1 and 2
- Radar Version 1 and 2
- Lidar Version 1 and 2

There also appeared to be the LSP Final exam, which is given to those cadets who are already POST certified. The Training Academy staff also believed the folders contained a copy of the POST exam.

It should be noted that during the course of the investigation, Internal Affairs investigators reviewed all CC 99 cadet's MDTs and flash drives. Many of the documents found in the MDTs and flash drives were from previous cadet classes, some from as far back as CC 94 (2015). It became apparent that the CC 99 study material in question had been collected and shared among cadets from previous cadet classes. The accumulated study material had been forwarded to cadets in upcoming cadet classes, including CC 99.

During the course of the investigation, Internal Affairs investigators interviewed the following cadets: Cadet Jameson Jordan, Cadet Brandon Jinks, Cadet Michael Starling, Cadet David Lowe, Cadet Christopher Sink, and Cadet Senette Small.

(Cadet Senette Small was separated from the Department on October 10, 2019, after admitting to texting a friend and having him write an assigned paper for her during CC 99. She also admitted to lying to the training academy staff about her hidden cell phone. Cadet Christopher Sink attended CC 97 from November 5, 2017 until he resigned in March 3, 2018, due to academics. He was re-hired for CC 99 in August 2019. Cadet Sink resigned from CC 99 after admitting; he cheated by providing Cadet Senette Small with answers to questions during exams.)

Cadets Jordan, Jinks, Starling, Lowe, and Sink acknowledged that prior to CC 99, the study material was obtained from friends and troopers who attended previous cadet classes, or from other CC 99 classmates during class. They also related that they shared the study material with CC 99 classmates. However, they said they thought the information they obtained was just notes, quizzes and old tests from previous cadet classes they were allowed to use to study. They related they were unaware it contained actual tests, and were adamant, they had never used, or intended to use, the information to cheat.

Cadet Sink acknowledged he obtained a "ton" of study material during CC 97 and he emailed it to all cadets in CC 99. He related it was common practice for cadets to ask friends, relatives, former cadets, and troopers from previous cadet classes for study materials. He further related he found the Taser test on the Axon website, which he included in his study materials.

Cadet Jordan related he became concerned when he noticed some of the Legal study material contained what appeared to be test questions. Thus, I.A. Investigators contacted Judge Harmon Drew, who is frequently used as an instructor for the "Legal" block of instruction. Judge Drew was provided some of the questionable documents that were discovered on the MDTs and flash drives. He was asked to review the "Legal" documents found within the study material. Upon review, Judge Drew related that he provided the cadets with all of the quizzes, practice tests, problems, scenarios, PowerPoints, etc... to help them learn the material. He stated every document from the study material he reviewed, is material he provided to every LSP cadet class, as well as, other POST Training Academies he's taught at. Additionally, he stated even if his material was taken or stolen, it would not be of any value to the cadets, because he changes the questions on every quiz/test for every cadet class. Judge Drew related the only document that "puzzled" him, were the lesson plans he created for CC 98 labeled "Post Basic Curriculum - New Lesson Plan June 2018." He explained he wouldn't have given it to them because it wouldn't have benefited them in any way. However, he said it was possible he gave it to them in error.

Cadet Small related some of the cadets had received study material, study guides and tests; from current troopers they knew, and was shared amongst the cadets in CC 99. She said she did not know if the study material that was passed around contained actual tests for CC 99.

Regarding the POST exam, investigators were unable to find an actual "POST exam" within the CC 99 study material. It did contain a copy of the 2018 POST Student Workbook, which was provided to all cadets in CC 98. Investigators learned that POST provides every cadet in every POST Academy a copy of the most current POST Student Handbook.

Investigators did find a copy of the CC 95 LSP Final exam (2016-2017). The LSP Final exam is given to any cadet who is already POST certified and is not required to take the POST exam. Tpr. Shannon Simpson, former Assistant Cadet Class Coordinator, explained that with each cadet class, some questions on the LSP Final are changed because of changes in laws or POST regulations. However, most questions on the LSP Final exam have remained the same for the last several cadet classes. Thus, the LSP Final exam found in the CC 99 study material would have contained some of the same questions as the actual CC 99 LSP Final exam.

Investigators confirmed that by logging onto the Axon Website, anyone could obtain the current Taser Conducted Energy Weapons (CEWs) User Certification Test (Parts 1 & 2), including the Taser CEW User Certification Tests the LSP Training Academy uses. To do this,

log onto Axon, click on "Training," scroll down and click on "Training Resources," click on "Download All Training Version 21 DropBox," click on the folder labeled "V21 Tests & Answer Keys," and then click on "User Tests & Answer Keys." You will be directed to a page containing the most current Axon User Taser Tests with or without the answer key.

CONCLUSION

It was apparent that for the last several cadet classes, cadets have obtained and accumulated old tests, quizzes, notes, study guides, etc... for studying purposes.

Cadet Sink admitted he obtained a lot of study material while attending CC 97. He then forwarded his information to all of his CC 99 classmates. Cadet Jameson Jordan, Cadet Brandon Jinks, Cadet Michael Starling, and Cadet David Lowe acknowledged they received the study material from friends and troopers who attended previous cadet classes, or from other CC 99 classmates during class. They also acknowledged that they shared the information with their classmates. However, they all thought because the study material was from previous cadet classes and had been passed on to them; they were allowed to use the information to study. They related they were unaware it contained actual tests, and were adamant, they had never used, or intended to use, the information to cheat.

Cadet Jordan related he became concerned when he saw some of the study material documents for the Legal block of instruction appeared to contain test questions. However, Judge Drew reviewed the material and advised investigators that he provided all of the Legal study material to the cadets.

The LSP Training Academy Cadet Class 99 Manual provides guidelines and expectations to the all cadets. It includes a rule that, *"No cadet shall falsify in any manner a test, report, voucher request, statement or other Department document. Lying, cheating, plagiarizing, or any violation of the LSP Core Values by a cadet will not be tolerated and will be considered as a means for termination."* However, it does not prohibit a cadet from bringing in old study materials, which might help them pass the academic portion of the training academy.

Based on the aforementioned information, I.A. investigators determined that because the study material in question was accumulated, shared and used by the past several cadet classes, it would be improper to assert that by, possessing or using the study material, the CC 99 cadets cheated. Furthermore, there is no evidence to suggest any cadet in CC 99

screenshot a test. Cadets in every training academy are encouraged to help each other throughout the academy, so it is predictable that cadets would share any study materials they had. Especially if the information came from former cadets, some who are now troopers.

Therefore, it was determined, none of the cadets in CC 99 had violated DPS Policy and Procedure, **1-03.23, Cheating on Examinations**, which states:

CHEATING ON EXAMINATIONS

A. An employee shall not cheat or tamper in any manner with an official examination conducted by or sponsored for this Department by obtaining, furnishing or attempting to obtain, furnish or accept answers or questions to such examinations.

B. An employee shall not copy, photograph or otherwise remove examination contents or use any misrepresentation or dishonest method while preparing, administering or participating in such examination(s).

End of Report

10-10	<i>Scott Smith</i>	B
DATE/ TIME	SIGNATURE	TROOP/SECTION
56L 2/10/19	<i>[Signature]</i>	#1756
DELIVERED BY:		

Once receipt has been signed, please scan and email a copy to Internal Affairs.
Please mail the original to:

RETURN RECEIPT TO: LSP INTERNAL AFFAIRS
P.O.BOX 66614
BATON ROUGE, LA 70806

Date: 10/10/2019

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09550407



JOHN BEL EDWARDS
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KEVIN W. REEVES, COLONEL
DEPUTY SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

RECEIPT

I Cadet Senette Small acknowledge that I have received the below listed document(s) in reference to Case 19-028:

1. Separation Letter



JOHN BEL EDWARDS
GOVERNOR

KEVIN W. REEVES, COLONEL
DEPUTY SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

October 22, 2019

TO: Captain Chavez Cammon
Commander, Internal Affairs Section

FROM: Master Trooper Kevin Ducote
Internal Affairs Section

SUBJECT: Allegations of Cheating on the part of Cadet Christopher Sink,
Cadet Class 99

CASE #: 19-028A

INITIAL COMPLAINT

On Tuesday, October 8, 2019, after an inspection of the cadets' rooms, a cell phone was discovered and was found to contain what appeared to be texts regarding CC 99 testing material, including what appeared to be an actual test that had been screenshot and sent to the cadet. As a result, the training academy staff secured all of the cadets' Mobile Data Terminals (MDTs) and flash drives. The staff then searched all of the MDTs and flash drives and discovered Cadet Christopher Sink and several other cadets had CC 99 testing material and actual tests saved on their MDTs and/or flash drives.

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As instructed by the Assistant Superintendent, Lt. Colonel Mike Noel, an Internal Affairs investigation was initiated into the allegations of Cheating on the part of Cadet Sink. Sgt. James Jefferson assigned the case to M/T Kevin Ducote and the Internal Affairs investigation began October 11, 2019. *(It should be noted that Cadet Sink was an add-on employee to the original case 19-028. His Case # is 19-028A.)*

INTERVIEWS

During the course of this investigation, Internal Affairs (IA) interviewed the following individual:

Cadet Christopher Sink

-

CC 99 [10/11/2019]

(The complete audio interview for this individual is on file in Internal Affairs.)

INVESTIGATIVE FINDINGS

On Tuesday, October 8, 2019, at 2:20 p.m., Duty Officer's, Tpr. Lawrence Williams and Tpr. Chris Theriot, conducted an inspection on the entire cadet class' living quarters. During an inspection of Cadet Senette Small's room (Room 207), Tpr. Williams found a cell phone hidden in Cadet Small's "personal space." Cadet Small provided the training academy staff with the passcode to the phone and the staff was able to access gain access into it. After looking through the text messages, it appeared there were texts between Cadet Small and other cadets regarding CC 99 testing material, including a screenshot of what appeared to be an actual test that was sent to her.

In an effort to determine what other cadets might have CC 99 testing material, the training academy staff decided to search all of the cadets' flash drives and MDTs. Each cadet signed a "Consent to Search" form and granted the staff permission to search their flash drives and MDT's. Lt. David Ryerson, Lt. Len Marie, and Sgt. Scott Davis secured all of the cadets' MDTs and flash drives and began searching them to see what other cadets might have CC 99 testing material. One of the first flash drives they searched belonged to Cadet Sink. His flash drive contained folders such as: Becoming a Professional Police Officer; Crash Investigations; EVO; Firearms; Investigations; Legal and Judge Drew; LSP Final, Orientation to Criminal Justice; SFST, Intox, Radar, Lidar; SSGT; and Taser. Within these folders, the staff

found actual tests for SSGT Levels 1 and 2, Taser Part 1 and 2, Radar Version 1 and 2, Lidar Version 1 and 2. They also found the LSP Final exam.

On October 11, 2019, Internal Affairs investigators interviewed Cadet Sink. Cadet Sink related that he received a "ton of stuff" while employed as a cadet in CC 97. He explained during CC 97, it was common practice for cadets to reach out to friends, who were in previous cadet classes, and obtain information and testing materials from them. The cadets would then exchange this information with each other during the academy. Cadet Sink stated he had a "ton" of that material on his flash drive that the academy staff picked up. Although he could not remember who distributed the information during CC 97, he thought that pretty much everyone in CC 97 participated in sharing this information. He further related this has been going on in cadet classes prior to CC 97. He learned that when the MDTs were introduced for test taking, the cadets were somehow able to "screenshot" the tests on their MDTs. They would then have the actual questions to the test. Cadet Sink did not know how to "screenshot" the test on the MDT.

Cadet Sink was adamant he never screenshot or copied actual tests from the MDT. He said he has always done well academically, so he never had to rely on using the information he received in CC 97.

Cadet Sink then admitted during CC 99, he's provided Cadet Senette Small with answers to questions during tests. He explained that she'd be looking at his test trying to see his answers, so he would just give her hand signals to indicate the correct answer. He acknowledged that by him giving her the answers to questions on a test was cheating.

CONCLUSION

Based on Cadet Sink's own admission that he helped Cadet Small cheat on tests during CC 99 by giving her hand signals to indicate the correct answer to a question, investigators determined Cadet Sink had violated DPS Policy and Procedure, **1-03.23, Cheating on Examinations**, which states:

CHEATING ON EXAMINATIONS

A. An employee shall not cheat or tamper in any manner with an official examination

conducted by or sponsored for this Department by obtaining, furnishing or attempting to obtain, furnish or accept answers or questions to such examinations.

B. An employee shall not copy, photograph or otherwise remove examination contents or use any misrepresentation or dishonest method while preparing, administering or participating in such examination(s).

Therefore, the allegation that Cadet Sink violated DPS Policy and Procedure, **Cheating on Examinations**, is **SUSTAINED**. This is defined in the Louisiana State Police's Policy and Procedure as: *There is sufficient evidence to prove a procedural or criminal violation.*

In summary, the following LSP Policy and Procedural Orders were investigated / reviewed by Internal Affairs:

1. **Cheating on Examinations**

SUSTAINED

PREVIOUS DISCIPLINE

None



End of Report



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DEPUTY SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

October 22, 2019

TO: Captain Chavez Cammon
Commander, Internal Affairs Section

FROM: Master Trooper Kevin Ducote
Internal Affairs Section

SUBJECT: Allegations of False Statements, Cheating, and Conduct
Unbecoming an Employee on the part of Cadet Senette Small,
Cadet Class 99

CASE #: 19-028

INITIAL COMPLAINT

On Tuesday, October 8, 2019, at 2:20 p.m., during an inspection of Cadet Class 99's rooms, Duty Officer's, Tpr. Lawrence Williams and Tpr. Chris Theriot, found a hidden cell phone inside Cadet Senette Small's handbag. After initially denying ownership of the phone, Cadet Small admitted the cell phone belonged to her. Cadet Small gave Tpr. Brittany Caughlin the passcode and Tpr. Caughlin was able to unlock it. Tpr. Caughlin accessed the text messages in the phone and discovered that in addition to Cadet Small texting people during times she was not allowed, there appeared to be texts regarding CC 99 testing material, including what appeared to be an actual test that had been screenshot and sent to her.

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As instructed by the Assistant Superintendent, Lt. Colonel Mike Noel, an Internal Affairs investigation was initiated into the allegations of False Statements, Cheating and Conduct Unbecoming an Employee on the part of Cadet Small. Sgt. James Jefferson assigned the case to M/T Kevin Ducote and the Internal Affairs investigation began October 9, 2019.

INTERVIEWS

During the course of this investigation, Internal Affairs (IA) interviewed the following individuals:

Cadet Senette Small - CC 99 [10/09/2019; 10/10/2019]

(The complete audio interview for this individual is on file in Internal Affairs.)

INVESTIGATIVE FINDINGS

On Tuesday, October 8, 2019, at 2:20 p.m., Duty Officer's, Tpr. Lawrence Williams and Tpr. Chris Theriot, conducted an inspection on the entire cadet class' living quarters. During an inspection of Cadet Senette Small's room (Room 207), Tpr. Williams searched a book bag located on top of Cadet Small's desk. Inside the book bag, he found a handbag, which contained a cell phone. In addition to the cell phone found in Cadet Small's room, Tpr. Williams and Tpr. Theriot also found many banned items ("contraband") within other cadet's rooms.

Tpr. Williams and Tpr. Theriot notified M/T Howard of the situation, and shortly thereafter, M/T Howard and Sgt. Clay Reavis came up to Room 207 and took possession of all the "contraband." They proceeded to the War Room, where the cadets were training. The cadets formed a circle and Sgt. Clay Reavis laid all of the "contraband" on the floor in front of them.

When Cadet Small saw the phone, she commented that she had misplaced the phone and had been looking for it. When Sgt. Reavis confronted her about the phone, Cadet Small then said it belonged to her friend and she had forgot to return it to her. Tpr. Brittany Caughlin then asked her for the passcode to access the cell phone; however, Cadet Small denied knowing the password and continued to deny ownership. Cadet Small informed the Tpr. Caughlin that she possibly had the passcode stored in her personal cell phone, so Tpr.

Williams retrieved it from the duty hut. Tpr. Williams returned to the War Room and gave her cell phone to Tpr. Theriot. Tpr. Theriot asked for and received permission from Cadet Small to access her personal cell phone. He entered her phone but was unable to find the passcode to her friend's phone. However, he noticed in her recent call log that she had a phone number named "Other Phone." He pressed the "Other Phone" number and her friend's phone began to ring. Once Cadet Small realized her story was falling apart, she confessed that the phone was in fact hers and she lied because she was scared.

Cadet Small provided Tpr. Caughlin with the passcode and she was able to enter the phone. Tpr. Caughlin began browsing through Cadet Small's "hidden" phone and discovered Cadet Small had been texting people during times she was not allowed. Furthermore, there appeared to be texts between her and other cadets regarding CC 99 testing material, including a screenshot of what appeared to be an actual test that was sent to her.

There was also a text between her and someone named "K," who she appears to ask for help with writing her papers. "K" asks her to explain the details of the assignment, when it's due, and if he should use internet or textbook sources. "K" is apparently a teacher because he also told her that he was "grading papers" during their conversation.

On October 9, 2019, and October 10, 2019, Internal Affairs investigators interviewed Cadet Small. During her interview, she admitted that some cadets had received study material, study guides, and tests; from current troopers they knew. She related over the past couple of weeks this study material was exchanged amongst several cadets in the class, including her.

She claimed that Cadet Michael Starling had a copy of an old Legal Affairs test and she took a picture of with her cell phone. She also stated that she copied the exact same test from Cadet Peggy Jennings' flash drive. Cadet Small named the following cadets who she thought had received study material and tests: Phillip Butcher, Chris Sink, Peggy Jennings, Michael Starling, Freeman Ramsey, and Cody McNeal.

Cadet Small related that she did not know if any of the files being passed around by other cadets contained actual tests for CC 99. She stated she knew what they were doing was wrong. She justified her actions by saying if troopers had provided the information to help them study, then it must be okay. Furthermore, she said everyone was saying you do what you have to do to get out of the academy. She felt if other cadets can get away with it, then she can also.

Cadet Small acknowledged that she had texted her friend, Korey Walter ("K"), for help with writing her papers. She admitted that he has written some of her papers for her while in the Training Academy. She explained he would write them for her, email them back to her and she would turn the papers in.

Cadet Small also acknowledged she lied to the training academy staff about the hidden cell phone because she was scared. She further related she knew there was incriminating information regarding the study material in her text messages and she wanted to protect the class. Cadet Small said she had the phone because she was stressed out and needed it to talk to someone. She claimed that at night between 10:00 and 11:00 p.m., she would call her mother, boyfriend or a friend.

CONCLUSION

Cadet Small acknowledged she lied to the training academy staff when she denied the "hidden" cell phone was hers, and in doing so, made false statements. Thus, investigators determined Cadet Small violated DPS Policy and Procedure, **1-03.11, False Statements**, which states:

FALSE STATEMENTS

A. An employee shall make no false statement or falsify any written report to a superior officer knowing such statement to be incorrect or misleading.

B. An employee shall not willfully and/or intentionally withhold any information from a report or statement, knowing such information to be relevant to the report or statement.

Therefore, the allegation that Cadet Small violated DPS Policy and Procedure, **False Statements**, is **SUSTAINED**. This is defined in the Louisiana State Police's Policy and Procedure as: *There is sufficient evidence to prove a procedural or criminal violation.*

Cadet Small also acknowledged that she "cheated" by turning in some papers that her friend, Korey Walter, had written for her. Thus investigators determined that in doing so, Cadet small violated DPS Policy and Procedure, **1-03.23, Cheating on Examinations**, which states:

CHEATING ON EXAMINATIONS

A. An employee shall not cheat or tamper in any manner with an official examination conducted by or sponsored for this Department by obtaining, furnishing or attempting to obtain, furnish or accept answers or questions to such examinations.

B. An employee shall not copy, photograph or otherwise remove examination contents or use any misrepresentation or dishonest method while preparing, administering or participating in such examination(s).

Therefore, the allegation that Cadet Small violated DPS Policy and Procedure, **Cheating on Examinations**, is **SUSTAINED**. This is defined in the Louisiana State Police's Policy and Procedure as: *There is sufficient evidence to prove a procedural or criminal violation.*

Cadet Small's conduct during Cadet Class 99 reflected unfavorably upon herself and the Department. Thus, investigators determined that in doing so, Cadet Small violated DPS Policy and Procedure, **1-03.02, Conduct Unbecoming an Employee**, which states:

- A. An employee shall act dutifully responsible and professional at all times so as not to reflect unfavorably upon himself or the Department.
- B. Unbecoming conduct is defined as conduct which:
 - 1. Brings the Department or any of its subdivisions into disrepute or embarrassment;
 - 2. Reflects discredit upon the employee as a member of the Department;
 - 3. Impairs the orderly operations or efficiency of the Department and/or its employees;
 - 4. Adversely affects the morale of the Department and/or its employees; and
 - 5. May reasonably be expected to damage the public respect, confidence or trust of the Department.

Therefore, the allegation that Cadet Small violated DPS Policy and Procedure, **Conduct Unbecoming an Employee**, is **SUSTAINED**. This is defined in the Louisiana State Police's Policy and Procedure as: *There is sufficient evidence to prove a procedural or criminal violation.*

In summary, the following LSP Policy and Procedural Orders were investigated / reviewed by Internal Affairs:

Case | 19-028

- | | |
|----------------------------------|-------------------------|
| 1. False Statements | <u>SUSTAINED</u> |
| 2. Cheating on Examinations | <u>SUSTAINED</u> |
| 3. Conduct Unbecoming an Officer | <u>SUSTAINED</u> |

PREVIOUS DISCIPLINE

None

Based on findings of this administrative investigation, as well as, the fact that she was a probationary employee, Colonel Kevin Reeves decided to separate Cadet Small's employment from the Department. On October 10, 2019, Cadet Small was given a "Separation of State Police Service" letter, which informed her that effective at 4:30 p.m. on October 10, 2019, her services as a state police cadet were no longer needed and she was separated from her position.

End of Report

Employee Notification Form for 09/30/2019

Personal Information

Employee Name RYDER, TREVOR DYLAN Known As
Personnel Number 00330573 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm X HI/PI White Ethnicity

Address Information

Privacy Request Yes X No
Permanent Street
City
State
Zip Code
Mailing Street
City
State
Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP G/REGION 3
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 09/25/2019 To 12/31/9999 Reason Resign-Personal
Action Hiring (P) 0419 08/25/2019 To 09/24/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 09/25/2019 To 12/31/9999
Position 07129489 - STATE POLICE CADET From 08/25/2019 To 09/24/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Demote Same Sched

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999

Employee Name: Trevor Ryder
Effective Date: 9/24/19

Personnel #: 330573
Area/Location: LSP/Cadet

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* **Employees on detail** must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), lamai.davis@la.gov, Legal (OLA.ALL), lucy.mccallik@la.gov, Rhonda Fogleman, Soncere.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov **BEFORE** the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblependingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

9/30/19
Date

Quota Report

STATE OF LOUISIANA
LAGov EPP-HCH

RUN DATE: 09 27 2019
RUN TIME: 14:22:22
REPORT ID: ZT06

PAGE 1
EFFECTIVE DATE
09 27 2019 10 06 2019

LINE	UNIT	ORGANIZATION	EMPID	NAME	POSITION	STATUS	DESCRIPTION	DATE	YEAR	AMOUNT	PERCENT	PERCENT	PERCENT	PERCENT	PERCENT	PERCENT	PERCENT
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	ANNUAL LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	0.0000	8.43630	0.0000	8.43630	0.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	SICK LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	0.0000	8.43630	0.0000	8.43630	0.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	P-TIME EARNED (ST)	21	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	0.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	P-TIME EARNED (1.5)	21	2019	92.25000	0.0000	0.0000	92.25000	0.0000	92.25000	0.0000	HRS

END OF Absence Quota Report

Initial
9/27/19

Quota Report

STATE OF LOUISIANA
LAGOV EMP HCM

PRINT DATE: 09/27/2019

PRINT TIME: 14:30:14

PRINTED BY: 117

PAGE 1

EFFECTIVE DATE

EMP ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID	EMPL ID
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	ANNUAL LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	8.0000	0.43630	0.0000	0.43630	8.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	SICK LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	8.4000	0.03630	0.0000	0.03630	8.4000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	K-TIME EARNED (ST)	21	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	8.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	K-TIME EARNED (1.5)	21	2019	92.25000	0.0000	92.2500	0.00000	0.0000	0.00000	92.2500	HRS

END OF Absence Quota Report

Final
DA
9/27/19

***** STATE OF LOUISIANA DEPT TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00330573 Class NE
TREVOR RYDER

PERIOD: 18/2019 PAY PERIOD END: 08/25/2019
21/2019 PAY DATE: 09/13/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 0.00

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	7.00	156.86
076B TxCsh Aut Dly Unifrm Allo	8.00	1.00	8.00

***** TOTAL EARNINGS/PAID ABSENCES 164.86

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
			LSPR	156.86	LSPR 156.86

TOTAL TAXES/RET. 0.00 0.00

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
			CURRENT YR-TO-DATE

***** TOTAL DEDUCTIONS 0.00 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE AMOUNT

***** TOTAL EARNINGS/PAID ABSENCES YTD 0.00

***** STATE OF LOUISIANA DEPT TREASURY OFFICE OF STATE U FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00330573 Class NE
TREVOR RYDER

PERIOD: 19/2019 PAY PERIOD END: 09/08/2019
21/2019 PAY DATE: 09/13/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 01 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 1,528.25 GIBSLAND BANK & TRUST /552 DifprePe 164.06

NET 1,528.25

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00			
SICK	0.00	0.00000	0.00000	0.00			
COMP-KT	0.00	0.00000	0.00000	0.00			
FLSA COMP	0.00	0.00000	0.00000	0.00			
FMLA	0.00	0.00000	0.00000	0.00			

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	72.00	1,613.42
076B TxCsh Aut Dly Unifrm Allo	8.00	12.00	96.00
701B Holiday	22.41	8.00	179.27

***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	185.21	185.21	LSPR	1,792.69	LSPR 1,949.55
FED Withholding	169.67	169.67	FED	1,783.75	FED 1,783.75
FED EE Medicare	28.55	28.55	LA	1,783.75	LA 1,783.75
LA Withholding	57.28	57.28			

TOTAL TAXES/RET. 440.71 440.71

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	84.44	84.44	CURRENT YR-TO-DATE
2210 *Flex Life Insurance	0.15	0.15	84.59 84.59

***** TOTAL DEDUCTIONS 84.59 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	1,770.28
076B TxCsh Aut Dly Unifrm Allo	104.00
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 2,053.55

***** STATE OF LOUISIANA DEPT (TREASURY OFFICE OF STATE FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00330573 Class NE
TREVOR RYDER

PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
21/2019 PAY DATE: 09/27/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 01 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 1,404.53 CITISLAND BANK & TRUST

NET 1,404.53

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES		RATE	HOURS	AMOUNT
003B Regular Pay-Salary		22.41	80.00	1,792.69
076B TxCsh Aut Dly Unifrm Allo		8.00	12.00	96.00

***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	170.31	355.52	LSPR	1,792.69	LSPR 3,742.24
FED Withholding	151.67	321.34	FED	1,633.79	FED 3,417.54
FED EE Medicare	26.16	54.71	LA	1,633.79	LA 3,417.54
LA Withholding	51.43	108.71			

TOTAL TAXES/RET. 399.57 840.28

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	84.44	168.88	CURRENT YR-TO-DATE
2210 *Flex Life Insurance	0.15	0.30	84.59 169.18

***** TOTAL DEDUCTIONS 84.59 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	3,562.97
076B TxCsh Aut Dly Unifrm Allo	200.00
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 3,942.24

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages: OGB ANNUAL ENROLLMENT RUNS OCT 1st - NOV 10th. FIND MORE
INFORMATION AT INFO.GROUPBENEFITS.ORG

0419 DPS-Office of State Police PERIOD: 21/2019 PAY PERIOD END: 10/06/2019
PERS #: 00330573 Class NE 21/2019 PAY DATE: 10/11/2019
TREVOR RYDER
[REDACTED] WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 01 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 2,430.16 GIBSLAND BANK & TRUST

NET 2,430.16

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	16.00	358.54
076B TxCsh Aut Dly Unifrm Allo	8.00	2.00	16.00
800B OT (ST) Attendance	22.41	1.50	33.61
500B Annual Leave-Term	22.41	8.00	179.27
515B K Time - 1.5 Term/Payout	22.41	92.25	2,067.20

***** TOTAL EARNINGS/PAID ABSENCES 2,654.62

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	34.06	389.58	LSPR	358.54	LSPR 4,100.78
FED Withholding	237.52	558.86	FED	2,789.74	FED 6,207.28
FED EE Medicare	40.94	95.65	LA	2,789.74	LA 6,207.28
LA Withholding	81.12	189.83			

TOTAL TAXES/RET. 393.64 1,233.92

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	168.88-		CURRENT YR-TO-DATE
2210 *Flex Life Insurance	0.30-		169.18-

***** TOTAL DEDUCTIONS 169.18- 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	3,921.51
076B TxCsh Aut Dly Unifrm Allo	216.00
800B OT (ST) Attendance	33.61
500B Annual Leave-Term	179.27
515B K Time - 1.5 Term/Payout	2,067.20
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 6,596.86

Danielle Hett

P#330573

From: Clay Reavis
Sent: Tuesday, September 24, 2019 1:48 PM
To: Alana Collins; Danielle Hett; Debbie Givens; Ginger Krieg; kimberly gann; kreed@lsprs.org; Lanny Bergeron; Patrick Jackson (DPS); Shenikka Matthews; Timi Payton; William Moragne
Subject: Cadet Trevor Ryder Resignation

Follow Up Flag: Follow up
Flag Status: Flagged

Cadet Trevor Ryder resigned September 24, 2019 at 1320 hours.

He left due to academic reasons.

Please let me know if you need further.

Respectfully,

Sgt. Clay Reavis
Louisiana State Police
Training Academy
Cadet Class Coordinator
225-925-4951

Employee Notification Form for 03/29/2021

Personal Information

Employee Name BOND, TIMOTHY BRIAN Known As
Personnel Number 00330619 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm H/Pi White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP G/REGION 3
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea St Troop 5110010
Payroll Area LaGov-Paid BI-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 08/27/2019 To 12/31/9999 Reason Resign-Personal
Action Hiring (P) 0419 08/25/2019 To 08/26/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 08/27/2019 To 12/31/9999
Position 07000329 - STATE POLICE CADET From 08/25/2019 To 08/26/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
Tx Csh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999

Employee Name: Timothy J. Janc
Effective Date: 8/20/19

Personnel #: 330619
Area/Location: _____

CHECKLIST - Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Soncree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recompments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-gam@la.gov **BEFORE** the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

8/28/19
Date

Quota Report

STATE OF LOUISIANA
LaGov ERP NCH

RUN DATE: 07/05/2019
RUN TIME: 15:10:51
REPORT ID: 2706

PAGE 1
EFFECTIVE DATE
04/06/2019 - 03/08/2019

EMP ID	EMP NAME	ORG	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME	EMPL ID	EMPL NAME
0419	50024381	LSP TROOP G/REGION 3	330619	BOND	TIMOTHY	P-01	ANNUAL LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36883	0.0000	0.36880	0.0000	HRS	
0419	50024381	LSP TROOP G/REGION 3	330619	BOND	TIMOTHY	P-01	SICK LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36883	0.0000	0.36880	0.0000	HRS	

END OF Absence Quota Report

Employee Notification Form for 10/18/2019

Personal Information

Employee Name SMALL, SENETTE BREEIELE Known As
Personnel Number 00330600 Gender Female Date of Birth
Race Decl Ind/AK Asian AfrAm ☒ HI/PI White Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes No ☒
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elg Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP B/REGION 1
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea SITrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 10/11/2019 To 12/31/9999 Reason Dismissal
Action Hiring (P) 0419 08/25/2019 To 10/10/2019 Reason Certif - St Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 10/11/2019 To 12/31/9999
Position 07018883 - STATE POLICE CADET From 08/25/2019 To 10/10/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999

Employee Name: Cadet Genette Small

Personnel #: 330600

Effective Date: 10/10/19

Area/Location: 419

Pos# 7018883

CHECKLIST - Separations (Troopers)

- * For deceased employees, see HR Manager for Assistance
- * Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huev.mccartney@la.gov, Rhonda Fogleman, Soncree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.

[Signature]
Human Resources Representative Signature

10/14/19
Date

Kristin Garcia

From: Timi Payton
Sent: Friday, October 11, 2019 10:57 AM
To: Kristin Garcia; Danielle Hett
Cc: Cortina Collins
Subject: FW: Cadet Chester Austin Resignation

FYI

From: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Sent: Friday, October 11, 2019 10:56 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Cadet Chester Austin Resignation

All 3 have been updated; Thacker, Small, and Austin

Kimberly Payne
225-925-6125

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Friday, October 11, 2019 10:14 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Cadet Chester Austin Resignation

Ok, thanks Kim!

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Sent: Friday, October 11, 2019 10:13 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Cadet Chester Austin Resignation

I am working on all 3; will let you know when completed. Thanks.

Kimberly Payne

225-925-6125

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Friday, October 11, 2019 10:11 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RF: Cadet Chester Austin Resignation

Good morning Kim,

Has all time been entered for Chester?

Thank you,

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Timi Payton <Timi.Payton@la.gov> **On Behalf Of** HRDocuments
Sent: Friday, October 11, 2019 7:26 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Danielle Hett <Danielle.Hett@LA.GOV>
Subject: FW: Cadet Chester Austin Resignation

Please process.

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Friday, October 11, 2019 7:21 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; Jessica Roberson <Jessica.Roberson@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <Timi.Payton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Chester Austin Resignation

Cadet Chester Austin resigned October 10, 2019, at 1830 hours.

He was dealing with the loss of a family member.

He was assigned to Troop D.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Kristin Garcia

From: Timi Payton on behalf of HRDocuments
Sent: Friday, October 11, 2019 7:23 AM
To: Kristin Garcia
Cc: Danielle Hett
Subject: FW: Cadet Small Termination

Please process.

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Friday, October 11, 2019 7:18 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; Jessica Roberson <Jessica.Roberson@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <Timi.Payton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Small Termination

Cadet Senette Small was terminated October 10, 2019. She was served with her letter of separation at 1400 hrs.

She was assigned to Troop B.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/14/2019 11:49 AM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS

cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Penouilh@la.gov

bcc:

Subject Separation--Cadet Class #99

Good Morning,

This is notification that the above employee resigned at the close of business on the effective dates. She/He was a Cadet in CC# 99 (Cost Center-4191012295).

Mrs. Senette Small, eff. 10/10/19

Mr. Michael Starling, eff. 10/11/19

Mr. Christopher Sink, eff. 10/11/19

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067

DATE: 10/14/2019
TIME: 14:22:31
ORT ID: LT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

Use for any payouts or reductions

EMPLOYEE	EMPLOYEE ID	EMPLOYEE NAME	EMPLOYEE TYPE	EMPLOYEE STATUS	EMPLOYEE GRADE	EMPLOYEE PAY RATE	EMPLOYEE PAY PERIOD	EMPLOYEE PAY DATE	EMPLOYEE PAY AMOUNT	EMPLOYEE PAY DEDUCTIONS	EMPLOYEE PAY NET
19 50024374	19 50024374	LOI TROOP 6/PERIOD 1 330400 SMALL	GENETIC	P-01	A HUAL LEAVE ENT TIEDENT	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019
19 50024374	19 50024374	LOI TROOP 6/PERIOD 1 330400 SMALL	GENETIC	P-01	STEN LEAVE ENTITLEDENT	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019
19 50024374	19 50024374	LOI TROOP 6/PERIOD 1 330400 SMALL	GENETIC	P-01	K-TIME EARNED	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019
19 50024374	19 50024374	LOI TROOP 6/PERIOD 1 330400 SMALL	GENETIC	P-01	K-TIME EARNED	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019	10/07/2019

OF: Advanced Query Report

after annual leave payout

DATE 10/14/2019
TIME 14:24:16
ORT ID ZT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

EMPLOYEE ID	EMPLOYEE NAME	EMPLOYEE TYPE	EMPLOYEE STATUS	EMPLOYEE GRADE	EMPLOYEE PAY PLAN	EMPLOYEE PAY RATE	EMPLOYEE PAY PERIOD	EMPLOYEE PAY DATE	EMPLOYEE PAY AMOUNT	EMPLOYEE PAY DEDUCTIONS	EMPLOYEE PAY NET
19 50024374	LSP TROOP B/REGION 1	000000 SMALL	SENCTTE	P-01	ANNUAL LEAVE ENTITLEMENT	11	10/07/2019	10/20/2019	0.0000	0.0000	0.0000
19 50024374	LSP TROOP B/REGION 1	000000 SMALL	SENCTTE	P-01	SICK LEAVE ENTITLEMENT	11	10/07/2019	10/20/2019	0.0000	0.0000	0.0000
19 50024374	LSP TROOP B/REGION 1	000000 SMALL	SENCTTE	P-01	W-TIME EARNED (S1)	11	10/07/2019	10/20/2019	0.0000	0.0000	0.0000
19 50024374	LSP TROOP B/REGION 1	000000 SMALL	SENCTTE	P-01	W-TIME EARNED (S2)	11	10/07/2019	10/20/2019	0.0000	0.0000	0.0000

OF Absence Code Report

After annual leave reduction

OF ASSIGNED GOLD REPORTS

after sick reduction

[illegible]

OF Assurance Criteria Report

DATE: 10/14/2019

TIME: 14:26:58

OST ID: E006

LAGOS ERP-HCP

PAGE 1

EFFECTIVE DATE

10/07/2019 - 10/20/2019

after K-Time(s) reduction

EMP ID	EMP NAME	EMP TYPE	EMP STATUS	EMP GRADE	EMP PAY PLAN	EMP PAY RATE	EMP PAY PERIOD	EMP PAY DATE	EMP PAY AMOUNT	EMP PAY DEDUCTIONS	EMP PAY NET	EMP PAY TAX	EMP PAY SOCIAL	EMP PAY MEDICAL	EMP PAY DENTAL	EMP PAY LIFE	EMP PAY DISABILITY	EMP PAY OTHER	EMP PAY TOTAL
19 50024374	LSP TROOP B/REGION 1	330600	SMALL	SENETTE	P-01	ANNUAL LEAVE ENTITLEMENT	11	1019	11,38670	1,4752	12,8619	0.0019	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	12,8619
19 50024374	LSP TROOP B/REGION 1	330600	SMALL	SENETTE	P-01	SICK LEAVE ENTITLEMENT	11	19	11,38670	1,4752	12,8619	0.0019	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	12,8619
19 50024374	LSP TROOP B/REGION 1	330600	SMALL	SENETTE	P-01	K-TIME EARNED (201)	11	19	0.00000	0.0000	0.0000	0.00000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
19 50024374	LSP TROOP B/REGION 1	330600	SMALL	SENETTE	P-01	K-TIME EARNED (11 51)	11	19	10,15030	0.0000	0.0000	10,15030	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	10,15030

OF Absence Data Report

[illegible]

37. ADVANCED QUALS REPORT

NAME OF EMPLOYEE: Senette Small
DATE OF SEPARATION: 10/10/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 12 hours of annual leave. If you return to state employment within 1 business day(s), you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B.
"An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

Special Messages: OCTOBER 18TH IS NATIONAL MAMMOGRAPHY DAY.FOR MORE INFO VISIT
HTTP://WWW.SPEAKFORNURSES.COM/

19 DPS-Office of State Police PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
RS #: 00330600 Class NE 22/2019 PAY DATE: 10/25/2019
NETTE SMALL WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 00 0.00
LA Single 00 00 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 3,283.01 CAPITAL ONE, NATIONAL

T 3,283.01

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
NUAL	0.00	0.00000	0.00000	0.00		
CK	0.00	0.00000	0.00000	0.00		
MP-KT	0.00	0.00000	0.00000	0.00		
SA COMP	0.00	0.00000	0.00000	0.00		
LA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
3B Regular Pay-Salary	22.41	32.00	717.08
6B TxCsh Aut Dly Unifrm Allo	8.00	4.00	32.00
0B OT (ST) Attendance	22.41	10.50	235.29
0B Annual Leave-Term	22.41	12.00	268.90
5B K Time - 1.5 Term/Payout	22.41	120.75	2,705.84

***** TOTAL EARNINGS/PAID ABSENCES 3,959.11

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
LSP1 EE	68.12	593.95	LSPR	717.08	LSPR 6,252.01
D Withholding	421.70	1,014.40	FED	3,890.84	FED 9,195.49
D EE Medicare	57.41	141.95	LA	3,890.84	LA 9,195.49
Withholding	128.72	309.65			

TAL TAXES/RET. 675.95 2,059.95

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
10 *Flex Life Insurance	0.15	0.60	CURRENT YR-TO-DATE
			0.15 0.60

***** TOTAL DEDUCTIONS 0.15 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
3B Regular Pay-Salary	6,072.74
6B TxCsh Aut Dly Unifrm Allo	328.00
0B OT (ST) Attendance	235.29
0B Annual Leave-Term	268.90
5B K Time - 1.5 Term/Payout	2,705.84
1B Holiday	179.27

*** TOTAL EARNINGS/PAID ABSENCES YTD 9,790.04

Requested By Kristin Garcia/LSP/DPS/LAGOV
Request Date 10/14/2019
Status New

Agency Request No.
Data Request No.
Status at Data

Requesting Agency Routing Information

Requester
CN=Kristin
Garcia/OU=LSP/OU=D
PS/O=LAGOV



Approvers
CN=Shenikka
Matthews/OU=MFN/O
U=DPS/O=LAGOV

Approver Name	Approver Function	Due Date	Expiration Action	Status	Date
Shenikka Matthews/MFN/DPS/ LAGOV	Human Resources Director	5 days	Notification	None	

Louisiana Department of Public Safety and Corrections
User Request

Management & Finance (Human Resources Management)

Nature and Origin of Request

*Service Type

H) Separation of Service (Terminated from Department)

*Name of Person Removed
Senette Small

*Person's User ID's
330600

*Date Needed
10/14/2019

*Area Code
225

*Phone Number of Contact Person
925-6067

*Requesting Division/Office
Human Resources
Management

*Divisions/Offices Requested For
Human Resources
Management

*System Name
NEW System [NEW]

*Program/Report/Screen/Transaction Titles
Unknown

*Reason for Request
Separation of Service

*Justification
LSP--The employee was relieved of the cadet position.

*Description of Request
Please remove all access for SSN# [REDACTED]

Attachments

Faxed Documentation

Yes Total number of pages sent: 0

Notification Log

Action	Date	Notified
IT Approval		
Request Completed		Req.Implementation Date:
Request Implemented		
Request Closed		
Request Terminated		

General Comments:**Last Modified: 10/14/2019 02:40 PM - Alana Collins/MFN/DPS/LAGOV**



Separation Notice

Employer Information

Company: Department of Public Safety
Company Street Address 1: 7979 Independence Blvd. Ste. 201
Address 2: 2259256067
City: Baton Rouge
State: LA
Zip: 70806
Name: Kristin Garcia
Title: Human Resources Analyst
Phone Number: 225-925-6067
Email Address: kristin.garcia@la.gov

Employee Information

Employee First Name: Senette
Employee Last Name: Small
Employee SSN: [REDACTED]
Employee Date of Separation: 10/10/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 10/09/2019

Separation Reason

Reason For Separation: Terminated / Fired
Explain Reason for Separation: The employee was relieved of the position.

Benefit Payments


Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40	
Vacation/Accrued Leave - Not PTO : Yes	Total Amount: \$268.90	Number of Hours: 12
Severance/Dismissal: No	Total Amount:	Number of Hours: 0
Bonus: No	Total Amount:	Number of Hours: 0
Holiday Pay: No	Total Amount:	Number of Hours: 0
Wage in lieu of Notice: No	Total Amount:	Number of Hours: 0
Pension: No		

If lump sum, what would the monthly amount be if that option had been chosen?

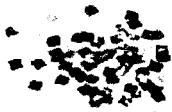
I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.


Signature

10/15/19
Date



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/18/2019 03:05 PM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS

cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Penouilh@la.gov

bcc:

Subject Separations—Cadets

Good Morning,

This is notification that the employees below were relieved from their position at the close of business on 10/11/19. They were State Police Cadets in CC# 99 (cost center 4191012295).

Senette Small and



10/18/2019 03:05 PM

Senette Small.pdf

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067



.....

.....

File 24.2

File 24.2

Employee Name: Sage Brumley
Employee ID #: 309933

Comments:

Employee Notification Form for 08/28/2019

Personal Information

Employee Name BRUMLEY, SAGE D Known As
 Personnel Number 00309935 Gender Male Date of Birth
 Race Decl ☒ Ind/AK Asian AfrAm HI/PI White Ethnicity Declined to State

Address Information

Privacy Request Yes ☒ No
 Permanent Street
 City
 State
 Zip Code
 Privacy Request Yes ☒ No
 Mailing Street
 City
 State
 Zip Code

Employment Related Dates

Adjusted Service Date 01/03/2017 Next CPG Elg Date 08/25/2020
 Performance Adjustment Date Adjusted Leave ServiceDate 01/03/2017 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP A/REGION 1
 Personnel Area DPS-Office of State Police Cost Center 4191012295
 Employee Group Full Time Salary Personnel Subarea STrooperLE2100
 Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator 068
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action (2)Transfer II-Gaining P-P 0419 08/25/2019 To 12/31/9999 Reason Certif - St. Police Commission
 Action (1) Transfer I-Losing P-P 0419 08/25/2019 To 12/31/9999 Reason Transfer Vol/Dept to Dept
 Action Pos Charact Chg (P) 0419 06/17/2019 To 08/24/2019 Reason Budget Status Change

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999
 Job 00169700 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019
 Job 00169880 - POLICE OFFICER 2-A From 10/22/2018 To 01/02/2019

Position History

Position 07000191 - STATE POLICE CADET From 08/25/2019 To 12/31/9999
 Position 50530354 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019
 Position 50530354 - POLICE OFFICER 2-A From 10/22/2018 To 01/02/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 1,856.80 PS-109 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
 Biweekly 1,608.80 PS-109 00 From 06/05/2019 To 07/14/2019 Pay Reason Code SER

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 TxCash Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 Shift Diff 2nd 0.50 0051 From 07/15/2019 To 08/24/2019
 TxCash Aut Dly U 8.00 0076 From 07/15/2019 To 08/24/2019
 DPS Escort Pay1 60.00 0072 From 07/15/2019 To 08/24/2019

Employee Notification Form

for 08/28/2019

Shift Diff 2nd	0 50	0051	From	06/05/2019	To	07/14/2019
TxCsh Aut Dly U	8 00	0076	From	06/05/2019	To	07/14/2019
DPS Escort Pay1	60.00	0072	From	06/05/2019	To	07/14/2019

Danielle Hett

From: Timi Payton
Sent: Friday, October 11, 2019 8:32 AM
To: Danielle Hett
Cc: Ginger Krieg; Shenikka Matthews
Subject: FW: Sage Brumley #309935
Attachments: SAGE BRUMLEY - OVERPAYMENT.pdf

Good morning,

Please print the attachment for Sage's personnel folder and add the payout of K-time back to his record before notifying him of the updated overpayment amount. Let me know if you have any questions.

Thanks,

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Mary Vanvalkenburg <Mary.Vanvalkenburg@la.gov>
Sent: Friday, October 11, 2019 8:09 AM
To: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Sage Brumley #309935

LTC Noel has approved this request.

AUTHORITY: LTC Mike Noel. Assistant Superintendent

From: Timi Payton <Timi.Payton@la.gov>
Sent: Thursday, October 10, 2019 3:59 PM
To: Mary Vanvalkenburg <Mary.Vanvalkenburg@la.gov>
Subject: Sage Brumley #309935

Good afternoon,

Sage Brumley resigned his Civil Service position on 8/24/19 to start the State Police Academy on 8/25/19. He then resigned from the Academy on 9/16/19, and we soon received notification that he would be rehired in his same Civil Service Police Officer 3-A position. A 30 day break in service was required for Mr. Brumley to meet the Civil Service Reemployment Eligibility Rule (allowing him to keep his same salary and not have to take a test or reapply), therefore his new start date was estimated as 9/30/19. We processed the separation and paid him out for 72 hours of Annual Leave (9/17-9/27). We also erroneously paid him for 11.25 hours of Straight Compensatory Leave. Both payments were received on 9/27/19.

The PAR to rehire was approved on 9/25 with a 9/30 effective date and it was processed as so. We received word on 10/7/19 that Sage in fact started work on 9/26/19, and the adjusted start date was approved through the Chain that same day. When Sage entered regular working hours for 9/26 and 9/27, it created an overpayment of 16 hours of Annual Leave.

The total overpayment at this time is 27.25 hours in the amount of \$610.64, however we are requesting that the Appointing Authority approve the payment of his 11.25 hours of straight time in the amount of \$252.10 bringing his overpayment down to \$358.54.

Pursuant to State Police Commission rule 11.29(K), An agency may pay the balance of an employee's compensatory time at any time. The rate of pay shall be calculated in accordance with the rules.


Mrs. Timi Payton

Human Resources Supervisor

Department of Public Safety

 **P.O. Box 66614 Baton Rouge, LA 70896**

 **225.925.6079**

 **225.925.3970 or 225.922.0528**

 **TIMI.PAYTON@LA.GOV**

My office hours are Mon-Fri 7:00 AM-3:30 PM

OTS WEB HELPDESK	
To Submit a Help Desk Request, fill in the required fields and click on the Submit button. * Indicates required fields	
Submitter Information	
Personal Number* (or M ID or H ID) (ex: 100000000)	00004804 Press ENTER to retrieve contact information
ISIS User# (ex: 2111011)	
Submitter Contact Information	
Agency Number*	619
Agency Name*	OFFICE OF STATE POLICE
First Name*	DANIELLE
Last Name*	HEST
Email Address*	Danette.hes@ls.gov
Phone Number*	(725) 725-3002 Ext.
Would you like to change or update your WebTicket Contact information? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Ticket Information	
System*	LSMR Payroll
Category*	HR
Problem Details* (510 Character Max) The start date of Sage Blumley PO 309935 is incorrect in the system. Please correct this date from 9/30/2019 to 9/26/2019. Thank you!	
Reference Information* PO 309935 (ex: Personnel # = 2287 Contract # = 561311, etc.)	

REF - P REATE ✓ R LLY REF

PRIOR PERIOD ADJUSTMENT/CLAIM INFORMATION

SAGE BRUMLEY
PERS #: 00309935

0419

PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
22/2019 PAY DATE: 10/25/2019

*ADJ. TO PRIOR PERIOD RESULTS (OVERPAYMENT[-]/UNDERPAYMENT[+]) 610.64-
CLAIM FROM PRIOR PERIOD 0.00
AMT RECOVERED/OFFSET 0.00

AMT REMAINING TO BE RECOVERED (CLAIM) 610.64

*ADJUSTMENT DETAIL

PERIOD ADJUSTED		WAGE	DESCRIPTION	AMOUNT	RT	CHG	HRS	CHG
START DT	END DT	TYPE						
09/09/19	- 09/22/19	500B	Annual Leave Term	358.54-		0.00	16.00-	
09/09/19	- 09/22/19	510B	KTime-Straight-Term/	252.10-		22.41-	11.25-	

Mary Vanvalkenburg

From: Timi Payton
Sent: Thursday, October 10, 2019 3:59 PM
To: Mary Vanvalkenburg
Subject: Sage Brumley #309935

Good afternoon,

Sage Brumley resigned his Civil Service position on 8/24/19 to start the State Police Academy on 8/25/19. He then resigned from the Academy on 9/16/19, and we soon received notification that he would be rehired in his same Civil Service Police Officer 3-A position. A 30 day break in service was required for Mr. Brumley to meet the Civil Service Reemployment Eligibility Rule (allowing him to keep his same salary and not have to take a test or reapply), therefore his new start date was estimated as 9/30/19. We processed the separation and paid him out for 72 hours of Annual Leave (9/17-9/27). We also erroneously paid him for 11.25 hours of Straight Compensatory Leave. Both payments were received on 9/27/19.

The PAR to rehire was approved on 9/25 with a 9/30 effective date and it was processed as so. We received word on 10/7/19 that Sage in fact started work on 9/26/19, and the adjusted start date was approved through the Chain that same day. When Sage entered regular working hours for 9/26 and 9/27, it created an overpayment of 16 hours of Annual Leave.

The total overpayment at this time is 27.25 hours in the amount of \$610.64, however we are requesting that the Appointing Authority approve the payment of his 11.25 hours of straight time in the amount of \$252.10 bringing his overpayment down to \$358.54.

Pursuant to State Police Commission rule 11.29(K), An agency may pay the balance of an employee's compensatory time at any time. The rate of pay shall be calculated in accordance with the rules.

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

APPROVED ☒
DENIED ☐

DATE 10/11/19
MIKE NOET

Y 0500

STATE OF LOUISIANA
LACOR 000-0001

PUN DATE 10/10/2019
PUN TIME 11:44:19
REPORT ID: 2500

PAGE 1
EFFECTIVE DATE
10/10/2019 - 10/10/2019

AV	Org/Unit	Organization/Unit/Text	Peroid	Last Name	Emp/Name	SS/Level	Entitled/Entitled	Pr/Pr	Pr/Year	Pr/Pr/Pr	Pr/Pr/Pr	Pr/Pr/Pr	Pr/Pr/Pr	Pr/Pr/Pr	Pr/Pr/Pr	Pr/Pr/Pr	Pr/Pr/Pr
0419	50025225	PHYSICAL SECURITY/PUBLIC	109935	BRUMLEY	SAGE	PS-109	ANNUAL LEAVE ENTITLEMENT	22	2019	199.50760	0.0000	0.0000	199.50760	0.0000	199.50760	56.0000	HRS
0419	50025225	PHYSICAL SECURITY/PUBLIC	109935	BRUMLEY	SAGE	PS-109	SICK LEAVE ENTITLEMENT	22	2019	173.50760	0.0000	0.0000	173.50760	0.0000	173.50760	0.0000	HRS
0419	50025225	PHYSICAL SECURITY/PUBLIC	109935	BRUMLEY	SAGE	PS-109	K-TIME EARNED (1ST)	22	2019	0.00000	0.0000	0.0000	0.00000	0.0000	0.00000	200.0000	HRS
0419	50025225	PHYSICAL SECURITY/PUBLIC	109935	BRUMLEY	SAGE	PS-109	K-TIME EARNED (1.5)	22	2019	0.00000	0.0000	0.0000	0.00000	0.0000	0.00000	59.2500	HRS

END OF Absence Quota Report

Danielle Hett

From: Sage Brumley
Sent: Monday, October 14, 2019 11:22 AM
To: Danielle Hett
Subject: RE: Overpayment

I request to have it taken out of my next pay check. Thank you and have a great rest of your day.

From: Danielle Hett <Danielle.Hett@LA.GOV>
Sent: Friday, October 11, 2019 8:39 AM
To: Sage Brumley <Sage.Brumley@la.gov>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: Overpayment
Importance: High

Good Morning,

This correspondence is being sent to notify you of an overpayment of wages, in the amount of \$358.54 upon your separation from the Louisiana State Police Cadet Academy.

Upon your separation from the academy you were paid a total of 72 hours of your annual leave with the anticipated return date of 9/30/2019 to DPS Police. The early return date of 9/26/2019 resulted in the overpayment of 16 hours of annual leave. The 16 hours of leave have been restored to annual leave balances. Please see the attached leave balances for your records.

Please contact me, Danielle Hett, and CC Timi Payton, before COB Wednesday, October 16th to discuss options if repayment arrangements are needed. If you choose to let payroll recoup these funds it will be taken from your pay check dated 10/25/2019.

Failure to respond to this email timely will result in recoupment of all funds on 10/25/2019.

If you have any questions, please contact myself or Timi Payton.

Thank you,

Danielle Hett

Human Resource Analyst
Department of Public Safety Human Resources
7979 Independence Blvd
Baton Rouge, Louisiana 70806
Telephone: (225) 925.6062
Fax: (225) 925.3970
Office Hours: 7:00 – 3:30

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.

Employee Notification Form for 10/01/2019

Personal Information

Employee Name BRUMLEY, SAGE D. Known As
 Personnel Number 00309935 Gender Male Date of Birth
 Race Decl ☒ Ind/AK Asian AfrAm HI/PI White Ethnicity Declined to State

Address Information

Privacy Request Yes ☒ No Privacy Request Yes ☒ No
 Permanent Street Mailing Street
 City City
 State State
 Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 01/18/2017
 Performance Adjustment Date Adjusted Leave Service Date 01/16/2017 Agency Hire Date 09/30/2019

Organizational Assignment Information

Company Code LAGOV Org Unit PHYSICAL SECURITY/PUBLIC
 Personnel Area DPS-Office of State Police Cost Center 4193082215
 Employee Group Full Time Salary Personnel Subarea Reg/Leave2100
 Payroll Area LaGov Paid Bi Wkly Employoo Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 03/30/2020 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Positive Time Entry
 Weekly Working Hours 40.00 Time Administrator 012
 Work Schedule Rule 24H 7DAY Telecommuter

Action History

Action Rehire (P) 0419 09/30/2019 To 12/31/9999 Reason Noncompete Reemp Prior Srv
 Action Separation (P) 0419 09/17/2019 To 09/29/2019 Reason Resign-Personal
 Action (2)Transfer II-Gaining P-P 0419 08/25/2019 To 09/16/2019 Reason Certif - St. Police Commission

Job History

Job 00169700 - POLICE OFFICER 3-A From 09/30/2019 To 12/31/9999
 Job 07133380 - State Police Cadet From 08/25/2019 To 09/29/2019
 Job 00169700 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019

Position History

Position 50530354 - POLICE OFFICER 3-A From 09/30/2019 To 12/31/9999
 Position 99999999 From 09/17/2019 To 09/29/2019
 Position 07000191 - STATE POLICE CADET From 08/25/2019 To 09/16/2019

Base Pay History

Biweekly 1,656.80 PS-109 00 From 09/30/2019 To 12/31/9999 Pay Reason Code Reemploy Elig Rate
 Biweekly 1,792.69 P-01 *A From 08/25/2019 To 09/29/2019 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 1,656.80 PS-109 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment

Other Pay Information

Shift Diff 2nd 0 50 0051 From 09/30/2019 To 12/31/9999
 TxCh Aut Dly U 8 00 0076 From 09/30/2019 To 12/31/9999
 DPS Escort Pay1 60 00 0072 From 09/30/2019 To 12/31/9999
 Shift Diff 2nd 0 50 0051 From 08/25/2019 To 09/29/2019
 TxCh Aut Dly U 8 00 0076 From 08/25/2019 To 09/29/2019
 DPS Escort Pay2 60 00 0073 From 08/25/2019 To 09/29/2019

Employee Notification Form

for 10/01/2019

Shift Diff 2nd	0.50	0051	From	07/15/2019	To	08/24/2019
TxCsh Aut Dly U	8.00	0076	From	07/15/2019	To	08/24/2019
DPS Frcort Pay1	60.00	0072	From	07/15/2019	To	08/24/2019

Employee Name: Sage Brumley
Effective Date: 9/30/19

Personnel #: 309935
Position #: 5053054

CHECKLIST - New Hire/Rehire (CS Classified)

HR REQUIREMENT:

Update Vacancy Report

CIVIL SERVICE REQUIREMENTS:

Civil Service Action Authority: 5 Noncom.

Pay Authority: 75 Reemployment

If supervisory position, check position in ISIS to verify that the position description has been updated in the last 12 months. If no, notify hiring manager that the SF-3 must be updated prior to date of hire, copy Class & Pay specialist

Minimum Qualifications verified. Specify method of verification:

Certified copy of College Transcript or proof of certification (if used to meet minimum qualifications)

Testing requirements met (if any). If exemption used, specify which:

Justification for Special Appointments (Job Appointment, Detail) and/or Special Pay (if applicable)

6.5(g) form completed and extraordinary quals verified (if applicable)

Voluntary Demotion letter from employee (if applicable)

Rehires: Check if any leave was reduced or paid out at last separation.

If leave was paid out, check if annual leave buy back is necessary and contact HR Manager

If leave was reduced and rehire is within 5 years, reinstate any reduced annual and sick leave balances

Selective Service Registration (if male age 18 through 25)

Statewide Department Preferred Re-employment List check within 2 weeks prior to date of hire

Update LaCareers applicant flow within 30 days of new hire.

Job Appointments: signed "Statement of Agreement and Understanding - Non-Permanent Classified Appointment" received

If new hire results in double-encumbering the position, see Part C, Section 16 of SOPs for further instructions

OPEN SYSTEM:

Suitability check (Open System) or through DPS Inquiry under Candidate Track.

DPS REQUIREMENTS:

PAR/REA with Departmental Signatures/Appointing Authority Approvals

Drug Screen results received Waller

LaGov securities requested/verified (time administrator access, ISIS-HR security, purchasing)

Verify position cost center, reporting category and reporting relationships (if indicated) are correct. If not, notify Org Management prior to processing

Special Pay entries verified (uniform allowance, shift diff, on-call pay, premium pay)

Completed I9 and copies of acceptable ID(s). E-Verify completed within three days of hire. Waller

Direct Deposit form and voided check/bank authorization

Conditional Offer of Employment form with correct pay and appointment type, signed before eligible list expires.

DPS Policy & Acknowledgement form

Insurance Eligibility Acknowledgement form

I hereby certify that this action complies with the requirements of Article X, Civil Service Commission Rules, Uniform Classification and Pay Plans, and all Civil Service as well as DPS/PSS policies and procedures.

[Signature]
Human Resources Analyst Signature

10/2/19
Date

HR REMINDERS:

Check LASERS employer portal AND TRSL and check to see if employee participated in a former retirement plan. And if the employee refunded (IF UNREFUNDED SERVICE IN PREVIOUS PLAN, EMPLOYEE IS ELIGIBLE FOR RE-ENTRY INTO FORMER PLAN)

If position is Hazardous Duty eligible AND member has refunded, member must enter Hazardous Duty retirement plan. If unrefunded, form 2-18 is required.

For OJJ employees, maintain date specifications, IT0041, to include anniversary date, 6 months from hire date

All OJJ employees must be added to the PREA list located on the HR shared drive

DPS Commissioned personnel (ie DPS Officers, Criminal Investigators), E-mail Op Dev operational.development@dps.la.gov and copy Lance Kennedy notifying them of hire

Update Education (IT 22) in LaGov

Probational appointments: Valid Until Date on "Copy Contract Elements" screen is entered in LaGov as 6 months minus one day.

Enter employee's Agency Hire Date, update Adjusted Service Date and Adjusted Leave Service Date on IT0041 (Date Specs)

Add "Next CPG Elig Date" to Date Specs and Monitoring of Tasks (if applicable)

Update PAR tracking on HR shared drive

Run ZP169 (Payroll Locks) after completion of action. If any errors occur, advise a Manager.

Received New Employee Orientation Certificate, Checklist and Quiz

Notify new supervisor by e-mail that action has been processed and a planning session is due within 60 days of hire. Copy Timi Payton and Lakshmi Bobba

Advise new hire of benefit options and that initial eligibility period ends 30 days from of hire

Create new hire folder and give folder to Specialist for audit

For employees hired within OSFM, OMF, and OMV Headquarters, run ZP236 for CATS. Let liaison know if any errors populate after report is run.

REHIRED RETIREES:

LASERS Form 10-02, Re-employment of Retiree, MUST be completed with a choice of a re-employment option and submitted to LASERS within 5 days of hire. (See Part B, Section 9, Rehired Retirees, in SOPs)

Adjusted Service Date shall be date of re-hire

Add Retiree Rehire Date to Date Specs

If working as a full-time employee, a GB-01 is to be sent to OGB. Agency number will be the # from the retiring agency followed by -92. Retiree will pay insurance premiums for Re-Employed Retiree.

Personnel Action Request - PAR - Police Officer 3A - Re-Hire - 2019-09-25T12:56:43

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
PUBLIC SAFETY SERVICES

PERSONNEL ACTION REQUEST

Status: Final Approved

TYPE OF ACTION
Re-Hire

POSITION INFORMATION

POSITION # 50530354	JOB TITLE Police Officer 3A	PAY LEVEL PS 109
FORMER INCUMBENT Sage Brumley	NEW INCUMBENT Sage Brumley	PERSONNEL # P00309835
SECTION/UNIT Physical Security	COST CENTER NUMBER 4183062215	PARTIAL DOMILE EBR
TA GROUP NUMBER D12	TIME ENTRY STATUS <input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative	WORK SCHEDULE <input checked="" type="checkbox"/> 24/7 <input type="checkbox"/> M-F/8hr Specific Schedule
REPORTING CATEGORY 4190000201	IS THIS POSITION TIED TO ANY ISIS SECURITY <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, answer the questions in the Security Clearance box.)	
REMARKS REAPPOINTMENT ELIGIBLE (per Ginger Krieg at HR) Please reappoint Sage Brumley to his previous position to be effective September 30, 2019 Separated as of 8/24/2019 Permanent employee Direct Supervisor - Charles Amy		ATTACHMENTS Click here to attach a file [Link to attach file]

Security Clearances:

Please check as items are completed:

ISIS-HR: Does the position require time administration or reports access? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Fingerprint check complete and results obtained
Does ISIS-HR security need to be removed from the position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Personal Data Questionnaire complete and results obtained
ISIS-ADPS (Purchasing): Does this incumbent need JGIG ADPS capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, contact Purchasing.)	<input type="checkbox"/> Internal Affairs name check complete and results obtained
	<input type="checkbox"/> Applicant sent for drug screening - Data.
	<input type="checkbox"/> Additional Background investigation/evaluations if required completed and results obtained

Level 1 Approval

Approver:
Comment:

S. W.

Approval Date: 2019-09-24 15:56:40

Level 2 Approval

Approver:
Comment:

S. W.

This is considered a reinstatement. No documents required to reinstate him into his previous position at the same rate of pay

Approval Date: 2019-09-25 09:29:33

Level 3 Approval

Approver:
Comment:

S. W.

Approval Date: 2019-09-25 09:31:12

Level 4 Approval

Approver
Comment
Approved per LTC Mike Noe

R. M.

Approval Date: 2019-09-25 10:30:10

Level 5 Approval

Approver
Comment

R. M.

Printed on: 2019-09-25 12:56:43
Page 2 of 2

2019-09-25 12:56:43

Danielle Hett

From: Timi Payton
Sent: Thursday, September 26, 2019 8:03 AM
To: Danielle Hett
Cc: Macie Kinchen
Subject: (Sage Brumley) FW: Police Officer 3A - Re-Hire - 2019-09-25T12:56:43 - PAR - A
Personnel Action Request has been finalized.

Good morning,

Please use the link below to print the PAR and attachments for Macie. She will be able to process this action upon her return. The action reason will be noncompetitive reemployment eligibility. A posting/test is not required since he was been out of state civil service for 30 days. He will come back with the same salary of \$20.71. Please let me know if either of you have questions.

Thanks,

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Personnel Action Request <no_reply@dps.la.gov>
Sent: Wednesday, September 25, 2019 12:57 PM
To: DPS_ParApproved@dps.la.gov
Subject: Police Officer 3A - Re-Hire - 2019-09-25T12:56:43 - PAR - A Personnel Action Request has been finalized.

Personnel Action Request - Police Officer 3A - Re-Hire - 2019-09-25T12:56:43 - has been finalized.

To view this PAR, click [HERE](#).



Most Recent Appointment:

Previous State Employment

Absence From State Service:

Unclassified Service Earned Prior to Acquisition Into Classified Service Per SCS Rule 24.2

Adjusted Service Date: 1/16/2017 AM

Leave Service Date: 1/16/2017

Employee Name: Sage Brunley

Employee ID #: 109935

Comments:

Danielle Hett

From: Danielle Hett
Sent: Wednesday, October 02, 2019 3:00 PM
To: Michael "Trevor" McDonald
Subject: Rehire - S. Brumley 309935
Attachments: ENF - Sage Brumley Rehire 9.30.2019.pdf

Good Morning,

Please see the attached ENF for the rehire of Sage Brumley P# 309935 Police Officer 3-A position # 50530354 effective 9/30/2019.

Please keep in mind that Planning Sessions are required for new employees and permanent position changes with significantly different duties. It is recommended that planning sessions be completed for permanent and temporary position movement when there is only a change in expectations or supervision. Upon completion of the planner, please scan it to HRDocuments@LA.GOV or fax it to 225-925-3970 within 60 days of the above effective date.

Thank you,

Danielle Hett

Human Resource Analyst
Department of Public Safety Human Resources
7979 Independence Blvd
Baton Rouge, Louisiana 70806
Telephone: (225) 925.6062
Fax: (225) 925.3970
Office Hours : 7:00 – 3:30

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CIVIL

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Department Preferred Job List by Agency and Parish

Agency Search Code: Select Parish:

Current Date: 9/16/2019

Agency Search Code: 080A

DPRL Department: DEPT OF PUBLIC SAFETY

Parish: All Parishes

Job Title	Job Code	Agency Search Code
No Candidates found		

Employee Notification Form for 10/01/2019

Personal Information

Employee Name BRUMLEY, SAGE D. Known As
Personnel Number 00308835 Gender Male Date of Birth
Race Decl X Ind/AK Asian AfrAm HI/PI White Ethnicity Declined to State

Address Information

Privacy Request Yes X No Privacy Request Yes X No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 01/03/2017 Next CPG Elg Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 01/03/2017 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP A/REGION 1
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea STrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/31/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 09/17/2019 To 12/31/9999 Reason Resign-Personal
Action (2) Transfer II-Gaining P-P 0419 08/25/2019 To 09/16/2019 Reason Certif - St. Police Commission
Action (1) Transfer I-Losing P-P 0419 08/25/2019 To 09/16/2019 Reason Transfer Vol/Dept to Dept

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999
Job 00169700 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019
Job 00169680 - POLICE OFFICER 2-A From 10/22/2018 To 01/02/2019

Position History

Position 99999999 From 09/17/2019 To 12/31/9999
Position 07000191 - STATE POLICE CADET From 08/25/2019 To 09/16/2019
Position 50530354 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
Biweekly 1,656.80 PS-109 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
Biweekly 1,608.80 PS-109 00 From 06/05/2019 To 07/14/2019 Pay Reason Code SER

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
Shift Diff 2nd 0.50 0051 From 07/15/2019 To 08/24/2019
TxCsh Aut Dly U 8.00 0076 From 07/15/2019 To 08/24/2019
DPS Escort Pay1 60.00 0072 From 07/15/2019 To 08/24/2019

Employee Notification Form

for 10/01/2019

Shift Diff 2nd	0.50	0051	From	06/05/2019	To	07/14/2019
TxCsh Aut Dly U	8.00	0076	From	06/05/2019	To	07/14/2019
DPS Escort Pay1	60.00	0072	From	06/05/2019	To	07/14/2019

Employee Name: Sage Bamley
Effective Date: 9/16/19

Personnel #: 309935
Area/Location: 419

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, amar.davis@la.gov, Legal (OLA.ALL), huev.mccartney@la.gov, Rhonda Fogleman, Soncere.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Darber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Varvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

Date

Quota Report

STATE OF LOUISIANA
Labo ERP-18.11

RUN DATE: 09/17/2019
RUN TIME: 15:14:20
REPORT ID: 0206

PAGE 1
EFFECTIVE DATE
09/09/2019 - 09/22/2019

AW	EMPLID	EMPLTYPE	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL
0419	50024373	LSP TROOP A REGION 1	309935 BRUMLEY	SAGE	P-C1	ANNUAL LEAVE ENTITLEMENT	20	2019	249.60680	2.2128	0.0000	251.81960	0.0000	251.81960	0.0000	HRS
0419	50024373	LSP TROOP A REGION 1	309935 BRUMLEY	SAGE	P-C1	SICK LEAVE ENTITLEMENT	20	2019	167.60680	2.2128	0.0000	169.81960	0.0000	169.81960	0.0000	HRS
0419	50024373	LSP TROOP A REGION 1	309935 BRUMLEY	SAGE	P-C1	K-TIME EARNED ST	20	2019	11.25000	0.0000	0.0000	11.25000	0.0000	11.25000	200.0000	HRS
0419	50024373	LSP TROOP A REGION 1	309935 BRUMLEY	SAGE	P-C1	K-TIME EARNED 1.5	20	2019	59.25000	0.0000	0.0000	59.25000	0.0000	59.25000	0.0000	HRS

END OF Absence Quota Report

Initial
JH
9/17/19



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 INDEPENDENCE BLVD
Address 2:
City: BATON ROUGE
State: LA
Zip: 70806
Name: DANIELLE HETT
Title: HR ANALYST
Phone Number: 225-925-6067
Email Address: DANIELLE.HETT@LA.GOV

Employee Information

Employee First Name: SAGE
Employee Last Name: BRUMLEY
Employee SSN: [REDACTED]
Employee Date of Separation: 09/16/2019
Employee Date Hired: 01/03/2017
Employee Date Last Worked: 09/16/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation: RESIGN

Benefit Payments

Hourly Rate of Pay: \$0.00	Hours Worked Per Week: 0
Vacation/Accrued Leave - Not PTO : No	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount
be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.


Signature


Date



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 INDEPENDENCE BLVD
Address 2:
City: DATON ROUGE
State: LA
Zip: 70806
Name: DANIELLE HETT
Title: HR ANALYST
Phone Number: 225-925-6067
Email Address: DANIELLE.HETT@LA.GOV

Employee Information

Employee First Name: SAGE
Employee Last Name: BRUMLEY
Employee SSN: [REDACTED]
Employee Date of Separation: 09/16/2019
Employee Date Hired: 01/03/2017
Employee Date Last Worked: 09/16/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation: RESIGN

Benefit Payments

Hourly Rate of Pay: \$0.00	Hours Worked Per Week: 0
Vacation/Accrued Leave - Not PTO : No	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount
be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.


Signature

9/17/19
Date

Sl. No.	Name of the Candidate	Grade	Year	Score
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	2017/2018										2018/2019									
MA	35	34	27	20	39	63	43	4	4											
MD	38	2	9	14	73	31	7													
TE	27	3	11	27	24	1	8	1												
VE	26	4	11	18	2	9	10													
PA	29	9	12	18	25	3	10	1												
PL	28	6	13	29	27	6	11	10												
SA	31	7	14	31	25	5	12	1												
ET	1	1	10	22	17	6	13	3												

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LONDON

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Abstract

[illegible]

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ETJ 04/17/2010

100-375711

1970年10月

File # 2020215

F-4

11. 2. 2024: 2

Macie Kinchen

From: Danielle Hett
Sent: Tuesday, September 17, 2019 7:34 AM
To: Macie Kinchen
Cc: Timi Payton; Jamie M. Bibbins (DPS); Shenikka Matthews
Subject: FW: Cadet Brumley Resignation

Please see the below resignation.

Thank you,

Danielle Hett

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Tuesday, September 17, 2019 7:16 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <TimiPayton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Brumley Resignation

Cadet Sage Brumley resigned September 16, 2019, at 1815 hours.

He said that his heart was not in becoming a State Trooper anymore.

He was going to Troop A.

Please let me know if you need further.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Cortina Collins

From: Cortina Collins
Sent: Friday, August 9, 2019 1:32 PM
To: Michael "Trevor" McDonald
Cc: Jamie M. Bibbins (DPS)
Subject: RE: Intent to Retire - Exit Interview

LOL, ok!

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Thursday, August 8, 2019 10:57 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Sounds good.

We are most likely going to keep his position number open until he graduates from LSP just in case something happens and he needs to come back.

Lt. Trevor McDonald
Executive Officer
DPS Police Physical Security
225.658.2034

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Thursday, August 8, 2019 10:44 AM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Good morning LT Trevor,

Please be aware Sage's resignation will not take effect on today's date. It will not be processed and effective until the cadet class starts.

Thanks,

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614

Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Cortina Collins
Sent: Tuesday, July 30, 2019 3:35 PM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

You're welcome!

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Tuesday, July 30, 2019 3:30 PM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Thanks!!

LT. Trevor McDonald
Executive Officer
DPS Police Physical Security
225.658.2034

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Tuesday, July 30, 2019 3:12 PM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

You're welcome! I'll process Sage's separation because it's not a retirement (☺)

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Tuesday, July 30, 2019 2:20 PM
To: Cortina Collins <Cortina.Collins@LA.GOV>

Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Thanks Cortina!!

There was a second one as well- this one is for Ronnie Winters, the other was for Sage Brumley.

Lt. Trevor McDonald
Executive Officer
DPS Police Physical Security
225.658.2034

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Tuesday, July 30, 2019 1:49 PM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Good afternoon Lt. Trevor,

I've forwarded your email to Ms. Karen Sibley. She processes the retirements.

Thanks,

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov> **On Behalf Of** HRDocuments
Sent: Tuesday, July 30, 2019 1:42 PM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Subject: FW: Intent to Retire - Exit Interview

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Tuesday, July 30, 2019 12:33 PM
To: HRDocuments <HRDocuments@LA.GOV>
Cc: Cortina Collins <Cortina.Collins@LA.GOV>; Kini Schollian <Kini.Schollian@LA.GOV>
Subject: Intent to Retire - Exit Interview

See the attached Intent to Retire and Exit Interview on DPS Police Sergeant Ronnie Winters (P00015180).

Lt. Trevor McDonald
Executive Officer

Quota Report

STATE OF LOUISIANA
LEGISLATIVE BUREAU

RUN DATE: 09/20/2019
RUN TIME: 11:15:21
REPORT ID: ZT06

PAGE: 1
EFFECTIVE DATE:
09/09/2019 09/22/2019

LINE	EMP ID	EMP NAME	SSN	LAST NAME	FIRST NAME	MIDDLE NAME	POSITION	AGE	DATE	START DATE	END DATE	START TIME	END TIME	START DATE	END DATE	START TIME	END TIME
0419	50024373	LSP TROOP A/REGION 1	309935	BRUNLEY	SAGE	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	249.60680	2.2128	0.0030	251.81960	0.0000	251.81960	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	309935	BRUNLEY	SAGE	P-01	SICK LEAVE ENTITLEMENT	20	2019	167.60680	2.2128	0.0030	169.81960	0.0000	169.81960	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	309935	BRUNLEY	SAGE	P-01	K-TIME EARNED (ST)	20	2019	11.25000	0.0000	0.0030	11.25000	0.0000	11.25000	200.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	309935	BRUNLEY	SAGE	P-01	K-TIME EARNED (15)	20	2019	59.25000	0.0000	0.0030	59.25000	0.0000	59.25000	0.0000	HRS

END OF Absence Quota Report

Initial
9/20/19

QUOTA REPORT


STATE OF LOUISIANA
LaGov: EFP-HCH

PAGE 1
EFFECTIVE DATE
9 0 2019 8 2 2019

RUN DATE: 09 30 2019
RUN TIME: 11.20.16
REPORT ID: ZTC6

NO	EMPL NO	EMPL NAME	EMPL ID	EMPL TYPE	EMPL STATUS	EMPL GRADE	EMPL TITLE	EMPL CLASS	EMPL CODE	EMPL RATE	EMPL RATE	EMPL RATE	EMPL RATE	EMPL RATE	EMPL RATE	EMPL RATE
0419	50024373	LSP TROOP A/REGION 1	309935	BRUMLEY	SAGE	P-01	ANNUAL LEAVE ENTITLEMENT	2C	2019	249.60680	2.2128	72.0000	179.81960	C.00C0	179.81960	72.0000 HRS
0419	50024373	LSP TROOP A/REGION 1	309935	BRUMLEY	SAGE	P-01	SICK LEAVE ENTITLEMENT	2C	2019	167.60680	2.2128	0.0000	169.81960	C.00C0	169.81960	0.0000 HRS
0419	50024373	LSP TROOP A/REGION 1	309935	BRUMLEY	SAGE	P-01	K-TIME EARNED (ST)	2C	2019	11.25000	0.0030	11.2500	0.0000C0	C.00C0	0.000000	211.2500 HRS
0419	50024373	LSP TROOP A/REGION 1	309935	BRUMLEY	SAGE	P-01	K-TIME EARNED (1 5)	2C	2019	53.25000	0.0030	59.2500	0.0000C0	C.00C0	0.000000	59.2500 HRS

END OF Absence Quote Report

Final 
9/20/19

Payout of all h-time & 72 hours
of La pending reemployment

***** STATE OF LOUISIANA DEPT. OF TREASURY OFFICE OF STATE FORM PAYROLL *****
Special Messages: OGB ANNUAL ENROLLMENT RUNS OCT 1st - NOV 15th. FIND MORE
INFORMATION AT INFO.GROUPBENEFITS.ORG

0419 DPS-Office of State Police PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
PERS #: 00309935 Class NE 20/2019 PAY DATE: 09/27/2019
SAGE BRUMLEY
[REDACTED] WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 00 0.00
LA Single 00 00 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 3,911.19 NEIGHBORS FCU

NET 3,911.19

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	48.00	1,075.61
076B TxCsh Aut Dly Uniform Allo	8.00	7.00	56.00
800B OT (ST) Attendance	22.41	19.00	425.76
500B Annual Leave Term	22.41	72.00	1,613.42
510B KTime-Straight-Term/Payot	22.41	11.25	252.10
515B K Time - 1.5 Term/Payout	22.41	59.25	1,327.71

***** TOTAL EARNINGS/PAID ABSENCES 4,750.60

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers LAHD EE		2,581.60	LSPR	1,075.61	LSPR 2,868.30
SP LSP1 EE	102.18	272.49	FED	4,648.42	FED 35,498.18
FED Withholding	511.12	4,015.24	LA	4,648.42	LA 35,498.18
FED EE Medicare	68.89	556.11			
LA Withholding	157.22	1,220.05			
TOTAL TAXES/RET.	839.41	8,645.49			

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE

***** TOTAL DEDUCTIONS 0.00 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	23,127.68
051B Shift Diff 2nd Shift	458.00
076B TxCsh Aut Dly Uniform Allo	1,079.60
800B OT (ST) Attendance	425.76
849B OT(1.5) Attendance	2,669.84
949B OT(1.5) Att - NE Prem	1,403.10
500B Annual Leave-Term	1,613.42
510B KTime-Straight-Term/Payot	252.10
***** TOTAL EARNINGS/PAID ABSENCES YTD	38,352.27

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE PAYROLL FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00309935 Class NE
SAGE BRUMLEY

PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
20/2019 PAY DATE: 09/27/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 3,911.19

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL						
SICK						
COMP-KT						
FLSA COMP						
FMLA						

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
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***** TOTAL EARNINGS/PAID ABSENCES 4,750.60

TAXES/RETIREMENT . CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET. 839.41 8,645.49

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE
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***** TOTAL DEDUCTIONS 0.00 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
515B K Time - 1.5 Term/Payout	1,327.71
650B Annual Leave-Absence	3,761.20
694B Spec Lv Office Closure	308.27
701B Holiday	936.19
702B Designated Holiday	989.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 38,352.27

Employee Notification Form for 10/16/2019

Personal Information

Employee Name THACKER JR., MICHAEL S Known As [REDACTED]
Personnel Number 00330621 Gender Male Date of Birth [REDACTED]
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street [REDACTED] Mailing Street
City [REDACTED] City
State [REDACTED] State
Zip Code [REDACTED] Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP D/REGION 2
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 10/09/2019 To 12/31/9999 Reason Resign-Personal
Action Hiring (P) 0419 08/25/2019 To 10/08/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 10/09/2019 To 12/31/9999
Position 50393913 - STATE POLICE CADET From 08/25/2019 To 10/08/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sa: Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999

Macie Kinchen

From: Clay Reavis
Sent: Wednesday, October 09, 2019 7:49 AM
To: Alana Collins; Danielle Hett; Debbie Givens; Ginger Krieg; kimberly gann; kreed@lsprs.org; Lanny Bergeron; Patrick Jackson (DPS); Shenikka Matthews; Timi Payton; William Moragne
Subject: Cadet Michael Thacker Resignation

Cadet Michael Thacker resigned October 8, 2019, at 2200 hours.

He said his "heart was not in it."

Please let me know if you need further.

Respectfully,

Sgt. Clay Reavis
Louisiana State Police
Training Academy
Cadet Class Coordinator
225-925-4951

10/8/19 - 3.5 ZA02

Macie Kinchen

From: Timi Payton
Sent: Tuesday, October 15, 2019 11:28 AM
To: Macie Kinchen
Cc: Danielle Hett
Subject: RE: Cadet Separation
Attachments: Cadet Michael Thacker Resignation

Thanks Macie Please see attached. His PH is 330621

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV
My office hours are Mon-Fri 7:00 AM-3:30 PM

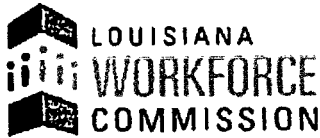
From: Macie Kinchen <Macie.Kinchen@la.gov>
Sent: Tuesday, October 15, 2019 11:03 AM
To: Timi Payton <Timi.Payton@la.gov>
Subject: Cadet Separation

Timi, I will be separating the cadet for Danielle. Guess she didn't print the paperwork out yet... can you please send me the information needed to separate him? thanks

Thank you

Macie Kinchen
Human Resources Analyst
Department of Public Safety
Phone: (225)925-6061
HR Main #: (225)925-6067
Fax: (225)925-3970
Macie.Kinchen@la.gov
Office Hours 7:00 to 3:30

Note phone number change



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF STATE POLICE
Company Street Address 1: PO BOX 66614
Address 2:
City: BATON ROUGE
State: LA
Zip: 70896-6614
Name: MACIE KINCHEN
Title: HR ANALYST
Phone Number: 225-925-6061
Email Address: Macie.Kinchen@la.gov

Employee Information

Employee First Name: MICHAEL
Employee Last Name: THACKER
Employee SSN: [REDACTED]
Employee Date of Separation: 10/08/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 10/08/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation: PERSONAL

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40
Vacation/Accrued Leave - Not PTO : Yes	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount
be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.

Macie Kinchen
Signature

10-16-19
Date

NAME OF EMPLOYEE: Michael Thacker
DATE OF SEPARATION: 10/15/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 12 hours of annual leave. If you return to state employment within 1 business day(s), you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B.
"An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages: OCTOBER 18TH NATIONAL MAMMOGRAPHY DAY.FOR MO INFO VISIT
HTTP://WWW.SPEAKERSFORNURSES.COM/

0419 DPS-Office of State Police PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
PERS #: 00330621 Class NE 22/2019 PAY DATE: 10/25/2019
MICHAEL THACKER JR.
WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 00 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 2,945.34 BARKSDALE FEDERAL CRED

NET 2,945.34

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	16.00	358.54
076B TxCsh Aut Dly Unifrm Allo	8.00	2.00	16.00
800B OT (ST) Attendance	22.41	7.00	156.86
500B Annual Leave-Term	22.41	12.00	268.90
515B K Time - 1.5 Term/Payout	22.41	120.75	2,705.84

***** TOTAL EARNINGS/PAID ABSENCES 3,506.14

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	34.06	559.89	LSPR	358.54	LSPR 5,893.47
FED Withholding	371.74	963.54	FED	3,470.58	FED 8,771.18
FED EE Medicare	50.82	135.30	LA	3,470.58	LA 8,771.18
LA Withholding	102.68	272.54			

TOTAL TAXES/RET. 559.30 1,931.27

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2210 *Flex Life Insurance	1.50	6.00	CURRENT YR-TO-DATE
			1.50 6.00

***** TOTAL DEDUCTIONS 1.50 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	5,714.20
076B TxCsh Aut Dly Unifrm Allo	312.00
800B OT (ST) Attendance	156.86
500B Annual Leave-Term	268.90
515B K Time - 1.5 Term/Payout	2,705.84
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 9,337.07

Quota Report

STATE OF LOUISIANA
LaGov ERP-HCMPAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019RUN DATE: 10/15/2019
RUN TIME: 13:33:59
REPORT ID: ZT06

EMPLOYEE	REGION	NAME	SSN	POSITION	STATUS	DATE	TIME	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
0419 50024377	LSP TROOP D/REGION 2	333621 THACKER JR. MICHAEL	P-01	ANNUAL LEAVE ENTITLEMENT	21	2019	11.38670	0.7376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS	
0419 50024377	LSP TROOP D/REGION 2	333621 THACKER JR. MICHAEL	P-01	SICK LEAVE ENTITLEMENT	22	2019	11.38670	0.7376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS	
0419 50024377	LSP TROOP D/REGION 2	333621 THACKER JR. MICHAEL	P-01	K-TIME EARNED (ST)	22	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	8.0000	HRS	
0419 50024377	LSP TROOP D/REGION 2	333621 THACKER JR. MICHAEL	P-01	K-TIME EARNED (1.5)	22	2019	120.75000	0.0000	120.7500	0.00000	0.0000	0.00000	120.7500	HRS	

END OF Absence Quota Report

STATE OF LOUISIANA
LaGov REP-BCH

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

EMP	SSN	NAME	POSITION	REGION	STATUS	DATE	DESCRIPTION	QUANTITY	UNIT	AMOUNT	RATE	TOTAL	AMOUNT	RATE	TOTAL	AMOUNT	RATE	TOTAL
0419	50024377	LSP TROOP	D/REGION 2	330621	THACKER JR. MICHAEL	P 01	ANNUAL LEAVE ENTITLEMENT	22	2019	11.38670	0.7376	0.0000	12.12430	0.0000	12.12430	0.0000	HRS	
0419	50024377	LSP TROOP	D/REGION 2	330621	THACKER JR. MICHAEL	P 01	SICK LEAVE ENTITLEMENT	22	2019	11.38670	0.7376	0.0000	12.12430	0.0000	12.12430	0.0000	HRS	
0419	50024377	LSP TROOP	D/REGION 2	330621	THACKER JR. MICHAEL	P 01	K-TIME EARNED (ST)	22	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	0.0000	HRS	
0419	50024377	LSP TROOP	D/REGION 2	330621	THACKER JR. MICHAEL	P 01	K-TIME EARNED (1.5)	22	2019	120.75000	0.0000	0.0000	120.75000	0.0000	120.75000	0.0000	HRS	

END OF Absence Quota Report

Quota Report

STATE OF LOUISIANA
LaGov ERP-HCM

RUN DATE: 10/15/2019
RUN TIME: 13:20:05
REPORT ID: ZT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

EMP ID	EMP NAME	EMP TITLE	EMP STATUS	EMP CLASS	EMP GRADE	EMP PAY RATE	EMP PAY PERIOD	EMP PAY TYPE	EMP PAY RATE	EMP PAY PERIOD	EMP PAY TYPE	EMP PAY RATE	EMP PAY PERIOD	EMP PAY TYPE	EMP PAY RATE	EMP PAY PERIOD	EMP PAY TYPE	EMP PAY RATE	EMP PAY PERIOD	EMP PAY TYPE
0419 50024377	LSP TROOP D/REGION 2	330621 THACKER JR. MICHAEL	P-01	ANNUAL LEAVE ENTITLEMENT	11.38670	0.0376	12.0000	0.12430	0.0000	0.12430	12.0000	HRS								
0419 50024377	LSP TROOP D/REGION 2	330621 THACKER JR. MICHAEL	P-01	SICK LEAVE ENTITLEMENT	11.38670	0.0376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS								
0419 50024377	LSP TROOP D/REGION 2	330621 THACKER JR. MICHAEL	P-01	K-TIME EARNED (ST)	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	0.0000	HRS								
0419 50024377	LSP TROOP D/REGION 2	330621 THACKER JR. MICHAEL	P-01	K-TIME EARNED (1.5)	120.75000	0.0000	0.0000	120.75000	0.0000	120.75000	0.0000	HRS								

END OF Absence Quota Report

Quota Report

STATE OF LOUISIANA
LaGov Exp-HCH

RUN DATE: 10/15/2019
RUN TIME: 13:21:13
REPORT ID: 2706

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

EMP ID	EMP NAME	EMP TITLE	EMP STATUS	EMP CLASS	EMP GRADE	EMP RATE	EMP PAY	EMP TAX	EMP DED	EMP NET	EMP HRS	EMP RATE	EMP PAY	EMP TAX	EMP DED	EMP NET
0419 50024377	LSP TROOP D/REGION 2 3 1621 THACKER JR. MICHAEL	P-01	ANNUAL LEAVE ENTITLEMENT	2	2019	11.38670	0.7376	12.1200	C.00430	0.0000	0.00430	12.1200	HRS			
0419 50024377	LSP TROOP D/REGION 2 3 1621 THACKER JR. MICHAEL	P-01	SICK LEAVE ENTITLEMENT	22	2019	11.38670	0.7376	12.1200	C.00430	0.0000	0.00430	12.1200	HRS			
0419 50024377	LSP TROOP D/REGION 3 1621 THACKER JR. MICHAEL	P-01	K-TIME EARNED (ST)	22	2019	8.00000	0.0000	0.0000	6.00000	0.0000	0.00000	0.0000	HRS			
0419 50024377	LSP TROOP D/REGION 2 3 1621 THACKER JR. MICHAEL	P-01	K-TIME EARNED (1.5)	22	2019	120.75000	0.0000	0.0000	120.75000	0.0000	120.75000	0.0000	HRS			

END OF Absence Quota Report

Employee Name: Michael Thacker

Personnel #: 330621

Effective Date: 10-8-19

Area/Location: 419 Cadet

CHECKLIST - Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access MFN - 005871
- ☐ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☐ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), hucv.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's All Danielle time has been entered
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour) 12
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lspis.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ), Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee 12 hrs.
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed) 10-25-19
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.

Nacie Klencher
Human Resources Representative Signature

10-16-19
Date

Employee Notification Form for 01/16/2020

Personal Information

Employee Name MOREAU, HOLLIE SOUTHERN Known As
Personnel Number 00330644 Gender Female Date of Birth
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elg Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP G/REGION 3
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/31/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 12/21/2019 To 12/31/9999 Reason Separation From Probation
Action Hiring (P) 0419 08/25/2019 To 12/20/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 12/21/2019 To 12/31/9999
Position 07129472 - STATE POLICE CADET From 08/25/2019 To 12/20/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
TxCash Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999

Employee Name: Hollie Moreau
Effective Date: 12/20/19

Personnel #: 330644
Area/Location: 419 - Troop G
7129472

CHECKLIST - Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, imar.davis@la.gov, Legal (OIA A11), huey.mccartney@la.gov, Rhonda Fogleman, soncerre.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if a y)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ), Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

1/16/2020
Date

Jamie M. Bibbins (DPS)

From: Timi Payton
Sent: Friday, December 20, 2019 11:36 AM
To: Jamie M. Bibbins (DPS)
Subject: FW: Cadet Hollie Moreau Resignation

From: Clay Reavis
Sent: Friday, December 20, 2019 10:19 AM
To: Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; Jessica Roberson <Jessica.Roberson@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Melissa Matey <Melissa.Matey@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <Timi.Payton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Hollie Moreau Resignation

Cadet Hollie Moreau resigned December 20, 2019 at 0905 hours.

She left due to poor academic performance.

She was assigned to Troop G.

Please let me know if you need further.

Sgt Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Jamie M. Bibbins (DPS)

From: Kimberly Payne (DPS)
Sent: Friday, December 27, 2019 12:29 PM
To: Jamie M. Bibbins (DPS)
Cc: Kristin Garcia
Subject: RE: Hollie Moreau

I have completed all entries through
12/20/1019. Thank you

Kpayne
Training Academy

Sent via the Samsung Galaxy S8

----- Original message -----

From: "Jamie M. Bibbins (DPS)" <Jamie.Bibbins2@la.gov>
Date: 12/27/19 12:00 PM (GMT-06:00)
To: "Kimberly Payne (DPS)" <Kimberly.M.Payne@la.gov>
Cc: Kristin Garcia <Kristin.Garcia@la.gov>
Subject: Hollie Moreau

Hi,


Could you verify that all entries have been made? Please advise for Hollie Moreau.


Sincerely,


Jamie Bibbins

Human Resources Specialist
Department of Public Safety

 P.O. Box 66614 Baton Rouge, LA 70896

 225.925.6910

 225.925.3970

 jamie.bibbins2@LA.GOV

My office hours are Mon-Fri 7:30 AM- 4:00 PM

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages: IMPORTANT TAX INFO - 2019 W-2'S ARE NOW AVAILABLE () LEO FO
ACTIVE EMPLOYEES WHO ELECTED TO SELF VIEW/PRINT THEIR W-2.

0419 DPS-Office of State Police PERIOD: 01/2020 PAY PERIOD END: 12/29/2019
PERS #: 00330644 Class NE 01/2020 PAY DATE: 01/03/2020
HOLLIE MOREAU WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED 00 0.00
LA Married 00 00 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 8,638.92 BARKSDALE FEDERAL CRED

NET 8,638.92

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	35.00	784.30
076B TxCsh Aut Dly Unifrm Allo	8.00	5.00	40.00
500B Annual Leave-Term	22.41	31.00	694.67
515B K Time - 1.5 Term/Payout	22.41	365.25	8,184.75
675B K Time ST Leave	22.41	5.00	112.04

***** TOTAL EARNINGS/PAID ABSENCES 9,815.76

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	85.15	85.15	LSPR	896.34	LSPR 896.34
FED Withholding	790.16	790.16	FED	9,910.93	FED 9,910.93
FED EE Medicare	144.94	144.94	LA	9,910.93	LA 9,910.93
LA Withholding	336.91	336.91			

TOTAL TAXES/RET. 1,357.16 1,357.16

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	177.32-	177.32-	CURRENT YR-TO-DATE
2210 *Flex Life Insurance	3.00-	3.00-	180.32- 180.32-

***** TOTAL DEDUCTIONS 180.32- 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	784.30
076B TxCsh Aut Dly Unifrm Allo	40.00
500B Annual Leave-Term	694.67
515B K Time - 1.5 Term/Payout	8,184.75
675B K Time ST Leave	112.04

***** TOTAL EARNINGS/PAID ABSENCES YTD 9,815.76

Quota Report

STATE OF LOUISIANA
Lafayette EPP HCM

RUN DATE: 12/30/2019
RUN TIME: 09:33:28
REPORT ID: ET06

PAGE 1
EFFECTIVE DATE
12/16/2019 - 12/29/2019

NO	EMPLOYEE	UNIT	REGION	POST	NAME	STATUS	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME
0419	50024381	LSP TROOP G/REGION 3	330644	MOREAU	HOLLIE	P 01	ANNUAL LEAVE ENTITLEMENT	1	2020	25.82670	1.8440	0.0000	31.67070	0.0000	31.67070	0.0000	HRS	
0419	50024381	LSP TROOP G/REGION 3	330644	MOREAU	HOLLIE	P-01	SICK LEAVE ENTITLEMENT	1	2020	25.82670	1.8440	0.0000	31.67070	0.0000	31.67070	0.0000	HRS	
0419	50024381	LSP TROOP G/REGION 3	330644	MOREAU	HOLLIE	P-01	K-TIME EARNED (ST)	1	2020	32.00000	6.0000	5.0000	33.00000	0.0000	33.00000	5.0000	HRS	
0419	50024381	LSP TROOP G/REGION 3	330644	MOREAU	HOLLIE	P 01	K-TIME EARNED (1.5)	1	2020	365.25000	0.0000	0.0000	365.25000	0.0000	365.25000	0.0000	HRS	

NO OF Absence Quota Report

Balance before
Payout (PR)

Quota Report

STATE OF LOUISIANA
LaGov ERP-RCH

UN DATE: 12/30/2019
UN TIME: 09:40:40
REPORT ID: ET06

PAGE 1
EFFECTIVE DATE
12/16/2019 - 12/29/2019

0419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	ANNUAL LEAVE ENTITLEMENT	1	2020	29.82670	1.8440	31.0000	0.67070	0.0000	0.67070	31.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	SICK LEAVE ENTITLEMENT	1	2020	29.82670	1.8440	31.6600	0.01070	0.0000	0.01070	31.6600	HRS
0419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	K-TIME EARNED (ST)	1	2020	32.00000	6.0000	38.0000	0.00000	0.0000	0.00000	38.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	K-TIME EARNED (L.I)	1	2020	365.25000	0.0000	365.2500	0.00000	0.0000	0.00000	365.2500	HRS

40 OF Absence Quota Report

Balance After Payout (93)

NAME OF EMPLOYEE: Hollie Moreau

DATE OF SEPARATION: 12/21/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 31 hours of annual leave. If you return to state employment within 4 business days, you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B
"An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

Employee Notification Form for 08/28/2019

Personal Information

Employee Name BLANCHARD, CRIQ JOSEPH Known As [REDACTED]
 Personnel Number 00330599 Gender Male Date of Birth [REDACTED]
 Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No ☐
 Permanent Street [REDACTED] Mailing Street
 City [REDACTED] City
 State [REDACTED] State
 Zip Code [REDACTED] Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code	LAGOV	Org. Unit	LSP TROOP C/REGION 2
Personnel Area	DPS-Office of State Police	Cost Center	4191012295
Employee Group	Full Time Salary	Personnel Subarea	StTrooperLE2100
Payroll Area	LaGov-Paid Bi-Wkly	Employee Subgroup	Class NE
Work Contract	Probational	Permanent Status	
Expiration Date	01/31/2021	Employment Status	Withdrawn

Time Management Information

Employment Percent	100.00	Time Management Status	Negative Time Entry
Weekly Working Hours	40.00	Time Administrator	068
Work Schedule Rule	M-F 8HR	Telecommuter	

Action History

Action Separation (P)	0419	08/27/2019 To 12/31/9999	Reason Resign-Reason Not Stated
Action Hiring (P)	0419	08/25/2019 To 08/26/2019	Reason Certif - St Police Commission

Job History

Job	07133380 - State Police Cadet	From	08/25/2019	To	12/31/9999
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Position History

Position	99999999	From	08/27/2019	To	12/31/9999
Position	07018864 - STATE POLICE CADET	From	08/25/2019	To	08/26/2019

Base Pay History

Biweekly	1 792 69	P-01	*A	From	08/25/2019	To	12/31/9999	Pay Reason Code	Hire Sal Rate State Trooper
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Other Pay Information

Shift Diff 2nd	0 50	0051	From	08/25/2019	To	12/31/9999
TxCsh Aut Dly U	8.00	0076	From	08/25/2019	To	12/31/9999
DPS Escort Pay2	60 00	0073	From	08/25/2019	To	12/31/9999

Employee Name: Eric Blanchard
Effective Date: 08/20/2019

Personnel #: 330599
Area/Location: LSP TROOP C

CHECKLIST - Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), Lamar Davis (lamar.davis@la.gov), Legal (OLA.ALL), Huey McCartney (huey.mccartney@la.gov), Rhonda Fogleman, Sancerre Antoine (Sancerre.antoine@la.gov), Alana Collins (Alana.collins@la.gov), Jason Shaver (Jason.shaver@la.gov) and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments-Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.McDonald@la.gov (Police Supply), Mary.Vanvulkenburg@la.gov (SP HQ), Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSIA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblependingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service State Police Commission as well as DPS PSS policies and procedures.


Human Resources Representative Signature

08/28/19
Date



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 Independence Blvd
Address 2:
City: Baton Rouge
State: LA
Zip: 70806
Name: Shambrielle Pooler
Title: HR Analyst
Phone Number: 225-922-0842
Email Address: shambrielle.pooler@la.gov

Employee Information

Employee First Name: Erq
Employee Last Name: Blanchard
Employee SSN: [REDACTED]
Employee Date of Separation: 08/26/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 08/25/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation Resigned-Reason Not Stated

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 0
Vacation/Accrued Leave - Not PTO - No	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files

Shambrielle Pooler
Signature

08/28/2019
Date

Quota Report

STATE OF LOUISIANA
 EPP-HCH

RUN DATE: 09/05/2019

RUN TIME: 15 07 16

REPORT ID: ZT05

PAGE 1
 EFFECTIVE DATE
 08/26/2019 - 09/04/2019

UNIT	EMPLOYEE	POSITION	REGION	NAME	GRADE	STATUS	LEAVE TYPE	DATE	YEAR	PERIOD	START DATE	END DATE	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD
0419	50024376	LSP TROOP C/REGION 2	330599	BLANCHARD	ERIQ	P-01	ANNUAL LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36880	0.0000	0.36880	0.0000	HRS
0419	50024376	LSP TROOP C/REGION 2	330599	BLANCHARD	ERIQ	P-01	SICK LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36880	0.0000	0.36880	0.0000	HRS

END OF Absence Quota Report

Separation Notice

Please complete the following form, providing as much information about the separation as possible. Should the former employee file a claim for unemployment benefits, the information you provide here will help the Louisiana Workforce Commission make an informed determination.

This form must be submitted within three days after the date on which the employee's separation from service occurs, or three days after the worker's separation from employment. **Failure to submit this notice within the specified time frame may forfeit the employer's right to appeal.**

Employer Information

Employer EAN: 1426030

*** Company:** *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY

*** Company Street Address 1:** 7979 Independence Blvd

Address 2:

*** City:** Baton Rouge

*** State:** Louisiana ▼

*** Zip:** 70806

*** Name:** Shambrielle Pooler

*** Title:** HR Analyst

*** Phone Number:** 225-922-0842

*** Email Address:** hambrielle.pooler@la.gov

Employee Information

*** Employee First Name:** Eriq

*** Employee Last Name:** Blanchard

*** Employee SSN:**

*** Employee Date of Separation:** 08/26/2019 📅

*** Employee Date Hired:** 08/25/2019 📅

*** Employee Date Last Worked:** 08/25/2019 📅

Separation Reason

*** The Reason for Separation:**
Resigned / Quit ▼

If an employee is retiring, choose "Resigned/Quit" as the Reason for Separation.

*** Explain Reason for Separation:**

Resigned-Reason Not Stated

Clear Text

Benefit Payments

Hourly Rate Of Pay: \$ 22.41

Hours Worked per Week:

Vacation/Accrued Leave - Not PTO:

Yes No

Total Amount:

Number of Hours:

Severance/Dismissal:

Yes No

Total Amount:

Number of Hours:

Bonus:

Yes No

Total Amount:

Number of Hours:

Holiday Pay:
Yes No

Total Amount:

Number of Hours:

Wages in Lieu of Notice:

Yes No

Total Amount:

Number of Hours:

Pension:

Monthly Lump Sum No

If lump sum, what would the monthly amount be if that option had been chosen?:

Separation Attachments

Choose File No file chosen

No records found

8/28/2019

HIRE - Separation Notice

By clicking Save, I certify that the worker, whose name and Social Security Number appear above, has been separated from work and that the above information is true and correct. I further certify that the worker has been handed or mailed a copy of this notice.

[../././multisession.asp](#)

Employee Notification Form for 10/18/2019

Personal Information

Employee Name SINK, CHRISTOPHER JOHN Known As [REDACTED]
 Personnel Number 00317191 Gender Male Date of Birth [REDACTED]
 Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
 Permanent Street [REDACTED] Mailing Street
 City [REDACTED] City
 State [REDACTED] State
 Zip Code [REDACTED] Zip Code

Employment Related Dates

Adjusted Service Date 04/15/2019 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 04/15/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP B/REGION 1
 Personnel Area DPS-Office of State Police Cost Center 4191012295
 Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
 Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator 068
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 10/12/2019 To 12/31/9999 Reason Dismissal
 Action Rehire (P) 0419 08/25/2019 To 10/11/2019 Reason Certif - St. Police Commission
 Action Separation (P) 0419 03/17/2018 To 08/24/2019 Reason Resign-Reason Not Stated

Job History

Job 07133380 - State Police Cadet From 11/05/2017 To 12/31/9999

Position History

Position 99999999 From 10/12/2019 To 12/31/9999
 Position 50393907 - STATE POLICE CADET From 08/25/2019 To 10/11/2019
 Position 99999999 From 03/17/2018 To 08/24/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 1,792.69 P-01 *A From 11/05/2017 To 08/24/2019 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 Shift Diff 2nd 0.50 0051 From 11/05/2017 To 08/24/2019
 TxCsh Aut Dly U 8.00 0076 From 11/05/2017 To 08/24/2019
 DPS Escort Pay2 60.00 0073 From 11/05/2017 To 08/24/2019

Employee Name: Christopher Dink
Effective Date: 10/11/19

Personnel #: 317191
Area/Location: 419

CHECKLIST – Separations (Troopers)

Post # 50393907

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Soncree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.VanValkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.

[Signature]
Human Resources Representative Signature

10/18/19
Date

From: Kimberly Payne (DPS)
Sent: Monday, October 14, 2019 10:30 AM
To: Kristin Garcia
Subject: RE: Cadet Separation (Time)
Importance: High

All 3 are done Starling and Gaspard (resigned Sunday 10/13)

Kimberly Payne
225-925-6125

From: Kristin Garcia <Kristin.Garcia@la.gov>
Sent: Monday, October 14, 2019 10:17 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Subject: RE: Cadet Separation (Time)

Thanks. No Rush.

If you have any questions, please let me know.

Thanks,

Kristin Garcia
DPS/Human Resources
P: (225) 925-6310
F: (225) 925-3970/922-0528
Office Hours: 7:00am-3:30pm

From: Kimberly Payne (DPS) <kimberly.payne@dps.wa.gov>
Sent: Monday, October 14, 2019 10:16 AM
To: Kristin Garcia <kristin.garcia@dps.wa.gov>
Subject: RE: Cadet Separation (Time)

$$\begin{aligned} \frac{d}{dt} \left(\frac{1}{2} \dot{\theta}^2 \right) &= \dot{\theta} \ddot{\theta} \\ \frac{d}{dt} \left(\frac{1}{2} \dot{\phi}^2 \right) &= \dot{\phi} \ddot{\phi} \end{aligned}$$

From: Kristin Garcia <Kristin.Garcia@la.gov>
Sent: Monday, October 14, 2019 10:09 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Subject: Cadet Separation (Time)
Importance: High

Good Morning,

Has all time been entered for Cadet [REDACTED] and Cadet Starling so the separation can be processed?

If you have any questions, please let me know.

Thanks,

Kristin Garcia

DPS/Human Resources

P: (225) 925-6310

F: (225) 925-3970/922-0528

Office Hours: 7:00am-3:30pm



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/14/2019 11:49 AM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS

cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Pcnouilh@la.gov

bcc

Subject Separation--Cadet Class #99

Good Morning,

This is notification that the above employee resigned at the close of business on the effective dates. She/He was a Cadet in CC# 99 (Cost Center-4191012295).

Mrs. Senette Small, eff. 10/10/19

Mr. Michael Starling, eff. 10/11/19

Mr. Christopher Sink, eff. 10/11/19

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067

Notification Log

Action	Date	Notified
IT Approval		
Request Completed		Req.Implementation Date:
Request Implemented		
Request Closed		
Request Terminated		

General Comments:

Last Modified: 10/15/2019 11:29 AM - Alana Collins/MFN/DPS/LAGOV

DATE: 10/10/2019
TIME: 14 47 35
ORT ID: ET06

LaGov ERP-NCH

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

Before any payouts and/or
reductions

10/10/2019 14:47:35 ET06 10/07/2019 - 10/20/2019

10/10/2019 14:47:35 ET06 10/07/2019 - 10/20/2019
10/10/2019 14:47:35 ET06 10/07/2019 - 10/20/2019
10/10/2019 14:47:35 ET06 10/07/2019 - 10/20/2019
10/10/2019 14:47:35 ET06 10/07/2019 - 10/20/2019

10/10/2019 14:47:35 ET06

DATE: 10/18/2019
TIME: 14:49:14
ORT ID: ET06

PAGE: 1
EFFECTIVE DATE:
10/07/2019 10/20/2019

after annual leave payout

IN	OUT	DATE	TIME	LOCATION	STATUS	REASON	APPROVAL	REMARKS
14	15	10/18/2019	14:49:14	ET06	IN	Annual Leave Payout		
15	16	10/18/2019	14:49:14	ET06	OUT	Annual Leave Payout		
16	17	10/18/2019	14:49:14	ET06	IN	Annual Leave Payout		
17	18	10/18/2019	14:49:14	ET06	OUT	Annual Leave Payout		

CA: [illegible]

1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 26

after sick leave reduction

PAGE 1
EFFECTIVE DATE
10/07/2019 10/20/2019

DATE	TIME	LOCATION	OFFICER	REMARKS
04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14
04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14
04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14
04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14	04-00-14-14

DOI: 10.1016/j.jmbs.2010.07.004

DATE: 10/18/2019
TIME: 14:53:00
ORT ID: LT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

after all payouts and reduction

EMPLOYEE INFORMATION: NAME, SSN, DATE OF BIRTH, GENDER, RACE, ETHNICITY, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, DEPENDENT INFORMATION, EMPLOYEE STATUS, EMPLOYEE TYPE, EMPLOYEE CLASS, EMPLOYEE GRADE, EMPLOYEE PAY RATE, EMPLOYEE PAY PERIOD, EMPLOYEE PAY DATE, EMPLOYEE PAY AMOUNT, EMPLOYEE PAY DEDUCTIONS, EMPLOYEE PAY NET AMOUNT, EMPLOYEE PAY TAXES, EMPLOYEE PAY SOCIAL SECURITY, EMPLOYEE PAY MEDICAL, EMPLOYEE PAY DENTAL, EMPLOYEE PAY LIFE INSURANCE, EMPLOYEE PAY DISABILITY, EMPLOYEE PAY RETIREMENT, EMPLOYEE PAY OTHER DEDUCTIONS, EMPLOYEE PAY OTHER BENEFITS, EMPLOYEE PAY OTHER INFORMATION.

EMPLOYEE INFORMATION: NAME, SSN, DATE OF BIRTH, GENDER, RACE, ETHNICITY, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, DEPENDENT INFORMATION, EMPLOYEE STATUS, EMPLOYEE TYPE, EMPLOYEE CLASS, EMPLOYEE GRADE, EMPLOYEE PAY RATE, EMPLOYEE PAY PERIOD, EMPLOYEE PAY DATE, EMPLOYEE PAY AMOUNT, EMPLOYEE PAY DEDUCTIONS, EMPLOYEE PAY NET AMOUNT, EMPLOYEE PAY TAXES, EMPLOYEE PAY SOCIAL SECURITY, EMPLOYEE PAY MEDICAL, EMPLOYEE PAY DENTAL, EMPLOYEE PAY LIFE INSURANCE, EMPLOYEE PAY DISABILITY, EMPLOYEE PAY RETIREMENT, EMPLOYEE PAY OTHER DEDUCTIONS, EMPLOYEE PAY OTHER BENEFITS, EMPLOYEE PAY OTHER INFORMATION.

OF A MONTH Gross Pay: 1000

ocial Messages: NOVEMBER IS NATIONAL ADOPTION MONTH. IF YOU ENJOY BEING A
PARENT, CALL THE OFFICE OF COMMUNITY SERVICES AT 886-1001.

19 DPS-Office of State Police PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
RS #: 00317191 Class NE 22/2019 PAY DATE: 10/25/2019
RISTOPHER SINK WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 02 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
ecking 3,570.90 NAS JRB CR UNION

T 3,570.90

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
NUAL	0.00	0.00000	0.00000	0.00		
CK	0.00	0.00000	0.00000	0.00		
MP-KT	0.00	0.00000	0.00000	0.00		
SA COMP	0.00	0.00000	0.00000	0.00		
LA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
3B Regular Pay-Salary	22.41	40.00	896.35
6B TxCsh Aut Dly Unifrm Allo	8.00	5.00	40.00
0B OT (ST) Attendance	22.41	14.00	313.72
0B Annual Leave-Term	22.41	13.00	291.31
5B K Time - 1.5 Term/Payout	22.41	120.75	2,705.84

***** TOTAL EARNINGS/PAID ABSENCES 4,247.22

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
LSP1 EE	85.15	610.98	LSPR	896.35	LSPR 6,431.28
D Withholding	318.75	733.11	FED	4,076.13	FED 9,123.41
D EE Medicare	60.34	141.15	LA	4,076.13	LA 9,123.41
Withholding	126.14	286.13			

TAL TAXES/RET. 590.38 1,771.37

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
00 *Flex OGB Health	84.44	337.76	CURRENT YR-TO-DATE
10 *Flex Life Insurance	1.50	6.00	85.94 343.76

***** TOTAL DEDUCTIONS 85.94 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
3B Regular Pay-Salary	6,252.01
6B TxCsh Aut Dly Unifrm Allo	336.00
0B OT (ST) Attendance	313.72
0B Annual Leave-Term	291.31
5B K Time - 1.5 Term/Payout	2,705.84
1B Holiday	179.27

*** TOTAL EARNINGS/PAID ABSENCES YTD 10,078.15



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/18/2019 03:05 PM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS

cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Penouilh@la.gov

bcc

Subject Separations--Cadets

Good Morning,

This is notification that the employees below were relieved from their position at the close of business on 10/11/19. They were State Police Cadets in CC# 99 (cost center 4191012295).

Senette Small and

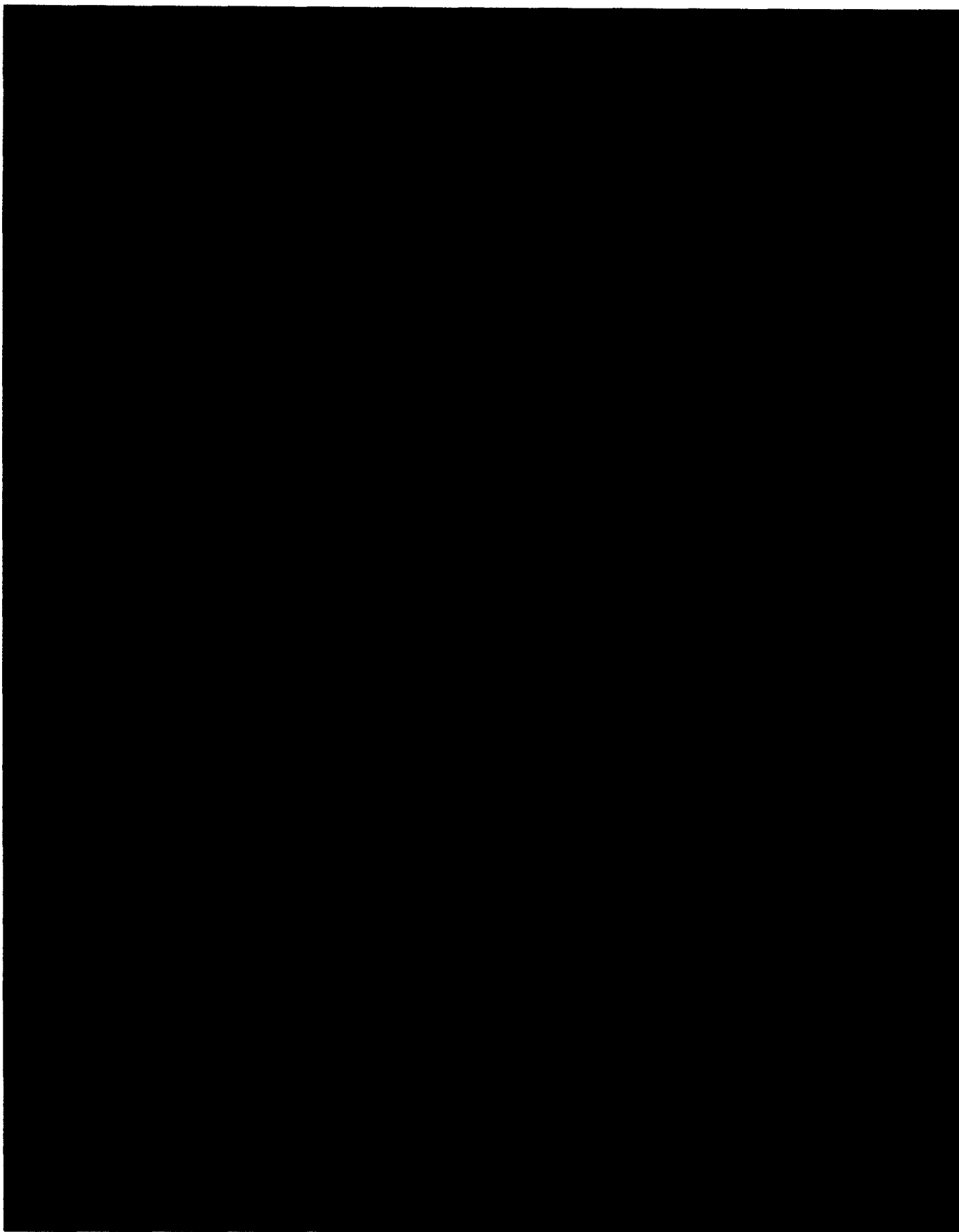


pdf

Senette Small.pdf

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067



NAME OF EMPLOYEE: Christopher Sink
DATE OF SEPARATION: 10/11/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

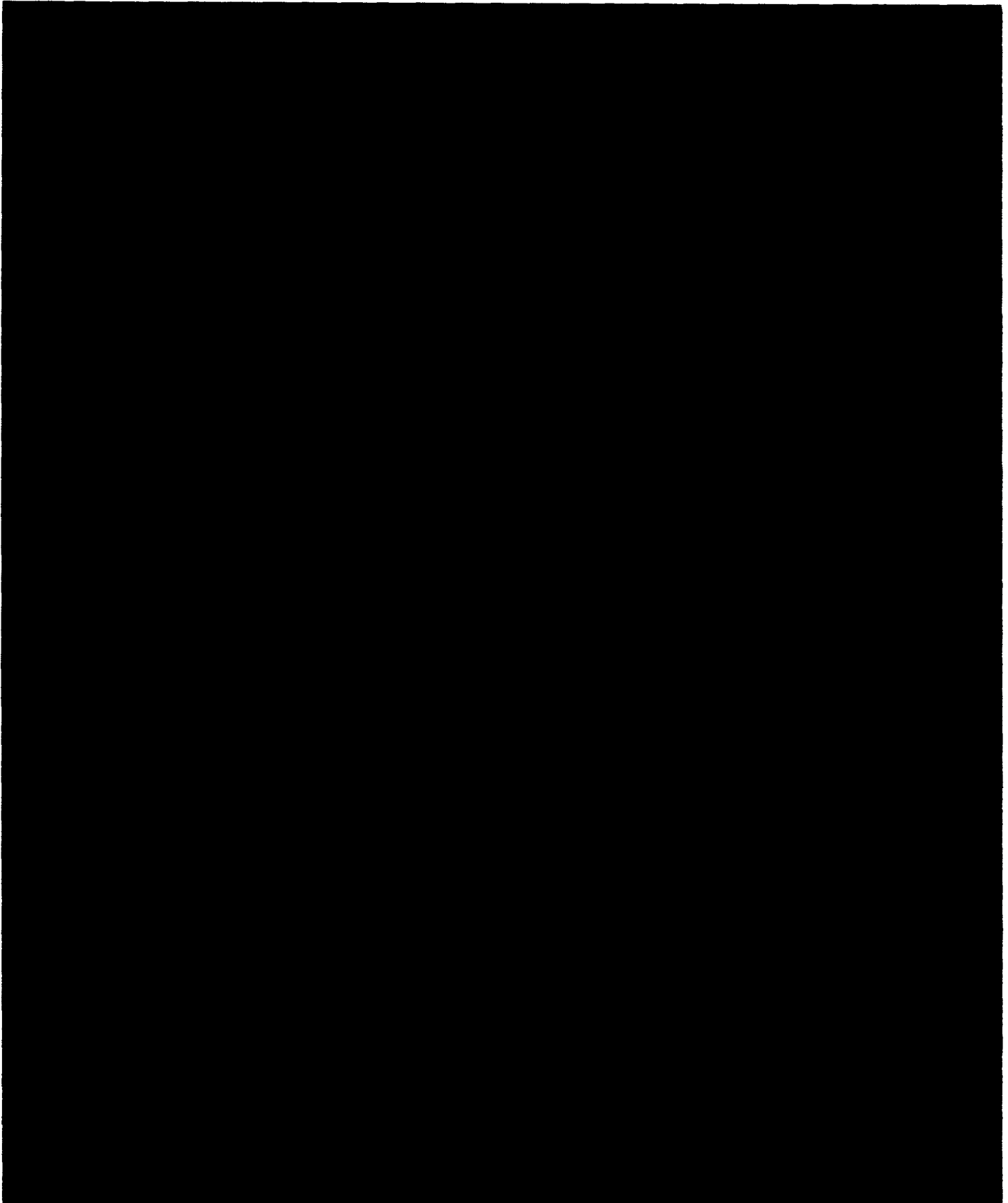
You are being paid for 13 hours of annual leave. If you return to state employment within 1 business day(s), you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B. "An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."



Separation Notice



RESIGNATION AND EXIT - INTERVIEW REPORT

PART A (TO BE COMPLETED BY EMPLOYEE)

CHECK PRIMARY REASON FOR RESIGNATION (Place any additional comment(s) under Remarks)

<input type="checkbox"/> Resign - Work-related <ul style="list-style-type: none"> • Lack of Promotional Opportunities • Lack of Training • Job Security • Work Not Interesting • Relationship with Fellow Employees • Relationship with Supervisors • Excessive Work • Insufficient Work • Physical Conditions of Work 	<input type="checkbox"/> Resign - Personal <ul style="list-style-type: none"> • Poor Health • Maternity • Marriage • Moving to Another Area • To Attend School • Military • Transportation • Home Responsibilities • Business Responsibilities • Better Job/Other Industry
<input type="checkbox"/> Resign - Pay Reasons <ul style="list-style-type: none"> • Insufficient Pay • Better Pay - Private Industry 	<input checked="" type="checkbox"/> Resign - Reason Not Stated
<input type="checkbox"/> Resign - Job Location/Setting <ul style="list-style-type: none"> • Shift Work • Location of Work • Housing Facilities 	<input type="checkbox"/> Retirement

MOVEMENT WITHIN STATE GOVERNMENT
(CHECK BELOW, IF APPLICABLE)

- ☐ TO ACCEPT NEW PROBATIONAL APPOINTMENT
☐ TO ACCEPT A NEW CLASSIFIED APPOINTMENT (OTHER THAN PROBATIONAL) OR AN UNCLASSIFIED APPOINTMENT
☐ TRANSFER OUT TO ANOTHER DEPARTMENT/AGENCY (LATERAL OR WITH PROMOTION, DEMOTION)

REMARKS

EMPLOYEE NAME <i>Christopher J. Sink</i>	DEPARTMENT/AGENCY <i>LA DPS/State Police</i>
POSITION TITLE <i>Cadet</i>	RESIGNATION EFFECTIVE DATE TIME <i>10/11/2019 4:30 pm.</i>
EMPLOYEE PERSONNEL NUMBER <i>317191</i>	EMPLOYEE SIGNATURE DATE TIME <i>Christopher J. Sink 11/8/2019 3:25</i>

PART B Appointing Authority Acceptance and Agency Comments

ACCEPTED BY APPOINTING AUTHORITY <i>[Signature]</i>	DATE <i>11/14/19</i>	TIME <i>1540</i>
AGENCY COMMENTS BY <i>[Signature]</i>	DATE	

THIS FORM SHOULD NOT BE USED FOR THE FOLLOWING REASONS: DEATH, DISMISSAL, NON-DISCIPLINARY REMOVAL, LAYOFF, SEPARATION FROM PROBATION, OR TERMINATION OF TEMPORARY APPOINTMENT ENDED BY THE APPOINTING AUTHORITY

RESIGNATION AND EXIT - INTERVIEW REPORT

PART A (TO BE COMPLETED BY EMPLOYEE)

CHECK PRIMARY REASON FOR RESIGNATION (Place any additional comment(s) under Remarks)

- | | |
|---|---|
| <input type="checkbox"/> Resign - Work-related <ul style="list-style-type: none"> • Lack of Promotional Opportunities • Lack of Training • Job Security • Work Not Interesting • Relationship with Fellow Employees • Relationship with Supervisors • Excessive Work • Insufficient Work • Physical Conditions of Work | <input type="checkbox"/> Resign - Personal <ul style="list-style-type: none"> • Poor Health • Maturity • Marriage • Moving to Another Area • To Attend School • Military • Transportation • Home Responsibilities • Business Responsibilities • Better Job/Other Industry |
| <input type="checkbox"/> Resign - Pay Reasons <ul style="list-style-type: none"> • Insufficient Pay • Better Pay - Private Industry | <input type="checkbox"/> Resign - Reason Not Stated |
| <input type="checkbox"/> Resign - Location of working <ul style="list-style-type: none"> • Shift Work • Location of Work • Housing Facilities | <input type="checkbox"/> Retirement |

MOVEMENT WITHIN STATE GOVERNMENT
(CHECK BELOW, IF APPLICABLE)

- ☐ TO ACCEPT NEW PROBATIONAL APPOINTMENT
☐ TO ACCEPT A NEW CLASSIFIED APPOINTMENT (OTHER THAN PROBATIONAL) OR AN UNCLASSIFIED APPOINTMENT
☐ TRANSFER OUT TO ANOTHER DEPARTMENT/AGENCY (LATERAL OR WITH PROMOTION, DEMOTION)

REMARKS

EMPLOYEE NAME <i>Christopher J. Sink</i>	DEPARTMENT/AGENCY <i>LA DPS/State Police</i>
POSITION TITLE <i>Cadet</i>	RESIGNATION EFFECTIVE DATE TIME <i>10/11/2019 4:30pm.</i>
EMPLOYEE PERSONNEL NUMBER <i>317191</i>	EMPLOYEE SIGNATURE DATE TIME <i>Christopher J. Sink 11/8/2019 3:25</i>

PART B Appointing Authority Acceptance and Agency Comments

ACCEPTED BY APPOINTING AUTHORITY <i>[Signature]</i>	DATE <i>11/14/19</i>	TIME <i>12:40</i>
AGENCY COMMENTS BY <i>[Signature]</i>	DATE	

THIS FORM SHOULD NOT BE USED FOR THE FOLLOWING REASONS: DEATH, DISMISSAL, NON-DISCIPLINARY REMOVAL, LAYOFF, SEPARATION FROM PROBATION, OR TERMINATION OF TEMPORARY APPOINTMENT ENDED BY THE APPOINTING AUTHORITY

SENT TO:
USEC
11-12-19

Employee Notification Form for 09/18/2019

Personal Information

Employee Name BAZALDUA, JAVIER Known As [REDACTED]
 Personnel Number 00308049 Gender Male Date of Birth [REDACTED]
 Race Doel X Ind/AK Asian AfrAm HI/PI White Ethnicity Hispanic/Latino

Address Information

Privacy Request Yes ☒ No ☐
 Permanent Street [REDACTED] Mailing Street
 City [REDACTED] City
 State [REDACTED] State
 Zip Code [REDACTED] Zip Code

Employment Related Dates

Adjusted Service Date 09/26/2016 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave ServiceDate 09/26/2016 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV-NON-PAID Org. Unit TRANSFER ZONE
 Personnel Area Transfer Zone Cost Center
 Employee Group Per Diem Personnel Subarea LaGov Non Paid
 Payroll Area LaGov-Non-Paid Employee Subgroup Other/Non State
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action (1) Transfer I-Losing P-P 0419 09/18/2019 To 12/31/9999 Reason Transfer Vol/Dept to Dept
 Action (2) Transfer II-Gaining P-P 0419 08/25/2019 To 09/17/2019 Reason Certif - St. Police Commission
 Action (1) Transfer I-Losing P-P 0512 08/25/2019 To 09/17/2019 Reason Transfer Vol/Dept to Dept

Job History

Job 00000000 From 09/18/2019 To 12/31/9999
 Job 07133380 - State Police Cadet From 08/25/2019 To 09/17/2019
 Job 00157170 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019

Position History

Position 11111111 - Transfer Position From 09/18/2019 To 12/31/9999
 Position 50393889 - STATE POLICE CADET From 08/25/2019 To 09/17/2019
 Position 00039924 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 2,199.20 PS-111 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
 Biweekly 2,156.00 PS-111 00 From 09/26/2018 To 07/14/2019 Pay Reason Code Reallocation Up 1

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 Shift Diff Regu 1.50 0064 From 07/15/2019 To 08/24/2019
 Shift Diff Regu 1.50 0064 From 09/26/2018 To 07/14/2019

Employee Name: Javier Bataidua
Effective Date: 9/18/19

Personnel #: 308049
Area/Location: _____

CHECKLIST – Separations (Troopers)

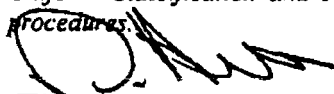
* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), Jamar.Davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.



Human Resources Representative Signature


9/18/19

Date

RUN DATE: 09/18/2019
 RUN TIME: 10:34:19
 REPORT ID: 2705

PAGE 2
EFFECTIVE DATE
09 '09 2012 09 '12 201

YR	EMPL	POSITION	UNIT	NAME	GRADE	DESCRIPTION	PERIOD	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
0419	50024373	LSP TROOP A/REGION 1	108049	BACALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	0.0000	0.0000	283.97600	0.0000	283.97600	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	108049	BACALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	0.0000	0.0000	263.97600	0.0000	263.97600	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	108049	BACALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	243.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	108049	BACALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	0.0000	59.25000	0.0000	59.25000	138.5000	HRS

Initial 
9/18/19

Quota Report

STATE OF LOUISIANA
LaGov EMP-HCTH

PUN DATE: 09/18/2019
PUN TIME: 10:59:17
REPORT ID: 2T06

PAGE 1
EFFECTIVE DATE
9/09/2019 09/22/2019

EMP ID	EMP NAME	EMP TITLE	EMP ID	EMP NAME	EMP TITLE	EMP ID	EMP NAME	EMP TITLE	EMP ID	EMP NAME	EMP TITLE	EMP ID	EMP NAME	EMP TITLE	EMP ID	EMP NAME	EMP TITLE
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.5816	0.0000	286.55760	0.0000	286.55760	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.5816	0.0000	266.55760	0.0000	266.55760	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	251.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (11.5)	20	2019	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS

END OF Absence Quota Report

Final
[Signature]
9/18/19

OTS WEB HELPDESK	
To Submit a Help Desk Request, fill in the required fields and click on the Submit button. * Indicates required fields	
Submitter Information <div> <input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> </div>	
Personnel Number* (for M ID or H ID) (ex: P00000000)	P00284864 <div>Press ENTER to retrieve contact information</div>
ISID Unid (ex: 2111011)	
Submitter Contact Information	
Agency Number	410
Agency Name	OFFICE OF STATE POLICE
First Name*	DANIELLE
Last Name*	NETT
Email Address*	Danette nett@ls.gov
Phone Number*	(225) 675-5082 Ext.
Would you like to change or update your WebTicket Contact Information? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Ticket Information	
System	HCMS-Payroll
Category	HR
Problem Details (150 Character Max)	Please delete the separation action of Javier Beaudou P0 308048. The action should be a transfer out to WLF effective today.
Reference Information	308048 (ex: Preserve # = 2287, Contract # = 081311, etc)

Danielle Hett

From: Timi Payton
Sent: Wednesday, September 18, 2019 8:53 AM
To: Danielle Hett
Subject: RE: Javier Bazaldua P#308049

Good morning,

You will probably have to contact the help desk to delete the separation, but I approve the action. They must have some list/authority to hire him back.

Thanks,

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV
My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Danielle Hett <Danielle.Hett@LA.GOV>
Sent: Wednesday, September 18, 2019 8:45 AM
To: Timi Payton <Timi.Payton@la.gov>
Subject: FW: Javier Bazaldua P#308049

Good Morning,

Please advise if I am able to reverse this separation. This was one of the cadets that separated effective yesterday.

Thank you,

Danielle Hett

From: Kaya Lambert <Kaya.Lambert@la.gov>
Sent: Wednesday, September 18, 2019 8:41 AM
To: Danielle Hett <Danielle.Hett@LA.GOV>
Cc: Kelly Cormier <KCormier@wlf.la.gov>
Subject: Javier Bazaldua P#308049

Good Morning Danielle,

We are rehiring Javier into his old position today. Would you please place him in the transfer zone instead of separating him from service?

Please let me know if you have any questions.

Sincerely,

Kaya



Kaya Lambert
Human Resources Director
LA Department of Wildlife and Fisheries
klambert@wlf.la.gov
www.wlf.louisiana.gov
PO Box 98000, Baton Rouge, LA 70898-900
2000 Quail Drive, Baton Rouge, LA 70808
(o) 225-765-2389 Ext. 1215
(f) 225-765-5044

Quota Report

STATE OF LOUISIANA
LaSalle Parish

RUN DATE: 09 18 2019
RUN TIME: 09:04:11
REPORT ID: 2706

PAGE 1
EFFECTIVE DATE
09/09/2019 09/22/2019

EMP ID	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME	EMP NO	EMP NAME
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	243.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS	

END OF Absence Quota Report

Reverse / Return La payant &
LB deduction

[Signature]
9/18/19

WFOA Report

STATE OF LOUISIANA
LAFAYETTE REGION

RUN DATE: 09 19 2019
RUN TIME 09 09:15
REPORT ID 3706

PAGE 1
OFF TIME DATE
09 09 2019 06 12 2019

LINE	EMPLOYEE	POSITION	UNIT	NAME	GRADE	STATUS	DESCRIPTION	DATE	TIME	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.2128	0.0000	286.18880	0.0000	286.18880	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	8.00000	0.00000	0.0000	0.00000	251.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	59.25000	0.00000	0.0000	0.00000	177.7500	HRS

END OF Absence Quota Report.

Final
9/17/19.

Employee Notification Form for 09/17/2019

Personal Information

Employee Name BAZALDUA, JAVIER Known As
 Personnel Number 00308049 Gender Male Date of Birth
 Race Decl X Ind/AK Asian AfrAm III/P White Ethnicity Hispanic/Latino

Address Information

Privacy Request Yes X No
 Permanent Street Mailing Street
 City City
 State State
 Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 09/26/2016 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 09/26/2016 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP A/REGION 1
 Personnel Area DPS-Office of State Police Cost Center 4191012295
 Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
 Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator 068
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action (2) Transfer II-Gaining P-P 0419 08/25/2019 To 09/17/2019 Reason Certif - St. Police Commission
 Action (1) Transfer I-Losing P-P 0512 08/25/2019 To 09/17/2019 Reason Transfer Vol/Dept to Dept
 Action Pos Charact Chg (P) 0512 09/26/2018 To 08/24/2019 Reason Reallocation in CPG

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 09/17/2019
 Job 00157170 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019
 Job 00133820 - WILDLIFE ENF AGENT From 09/26/2017 To 09/25/2018

Position History

Position 50393889 - STATE POLICE CADET From 08/25/2019 To 09/17/2019
 Position 00039924 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019
 Position 00039924 - WLF ENF AGENT From 09/26/2017 To 09/25/2018

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 2,199.20 PS-111 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
 Biweekly 2,156.00 PS-111 00 From 09/26/2018 To 07/14/2019 Pay Reason Code Reallocation Up 1

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 TxCh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 Shift Diff Regu 1.50 0064 From 07/15/2019 To 08/24/2019
 Shift Diff Regu 1.50 0064 From 09/26/2018 To 07/14/2019

Employee Name:

Javier P. Baralona
9/17/19

Personnel #:

308049

Area/Location:

419

CHECKLIST - Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

9/17/19
Date

Danielle Hett

From: Danielle Hett
Sent: Tuesday, September 17, 2019 12:19 PM
To: 'ssebastian@lsprs.org'; Internal Affairs; Debbie Givens; Monica McDonald; Mary Vanvalkenburg; Lenias Marie
Subject: Cadet Bazaldua Separation
Attachments: ENF - J. Bazaldua Resign 9.17.2019.pdf

Please be advised of the separation of Cadet Bazaldua P# 308049 effective 9/17/2019

Thank you,

Danielle Hett

Human Resource Analyst
Department of Public Safety Human Resources
7979 Independence Blvd
Baton Rouge, Louisiana 70806
Telephone: (225) 925.6062
Fax: (225) 925.3970
Office Hours: 7:00 – 3:30

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.

Macie Kinchen

From: Danielle Hett
Sent: Tuesday, September 17, 2019 7:35 AM
To: Macie Kinchen
Cc: Jamie M. Bibbins (DPS); Timi Payton; Shenikka Matthews
Subject: FW: Cadet Bazaldua Resignation

Please see the below resignation.

Thank you,

Danielle Hett

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Tuesday, September 17, 2019 7:19 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <TimiPayton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Bazaldua Resignation

Cadet Javier Bazaldua resigned on September 17, 2019, at 0536 hours.

He said that he was [REDACTED]

He was going to Troop A.

Please let me know if you need further.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Quota Report

STATE OF LOUISIANA
CAGM REPORT

RUN DATE: 09/17/2019
RUN TIME: 11:47:56
REPORT ID: 2704

PAGE 1
EFFECTIVE DATE
09/09/2019 09/25/2019

EMP ID	EMP NAME	EMP TITLE	EMPL ID	EMPL NAME	EMPL TITLE	EMPL ID	EMPL NAME	EMPL TITLE	EMPL ID	EMPL NAME	EMPL TITLE	EMPL ID	EMPL NAME	EMPL TITLE	EMPL ID	EMPL NAME	EMPL TITLE
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.2128	0.0000	286.18880	0.0000	286.18880	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	243.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	0.0000	59.25000	0.0000	59.25000	118.5000	HRS

END OF Absence Quota Report

Initial
DA
9/17/19

RUN DATE 09 27 2015
RUN TIME 11 52.1
PERFRT IS 2106

PAGE 1
EFFECTIVE DATE
2019 - 09/22/2019

PAY	SERIAL	STATION	CODE	NAME	GRADE	STATUS	DESCRIPTION	RATE	DAYS	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	TOTAL	CUMULATIVE	
0419	50024373	LSP TROOP A/REGION 1	J08049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	20:9	263.97600	2.2128	286.0000	0.18880	0.0000	0.18880	286.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	J08049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	20:9	263.97600	2.2128	266.1800	0.00880	0.0000	0.00880	266.1800	HRS
0419	50024373	LSP TROOP A/REGION 1	J08049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	20:9	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	251.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	J08049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	20:9	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS

END OF Absence Quota Report

Final
DH
9/17/19

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police PERIOD: 18/2019 PAY PERIOD END: 08/25/2019
PERS #: 00308049 Class NE 20/2019 PAY DATE: 08/30/2019
JAVIER BAZALDUA WITHHOLD W/4 #A PE DE ADDL AMT EIC
[REDACTED] FED Married 00 0.00
LA Married 00 00 01 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 1,782.31 JPMORGAN CHASE

NET 1,782.31 RECALC DIFF FOR PERIOD AMOUNT
/553 RdifflPe 7,655.97-
LEAVE TAKEN EARNED BALANCE YTD TKN UNPAID ABSENCES HOURS YTD HRS
ANNUAL 0.00 0.00000 0.00000 0.00
SICK 0.00 0.00000 0.00000 0.00
COMP-KT 0.00 0.00000 0.00000 0.00
FLSA COMP 0.00 0.00000 0.00000 0.00
FMLA 0.00 0.00000 0.00000 0.00

EARNINGS/PAID ABSENCES RATE HOURS AMOUNT
003B Regular Pay-Salary 27.49 47.00 1,292.03
003B Regular Pay-Salary 27.49 23.00 632.27
003B Regular Pay-Salary 27.49 10.00 274.90
064B Shift Diff Regular 1.50 14.00 21.00
064B Shift Diff Regular 1.50 11.00 16.50
064B Shift Diff Regular 1.50 7.00 10.50
076B TxCsh Aut Dly Unifrm Allo 8.00 1.00 8.00
114B TxblCash Uniforms 0.00 0.00 46.15
***** TOTAL EARNINGS/PAID ABSENCES 9,957.32

TAXES/RETIREMENT CURRENT YR-TO-DATE TAX/RET WAGE CURRENT YR-TO-DATE
Lasers LAHD EE 213.31 3,777.93 FED 2,080.04 FED 39,250.83
FED Withholding 180.22 3,462.61 LA 2,080.04 LA 39,250.83
FED EE Medicare 33.26 623.92
LA Withholding 74.25 1,450.69

TOTAL TAXES/RET. 501.04 9,315.15

DEDUCTIONS CURRENT YR-TO-DATE FLEX BENEFITS/CAFE
5C45 LA Wildlife Agents Assoc 10.00 180.00 CURRENT YR-TO-DATE

***** TOTAL DEDUCTIONS 10.00 180.00

EARNINGS/PAID ABSENCES YR-TO-DATE AMOUNT NON-CASH YTD AMOUNT
003B Regular Pay-Salary 30,417.03 NTNCStVe 403.90
064B Shift Diff Regular 823.50
114B TxblCash Uniforms 830.70
800B OT (ST) Attendance 970.20
849B OT(1.5) Attendance 970.20
949B OT(1.5) Att - NE Prem 496.56
650B Annual Leave-Absence 2,255.21
694B Spec Lv Office Closure 323.40
***** TOTAL EARNINGS/PAID ABSENCES YTD 43,028.76

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA
[REDACTED]

PERIOD: 18/2019 PAY PERIOD END: 08/25/2019
20/2019 PAY DATE: 08/30/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 1,782.31

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL							
SICK							
COMP-KT							
FLSA COMP							
FMLA							

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
510B KTime-Straight-Term/Payot	27.49	243.00	6,680.07
515B K Time - 1.5 Term/Payout	27.49	35.50	975.90

***** TOTAL EARNINGS/PAID ABSENCES 9,957.32

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET. 501.04 9,315.15

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE
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***** TOTAL DEDUCTIONS 10.00 180.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
700B Military Training Leave	2,815.76
701B Holiday	1,185.80
702B Designated Holiday	1,940.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 43,028.76

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police PERIOD: 19/2019 PAY PERIOD END: 09/08/2019
PERS #: 00308049 Class NE 20/2019 PAY DATE: 09/13/2019
JAVIER BAZALDUA
[REDACTED] WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Married 00 0.00
LA Married 00 00 01 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 1,493.28 JPMORGAN CHASE /552 DifprePe 8.00

NET 1,493.28

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	72.00	1,613.42
076B TxCsh Aut Dly Unifrm Allo	8.00	12.00	96.00
701B Holiday	22.41	8.00	179.27

***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers LAHD EE		3,777.93	LSPR	1,792.69	LSPR 1,792.69
SP LSP1 EE	170.31	170.31	FED	1,721.88	FED 40,972.71
FED Withholding	137.24	3,599.85	LA	1,721.88	LA 40,972.71
FED EE Medicare	27.43	651.35			
LA Withholding	57.69	1,508.38			
TOTAL TAXES/RET.	392.67	9,707.82			

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2210 *Flex Life Insurance	4.50	4.50	CURRENT YR-TO-DATE
2560 Group Dep Life+Supp-Atax	6.24	6.24	4.50 4.50
5C45 LA Wildlife Agents Assoc		180.00	

***** TOTAL DEDUCTIONS 10.74 186.24

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT	NON-CASH YTD	AMOUNT
003B Regular Pay-Salary	32,030.45	NTNCStVe	403.90
064B Shift Diff Regular	823.50		
076B TxCsh Aut Dly Unifrm Allo	104.00		
114B TxblCash Uniforms	830.70		
800B OT (ST) Attendance	970.20		
849B OT(1.5) Attendance	970.20		
949B OT(1.5) Att - NE Prem	496.56		
650B Annual Leave-Absence	2,255.21		
***** TOTAL EARNINGS/PAID ABSENCES YTD	44,925.45		

***** STATE OF LOUISIANA DEPARTMENT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA
[REDACTED]

PERIOD: 19/2019 PAY PERIOD END: 09/08/2019
20/2019 PAY DATE: 09/13/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 1,493.28

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL							
SICK							
COMP-KT							
FLSA COMP							
FMLA							

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
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***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET. 392.67 9,707.82

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE
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***** TOTAL DEDUCTIONS 10.74 186.24

EARNINGS/PAID ABSENCES	YR-TO-DATE	AMOUNT
694B Spec Lv Office Closure		323.40
700B Military Training Leave		2,815.76
701B Holiday		1,365.07
702B Designated Holiday		1,940.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 44,925.45

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
 Special Messages: GIVE HOPE TO LOUISIANA! THE STATE'S COMBINED CHARITABLE
 CAMPAIGN IS SEPT 4 - DEC 2. CONTACT HR/PAYROLL FOR INFO.

0419 DPS-Office of State Police PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
 PERS #: 00308049 Class NE 20/2019 PAY DATE: 09/27/2019
 JAVIER BAZALDUA
 WITHHOLD W/4 #A PE DE ADDL AMT EIC
 FED Married 00 0.00
 LA Married 00 00 01 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
 Checking 13,614.89 JPMORGAN CHASE /552 DifprePe 7,655.97

NET 13,614.89

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00	LWOP	8.00	8.00
SICK	0.00	0.00000	0.00000	0.00			
COMP-KT	0.00	0.00000	0.00000	0.00			
FLSA COMP	0.00	0.00000	0.00000	0.00			
FMLA	0.00	0.00000	0.00000	0.00			

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	48.00	1,075.61
076B TxCsh Aut Dly Unifrm Allo	8.00	7.00	56.00
800B OT (ST) Attendance	22.41	19.00	425.76
500B Annual Leave-Term	22.41	286.00	6,408.87
515B K Time - 1.5 Term/Payout	22.41	59.25	1,327.71

***** TOTAL EARNINGS/PAID ABSENCES 9,293.95

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers LAHD EE		3,777.93	LSPR	1,075.61	LSPR 2,868.30
SP LSP1 EE	102.18	272.49	FED	16,846.24	FED 57,818.95
FED Withholding	2,258.24	5,858.09	LA	16,846.24	LA 57,818.95
FED EE Medicare	245.76	897.11			
LA Withholding	725.27	2,233.65			
TOTAL TAXES/RET.	3,331.45	13,039.27			

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2210 *Flex Life Insurance	1.50	6.00	CURRENT YR-TO-DATE
2560 Group Dep Life+Supp-Atax	2.08	8.32	1.50 6.00
5C45 LA Wildlife Agents Assoc		180.00	

***** TOTAL DEDUCTIONS 3.58 188.32

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT	NON-CASH YTD	AMOUNT
003B Regular Pay-Salary	33,106.06	NTNCStVe	403.90
064B Shift Diff Regular	823.50		
076B TxCsh Aut Dly Unifrm Allo	160.00		
114B TxblCash Uniforms	830.70		
800B OT (ST) Attendance	1,395.96		
849B OT(1.5) Attendance	970.20		
949B OT(1.5) Att - NE Prem	496.56		
500B Annual Leave-Term	6,408.87		
***** TOTAL EARNINGS/PAID ABSENCES YTD	61,875.37		

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA

PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
20/2019 PAY DATE: 09/27/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 13,614.89

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL						
SICK						
COMP-KT						
FLSA COMP						
FMLA						

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
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***** TOTAL EARNINGS/PAID ABSENCES 9,293.95

TAXES/RETIREMENT	CURRENT YR-TO-DATE	TAX/RET WAGE	CURRENT YR-TO-DATE
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TOTAL TAXES/RET. 3,331.45 13,039.27

DEDUCTIONS	CURRENT YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT YR-TO-DATE
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***** TOTAL DEDUCTIONS 3.58 188.32

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
510B KTime-Straight-Term/Payot	6,680.07
515B K Time - 1.5 Term/Payout	2,303.61
650B Annual Leave-Absence	2,255.21
694B Spec Lv Office Closure	323.40
700B Military Training Leave	2,815.76
701B Holiday	1,365.07
702B Designated Holiday	1,940.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 61,875.37

Three Days Mainframe: Multi-day view - JAVIER BAZALDUA

Half-point value	One day value	Total Value	Adj.
0.5	1.0	1.5	0.5
1.0	2.0	3.0	1.0
1.5	3.0	4.5	1.5
2.0	4.0	6.0	2.0
2.5	5.0	7.5	2.5
3.0	6.0	9.0	3.0
3.5	7.0	10.5	3.5
4.0	8.0	12.0	4.0
4.5	9.0	13.5	4.5
5.0	10.0	15.0	5.0
5.5	11.0	16.5	5.5
6.0	12.0	18.0	6.0
6.5	13.0	19.5	6.5
7.0	14.0	21.0	7.0
7.5	15.0	22.5	7.5
8.0	16.0	24.0	8.0
8.5	17.0	25.5	8.5
9.0	18.0	27.0	9.0
9.5	19.0	28.5	9.5
10.0	20.0	30.0	10.0
10.5	21.0	31.5	10.5
11.0	22.0	33.0	11.0
11.5	23.0	34.5	11.5
12.0	24.0	36.0	12.0
12.5	25.0	37.5	12.5
13.0	26.0	39.0	13.0
13.5	27.0	40.5	13.5
14.0	28.0	42.0	14.0
14.5	29.0	43.5	14.5
15.0	30.0	45.0	15.0
15.5	31.0	46.5	15.5
16.0	32.0	48.0	16.0
16.5	33.0	49.5	16.5
17.0	34.0	51.0	17.0
17.5	35.0	52.5	17.5
18.0	36.0	54.0	18.0
18.5	37.0	55.5	18.5
19.0	38.0	57.0	19.0
19.5	39.0	58.5	19.5
20.0	40.0	60.0	20.0
20.5	41.0	61.5	20.5
21.0	42.0	63.0	21.0
21.5	43.0	64.5	21.5
22.0	44.0	66.0	22.0
22.5	45.0	67.5	22.5
23.0	46.0	69.0	23.0
23.5	47.0	70.5	23.5
24.0	48.0	72.0	24.0
24.5	49.0	73.5	24.5
25.0	50.0	75.0	25.0
25.5	51.0	76.5	25.5
26.0	52.0	78.0	26.0
26.5	53.0	79.5	26.5
27.0	54.0	81.0	27.0
27.5	55.0	82.5	27.5
28.0	56.0	84.0	28.0
28.5	57.0	85.5	28.5
29.0	58.0	87.0	29.0
29.5	59.0	88.5	29.5
30.0	60.0	90.0	30.0
30.5	61.0	91.5	30.5
31.0	62.0	93.0	31.0
31.5	63.0	94.5	31.5
32.0	64.0	96.0	32.0
32.5	65.0	97.5	32.5
33.0	66.0	99.0	33.0
33.5	67.0	100.5	33.5
34.0	68.0	102.0	34.0
34.5	69.0	103.5	34.5
35.0	70.0	105.0	35.0
35.5	71.0	106.5	35.5
36.0	72.0	108.0	36.0
36.5	73.0	109.5	36.5
37.0	74.0	111.0	37.0
37.5	75.0	112.5	37.5
38.0	76.0	114.0	38.0
38.5	77.0	115.5	38.5
39.0	78.0	117.0	39.0
39.5	79.0	118.5	39.5
40.0	80.0	120.0	40.0
40.5	81.0	121.5	40.5
41.0	82.0	123.0	41.0
41.5	83.0	124.5	41.5
42.0	84.0	126.0	42.0
42.5	85.0	127.5	42.5
43.0	86.0	129.0	43.0
43.5	87.0	130.5	

2022/2019												
	2019						2022					
W	25	26	27	28	29	30	41	42	43	44	45	
Th	26	1	2	3	4	5	16	17	18	19	20	
F	27	1	2	3	4	5	17	18	19	20	21	
Sa	28	2	3	4	5	6	18	19	20	21	22	
Su	29	3	4	5	6	7	19	20	21	22	23	
Mo	30	4	5	6	7	8	20	21	22	23	24	
Tu	31	5	6	7	8	9	21	22	23	24	25	
We		6	7	8	9	10	22	23	24	25	26	
Th		7	8	9	10	11	23	24	25	26	27	
F		8	9	10	11	12	24	25	26	27	28	
Sa		9	10	11	12	13	25	26	27	28	29	
Su		10	11	12	13	14	26	27	28	29	30	

BURTON **JAYE MANN**

SECRET

THE DAILY CHRONICLE

S. No.	FLY CLASS	Direction	ID	ID TAG	F. Cost (cents)	Feed	Feeding System	Notes	WSS at
1	MC 09/16/2013								

12:30 HOUR DAY
JAN DEC PAY OF \$ 67 RATE

- 0410
 - 042000Z
 - 043000Z

ETJ 00177014

6. ☐ LEAVE WITHOUT PAY ☒

DATE 06/18/2019

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1

ETM 00107019

1-26-68 CASE D HONORARY
1-27-68 CASES WITHOUT PAY

En 04/20/2019

* 10:00 AM HOURS DAY
2:00 PM LEAVE WITHOUT PAY 2

07/1/2017

19 ~~ONE~~

401227919

67 050

Time Data Maintenance Print-day view - JAVIER BAZALDUA

Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

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Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

Print System: HRMS Date: 06/17/2019 Time: 12:00 PM

NAME OF EMPLOYEE: **JAVIER BAZALDUA**

DATE OF SEPARATION: **9/17/2019**

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for **286.00** hours of annual leave. If you return to state employment within **30** business days, you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B. "An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

LSP SHOOTING REVIEW BOARD



Board Date: March 2, 2021
 Officer: [REDACTED]
 Assignment: CID Detectives New Orleans
 Incident Date: December 2, 2018
 IA Case #: 20-024

Print

Layne BARNUM
 J.B. SCATON
 Christopher S. ESKIN
 Michele Girard
 Jericha Remondet
 James Jefferson
 Saleem ElAmin
 London Mills
 Jonathan Lago
 Joshua Stanford
 PHILIP HANKS
 Jason Turner
 Brad Cook
 MICHAEL TALLEY
 Anthony Varnado
 ADRIAN KELLEHER
 Kenny L. VanBuren
 Chavez Cammon

Signature

Layne BARNUM
 J.B. SCATON
 Christopher S. ESKIN
 Michele Girard
 Jericha Remondet
 James Jefferson
 Saleem ElAmin
 London Mills
 Jonathan Lago
 Joshua Stanford
 PHILIP HANKS
 Jason Turner
 Brad Cook
 MICHAEL TALLEY
 Anthony Varnado
 ADRIAN KELLEHER
 Kenny L. VanBuren
 Chavez Cammon

LSP SHOOTING REVIEW BOARD



Board Date: ²² October 8, 2020
 Officer: [REDACTED]
 Assignment: Troop I
 Incident Date: September 28, 2019
 IA Case #: 20-010

Print

LTC. R. ADAM WHITE 1164
 MAJ. Jim McGuire 1339
 MAJ. R. R. Broussard
 Capt Eric Dupluchain
 Capt. Christopher S. Eskew
 LTC. Jay D. Elphinstone Jr. 1321
 CAPT. ADRIAN KELLEHER 1323
 CAPT. J.B. SLATON
 Sgt. Scott Davis
 SGT. PHILIP HANKS
 SGT. JOE BELLEMBLEY
 Lt. Brad Guidroz 2300
 Michele M. Girard
 Jericha Remondet
 Layne Barrum

Signature

Lt. Col R. Adam White 1164
 MAJ. Jim McGuire 1339
 MAJ. R. R. B
 Capt E. Dupluchain 1675
 Capt. Christopher S. Eskew 1856
 LTC. Jay D. Elphinstone Jr.
 Capt. Adrian Kelleher 1323
 J.B. Slaton
 Sgt. Scott Davis 2458
 Phil Hanks 157
 Joe Bellembley 2096
 Brad Guidroz 2300
 Michele M. Girard OLA
 Jericha Remondet OLA
 LTC Layne Barrum 1544-LSP

LSP SHOOTING REVIEW BOARD



Board Date: June 5, 2019
 Officer: [REDACTED]
 Assignment: Troop L
 Incident Date: September 27, 2018
 LA Case #: 19-016

Print

Signature

Layne Barnum
 PHILIP HANKS
 Bob Brown
 Kathy D. Williams
 ADRIAN KELLEHER
 Lt. Jay D. Johnson
 Jim M. Guana
 Kevin Ducote
 JOHN E. REYES
 Robert Grimes
 Mark Fontenot
 Chavez Cammon
 CHRIS ANDERSON

Layne Barnum
 Philip Hanks
 Major R. Brown
 Kathy D. Williams
 [Signature] 1323
 Lt. Jay D. Johnson
 Jim M. Guana
 [Signature] 128
 Robert Grimes
 Mark Fontenot
 Chavez Cammon
 [Signature] 1945



LSP SHOOTING REVIEW BOARD

Board Date: 11/08/18
Officer: [REDACTED]
Assignment: CID Region 1
Incident Date: 4/5/18
IA Case #: 18-015

Print

Signature

Layne Bannum
Bob Brown
Jay D. Doherty, Jr.
Adam White
Brad Cook
PA BRADLEY
RAYMOND HUGHES
Alan Arcana
GUSTAVE BETHEN
JOHN PETERS
Trene Larvadain
Jericha Hilbert
Kathy D Williams
Michelle Jackson
Kevin Ducote
James Rougeau
Wayne Keidre
Chang C Chavez Carran
Mark Fontenot
Pat M
Greg Graphia
Patrick Jackson

Layne Bannum
RS Brown
H. M. Doherty
Lt Col. R. G. G. G.
L. G. G. G.
A. B. D. D.
L. G. G. G.
S. G. G. G.
CAPT. John Peters
Lt. Irene P. P.
Jericha Hilbert
Kathy D. Williams
Michelle Jackson
Kevin Ducote
James Rougeau
Wayne Keidre
Chang C. Chavez Carran
Mark Fontenot
Pat M
Greg Graphia
Patrick Jackson

LSP SHOOTING REVIEW BOARD



Board Date: 08/02/18
 Officer: [REDACTED]
 Assignment: Troop N
 Incident Date: 8/12/17
 IA Case #: 18-001

Print

Signature

LTC LAYNE BARNUM
 LTC. J. D. Elshant, 1214
 Treane L. Canadian #2249
 Robert Grimes
 David LaCroix
 Joseph J. Hasselbeck III
 James W. Rougeau II
 Grey Graphia
 Christopher S. Eskew
 Fane Morrison
 Adrienne Ncoin
 Bob Brown
 Jim M. Guana

LTC Barnum
 LTC. J. D. Elshant
 Treane L. Canadian #2249
 Sgt. R. M. G.
 2317
 Lt. Joseph Hasselbeck 1557
 Sgt. W. R. #2292
 Capt. M. K. M.
 Capt. D. L. G. 1856
 Major R. B.
 Major Jim M. Guana

LSP SHOOTING REVIEW BOARD



Board Date: November 17, 2020
 Officer: [REDACTED]
 Assignment: Troop B
 Incident Date: September 19, 2020
 LA Case #: N20-051

Print

Signature

Lacy Bann
 Lt. J. D. Oliphant, Lt. 1854
 Brad Cook
 Hiram Mason
 Melinda L. Long
 Michele M. Girault
 JOHN RILEY
 ADRIAN KELLEHER
 David McClelland
 ROY WHITTAKER JR
 Christopher S. Eskew
 DONOVAN Archote
 Mark Fontenot
 RUSSELL GRANNAM
 Elizabeth LaMarca
 Jim McGuire

Lacy Bann
 Lt. J. D. Oliphant
 Brad Cook
 Capt. H. Mason
 Melinda L. Long
 Michele M. Girault
 [Signature]
 [Signature] 1823
 [Signature]
 [Signature]
 [Signature] 1834
 [Signature]
 Elizabeth LaMarca
 Jim McGuire

LSP SHOOTING REVIEW BOARD



Board Date: 08/02/18
 Officer: [REDACTED]
 Assignment: Troop N
 Incident Date: 8/12/17
 LA Case #: 18-001

Print

Signature

LTC Layne Barnum
 Bob Brown
 J.D. O'Leary
 Trena Luvvadin
 Robert Grimes
 David LaCroix
 Jim McGuire
 Joseph J. Hasselbeck III
 James W. Rougeon II
 Greg Graphia
 Christopher S. Eskew
 Faye Morrison
 Adrienne Ancon

LAYNE BARNUM
 Major R. Brown
 LTC J. D. O'Leary
 Lt. Trena Luvvadin
 Sgt. Robert Grimes
 David LaCroix 2317
 Jim McGuire
 Lt. Joseph J. Hasselbeck III
 Sgt. James W. Rougeon II #2292
 Greg Graphia 11017
 Capt. Christopher S. Eskew 1856
 Faye Morrison
 Adrienne Ancon

LSP SHOOTING REVIEW BOARD



Board Date: June 10, 2020
 Officer: [REDACTED]
 Assignment: Troop L
 Incident Date: May 30, 2019
 IA Case #: 20-001

Print

Layne Baran
ADRIAN KELLEHER
Dean Behrens
Christopher S. Eskew
Michele Girois
Jericha Remondet
Scott Davis
PHILIP HANKS
JOHN E. RILEY
James M. Guane
Lt Col Adam White
Lt. James Jefferson
Sgt James Jefferson
T.B. SATON

Signature

Layne Baran
Capt. [Signature] 1323
Capt. [Signature] 1380
Chad S. Ebs 1856
Michele Girois
Jericha Remondet
Sgt. [Signature] 2458
[Signature] 2357
Capt. [Signature] 1355
MoJ. [Signature] 1339
Lt Col R. Adam White
Lt. [Signature] 1331
Sgt [Signature] 2365
[Signature]

LSP USE OF FORCE REVIEW BOARD



Board Date: 1/13/2021
 Officer: [REDACTED]
 Assignment: Troop A
 Incident Date: July 10, 2018
 IA Case #: 20-022

Print

Signature

Layne Barnum
 BARRY WARD
 Christopher S. Eskew
 Greg Graphia
 J.B. SLATON
 Faye Morrison
 Michele Girard
 JOHN E. RICE
 ADRIAN KELLEHER
 Lenny VanBuren
 Saleem El Amin
 Mark Fontenot
 Kevin Ducate
 Brad Cook
 Chavez Cammon
 PHILIP HANKS

Layne Barnum
 Barry Ward
 Christopher S. Eskew
 Greg Graphia
 J.B. SLATON
 Faye Morrison
 Michele Girard
 JOHN E. RICE
 ADRIAN KELLEHER
 Lenny VanBuren
 Saleem El Amin
 Mark Fontenot
 Kevin Ducate
 Brad Cook
 Chavez Cammon
 PHILIP HANKS

Shooting Review Board Attendance Roster

Date: 11/27/17

Case 17-019 - [REDACTED]

Print

Lt. Col. R. Adam White
 M/Lr DONNA GUITREAU
 S/T James Jefferson
 Major Bob Brown
 Maj Jay D. Olschak
 Capt. Greg Graphe
 Michele Girard, OLA
 LAYNE BARNUM
 James Rougeau
 Lt Sean Jennings
 CAPT Steve Robinson
 CAPT CHAVEZ CAMMON
 LTC DAVID STATON
 M/Lr Brian Franklin

Signature

Lt Col. R. Adam White
 M/Lr D. Guitreau
 S/T [Signature] 2365
 Major Bob Brown
 Maj Jay D. Olschak
 Capt. Greg Graphe
 Michele Girard, OLA
 Layne Barnum
 James Rougeau
 Lt Sean Jennings
 CAPT Steve Robinson
 CAPT CHAVEZ CAMMON
 LTC David Staton 1155
 M/Lr Brian Franklin

LSP SHOOTING REVIEW BOARD



Board Date: April 17, 2019
 Officer: [REDACTED]
 Assignment: CID Region 1
 Incident Date: July 19, 2018
 LA Case #: 18-028

Print

Signature

Layne Barnum
 ADAM WHITE
 Trenee Lavadein
 ADRIAN KELLEHER
 PHILIP HANKS
 Bob Brown
 Patrick Tucker
 MARK RICHARDS
 TREUR SMITH
 Jericha Remondet
 Michele Girsoir
 Dean Coates
 Alan Brown
 PAT BRADLEY
 Brad Cook
 GUSTAV BRUNN
 Robert Grimes
 JD Oliphant
 MT CHRIS MURPHY
 Sgt Keith Paul
 S/H Little Leger

Layne Barnum
 Adam White
 Trenee Lavadein
 ADRIAN KELLEHER
 PHILIP HANKS
 Major RD Brown
 Patrick Tucker
 MARK RICHARDS
 TREUR SMITH
 Jericha Remondet
 Michele Girsoir
 Dean P. Coates
 Alan Brown
 Pat Bradley
 Capt. B. Cook
 GUSTAV BRUNN
 Robert Grimes
 JD Oliphant
 MT CHRIS MURPHY
 Sgt Keith Paul
 S/H Little Leger

(by phone / Go to Meeting viewer)

Note: LTC Oliphant ended his call before this review began. *eg*

LSP SHOOTING REVIEW BOARD



Board Date: May 22, 2019
 Officer: [REDACTED]
 Assignment: Troop E
 Incident Date: January 30, 2019
 IA Case #: 19-011

Print

Signature

LAYNE Bannum
 Mark Fontenot
 Robert Grimes
 Richard Buckland Jr
 Christopher Owens
 ADRIAN KELLEHER
 PHILIP HANKS
 WAYNE VEDREWE
 JASON Smith
 Michele Girair
 ADAM WHITE
 Bob Brown
 av. Deloach, Jr

LTC Lye Bannum
 LT. M. [unclear] #DU
 [Signature]
 [Signature] 2671
 Capt. [Signature] 1323
 [Signature] 2157
 Maj. [Signature] 1/09
 Capt. [Signature]
 Michael Hines
 Adam [unclear]
 T.D. Brown
 Lt. [Signature]



LSP SHOOTING REVIEW BOARD

Board Date: 11/08/18
Officer: [REDACTED]
Assignment: Troop F
Incident Date: 8/24/18
IA Case #: 18-023

Print

Layne Barron
Robert Grimes
Mark Fontenot
Kevin Ducote
Bob Brown
Jed Elbert
Adam White
John Peters
Greg Graphia
Patrick Jackson
Chevez Cammon
Layne Verne
James Rougeon
Michelle Jackson
Katya Williams
Jericha Hilbert
Treane Carvadan

Signature

Layne Barron
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
Lt. Col. R. Allen
Capt. [Signature]
[Signature]
[Signature]
[Signature]
Sgt. [Signature]
Michelle Jackson
Katya Williams
Jericha Hilbert
Treane Carvadan

LSP SHOOTING REVIEW BOARD



Board Date: June 10, 2020
 Officer: [REDACTED]
 Assignment: Troop B
 Incident Date: January 13, 2016
 LA Case #: 20-003

Print

Layne BARNUM
 J.B. SLATON
 ADRIAN KELLEHER
 Michele Girard
 LTC. Robert Jar
 Jericha Remondet
 Sgt. Scott Davis
 SGT. PHILIP HANKS
 Capt Eric Duplehair
 SGT. GUSTAVE BETHEN
 MAJ. James McQuane
 Capt. D. Behrens
 LT. COL. ADAM WHITE
 Capt. B. Cook
 TPL. Richard Buckland Jr.
 SGT. James Jefferson
 Capt. Christopher S. Eskew
 Capt. Donald Archuleta 1831
 MR. CHRIS ANDERSON

Signature

LTC Layne Barnum
 J.B. Slaton
 Capt. Adrian Kelleher
 Michele Girard
 LTC Robert Jar
 Jericha Remondet
 Sgt. Scott Davis 2458
 SGT. PHILIP HANKS 231
 Capt Eric Duplehair 1673
 SGT. GUSTAVE BETHEN
 MAJ. James McQuane 1339
 Capt. D. Behrens
 LT. COL. ADAM WHITE 1114
 Capt. B. Cook
 TPL. Richard Buckland Jr.
 SGT. James Jefferson
 Capt. Christopher S. Eskew 1856
 Capt. Donald Archuleta 1831
 MR. CHRIS ANDERSON 1945

LSP SHOOTING REVIEW BOARD



Board Date: June 10, 2020
 Officer: [REDACTED]
 Assignment: Troop B
 Incident Date: January 13, 2016
 IA Case #: 20-003

Print

Layne Bannum
 JB. SLATON
 ADRIAN KELLEHER
 Jericha Remonet
 Michele Girgis
 LTC Jay D. Stewart Jr.
 Sgt. Scott Davis
 SGT. PHILIP HAYKS
 Capt E. Jim / Eric Duplechem
 SGT. GUSTAVE BETHNA
 Capt. D. Behrens
 MAJ. JAMES M'GUANE
 LT. COL. ADAM WHITE
 Capt. B. Crook
 TPR Richard Bunkland Jr.
 SGT JAMES JEFFERSON
 Capt. Christopher S. ESKER
 Capt. Jervan Archuleta 1831

Signature

LTC Laye Ban
 JB8821
 Capt. [Signature] 1325
 Jericha Remonet
 Michele Girgis
 LTC Jay D. Stewart Jr.
 Sgt. Scott Davis 2458
 SGT. PHILIP HAYKS 2457
 Capt E. Jim 1675
 SGT. GUSTAVE BETHNA
 Capt. D. Behrens 1335
 MAJ. JAMES M'GUANE 1335
 LT. COL. ADAM WHITE 1124
 Capt. B. Crook
 TPR Richard Bunkland Jr.
 SGT JAMES JEFFERSON 3365
 Capt. Christopher S. ESKER 1856

LSP SHOOTING REVIEW BOARD



Board Date: December 4, 2019

Officer: [REDACTED]

Assignment: Troop G

Incident Date: April 10, 2019

IA Case #: 19-025

Print

LAYNE BARNUM
 Jay D. Olshant
 Cordell Williams
 LAYNE VEDRINE
 ADRIAN KELLEHER
 PHILIP HANKS
 James Jefferson III
 Richard Buckland Jr.
 FRANK BESSON
 Kevin Resueben
 Bob Brown
 Justin Rice
 Garrett Moore
 Sean Jayne
 Jason Turner
 Rodney Johnson
 Adam White
 Michele Girard
 Jericha Remondet
 Chavez Cammon

Signature

LTZ Layne Barnum
 LTC. Jay D. Olshant
 Capt. Cordell Williams #2306
 Maj. Layne Vedrine
 Capt. Adrian Kelleher 1323
 SGT. Philip Hanks 2357
 SGT. James Jefferson III 2345
 TPR. Richard Buckland Jr. 2696
 Capt. Frank Besson
 Lt. Kevin Resueben #1950
 Major Bob Brown
 TPR. Justin Rice 2607
 Lt. Sean Jayne 1670
 Capt. Jason Turner 1812
 Lt. Rodney Johnson 1650
 Lt. Col. Adam White 1164
 Michele Girard (Legal)
 Jericha Remondet
 Chavez Cammon

LSP SHOOTING REVIEW BOARD



Board Date: March 2, 2021
 Officer: [REDACTED]
 Assignment: Troop D
 Incident Date: September 1, 2020
 IA Case #: 21-001

Print

Signature

LAYNE BARNUM
 J.B. SLATON
 ADRIAN KELLEHER
 Chavez Cammon
 PHILIP HANES
 Kenny de Vries Bureau
 Salem Elkhin
 Landon Mills
 Jonathan Leger
 James Jefferson III
 Christopher S. Eskew
 Jericha Remondet
 Michele Gracie

Lane Barnum
 J.B. Slaton
 Capt. Adrian Kelleher 1323
 Chaz Cammon
 Philip Hanes
 Kenny de Vries
 Salem Elkhin
 Landon Mills
 Jonathan Leger
 James Jefferson III
 Capt. Chris Eskew 1856
 Jericha Remondet
 Michele Gracie

Benny Broussard
 Ross McCain
 SHAUNE MAYNARD

Zoom



LSP SHOOTING REVIEW BOARD

Board Date: November 17, 2020
Officer: [REDACTED]
Assignment: CID Region 1
Incident Date: June 30, 2016
IA Case #: 20-014

Print

Signature

LAYNE BARNUM

Layne Barnum

David McCloskey

David McCloskey

ADRIAN KELLEHER

Adrian Kelleher

Jim McQuinn

Jim McQuinn

LT. JEFFREY D. OLIPHANT JR.

LT. Jeffrey D. Oliphant Jr.

Brad Cook

Brad Cook

Michelle M. Givens

Michelle M. Givens

Melinda L. Long

Melinda L. Long

Hiram Mason

Hiram Mason

RUSSELL GRANT

Russell Grant

Mark Fontenot

Mark Fontenot

DONOVAN ARCHOTE

Donovan Archote

Richard Buckland Jr.

Richard Buckland Jr.

Christopher S. Eskew

Chris Eskew

Craig Rhodes

Craig Rhodes

LSP SHOOTING REVIEW BOARD



Board Date: June 10, 2020
 Officer: [REDACTED]
 Assignment: CID Region 1
 Incident Date: May 21, 2019
 LA Case #: 19-026

Print

LAYNE Bannum
 Christopher S. Eskew
 Dean Behrens
 J.B. SLATON
 ADRIAN KELLEHER
 Michele Giroir
 Jericha Remondet
 Scott Davis
 PHILIP HANKS
 Mr. Jay R. Elphard Jr.
 James M'Guire
 DONOVAN Archate
 Eric Duplechain
 Lt. Col. ADAM WHITE
 Capt. B. Cook
 SGT James Jefferson
 Tor. Richard Buckland Jr.

Signature

Lt. Lye Bannum
 CHAD ESKY 1856
 Capt. J. Behrens
 J.B. SLATON
 Capt. ADRIAN KELLEHER 1323
 Michele Giroir OLA
 Jericha Remondet
 Sgt. Scott Davis 2458
 PHILIP HANKS 2357
 Mr. Jay R. Elphard Jr.
 Mr. James M'Guire 1339
 DONOVAN Archate 1831
 Capt. Eric Duplechain 1675
 Lt. Col. R. Adam White 1664
 Capt. B. Cook
 SGT James Jefferson 2365
 Tor. Richard Buckland Jr.

LSP SHOOTING REVIEW BOARD



Board Date: October 22, 2020
 Officer: [REDACTED]
 Assignment: Troop 1
 Incident Date: September 28, 2019
 LA Case #: 20-008

Print

LTC ADAM WHITE 1164
 MAJ. JIM McGUIRE 1339
 MAJ. BENNY R. P. 1164
 Capt Eric Duplexhain
 Capt. Christopher S. Eskew
 LTC Jay R. Elphinstone 1307
 CAPT. ADRIAN KELLEHER 1323
 CAPT. J.B. SLATON
 SGT. PHILIP HANKS
 Sgt. Scott Davis
 Sgt. Joe Bellamy 1307
 G-30 2300
 Michele M. Girard
 Jerichon Remondet
 Lyle Barron

Signature

LTC R. Adam White 1164
 MAJ. Jim McGUIRE 1339
 MAJ. BENNY R. P. 1164
 Capt E. Duplexhain 1164
 Capt. Chris S. Eskew 1856
 LTC Jay R. Elphinstone
 Capt. Adrian Kelleher 1323
 CAPT. J.B. SLATON
 SGT. PHILIP HANKS
 Sgt. Scott Davis 2450
 Sgt. Joe Bellamy 2056
 G-30 2300
 Michele M. Girard OLA
 Jerichon Remondet OLA
 LTC Lyle Barron



LSP SHOOTING REVIEW BOARD

Board Date: October ²² 2020
Officer: [REDACTED]
Assignment: Troop I
Incident Date: September 28, 2019
IA Case #: 20-011

Print

LTC. ADAM WHITE
MAJ. JIM McGuane
MAJ. BERRY R BROUSSARD
Capt Eric Dupluchain
Capt. Christopher S. Eskew
LTC. McElphinst, Jr 1234
CAPT. ADRIAN KELLEHER 1322
CAPT. J.B. SLATON
Sgt. Scott Davis
SGT. PHILIP HAINKS
Sgt Joe Boushelsley
Lt. Brad Guidroz 2300
Michele M. Giroir
Jerrica Remondet
LARRY BARNUM

Signature

LTC. R Adam White 1124
MAJ. Jim McGuane 1339
MAJ. BERRY R BROUSSARD
Capt Eric Dupluchain 1625
Capt. Christopher S. Eskew 1856
LTC. McElphinst, Jr
CAPT. ADRIAN KELLEHER 1322
CAPT. J.B. SLATON
Sgt. Scott Davis 2458
SGT. PHILIP HAINKS 2300
Sgt Joe Boushelsley 2098
Lt. Brad Guidroz 2300
Michele M. Giroir OLA
Jerrica Remondet OLA
LTC. Lyle Bar 1144 LSP



LSP SHOOTING REVIEW BOARD

Board Date: April 17, 2019
Officer: [REDACTED]
Assignment: Crisis Response
Incident Date: July 31, 2018
IA Case #: 18-025

Print

Lay BARNUM
Adam White
Treon Lavadain
ADRIAN KELLEHER
PHILIP HANKS
Bob Brown
Joseph Tidlow
MARK RICHARDS
TREVOR SMITH
Jericha Remondet
Michele Giroir
MARK E. MORRISON
Dean C. Coates
PAT BRADLEY
KEVIN ARRIAS
Brad Cook

Signature

Lay Barnum
Adam White
Treon Lavadain
ADRIAN KELLEHER
PHILIP HANKS
Major Bob Brown
Joseph Tidlow
MARK RICHARDS
TREVOR SMITH
Jericha Remondet
Michele Giroir
MARK E. MORRISON
Dean C. Coates
PAT BRADLEY
KEVIN ARRIAS
Capt B Cook

III. The voting members of the Board shall be:
a. Deputy Superintendent
b. Troop/Section Commander
c. Commander of Operations
d. Firearms Unit Supervisor
IV. If the results end in a tie, the tie shall be broken by the support. The proceedings of the Board shall be discussed outside of a proper and orderly manner.
The Assistant Secretary from the next meeting may, at his discretion, discuss the decision of the Board.

LSP SHOOTING REVIEW BOARD



Board Date: April 17, 2019
Officer: [REDACTED]
Assignment: Crisis Response
Incident Date: July 31, 2018
LA Case #: 18-025

Print

Sgt Kent Panto 2185
S/T L. McLean 2291

Signature

Sgt Kent Panto 2185
S/T  2291

Shooting Review Board Attendance Roster

Date: 11/27/17

Case 17-026 - [REDACTED] Troop G

Print

Maj. Jay D. [Signature] 1037
Capt. Greg [Signature] 1617
Capt. CHAVEZ CAMMON 1547
Nichole Gissir, OLA
Sgt. James Roucou
M/T Donay Guitierrez
S/T James Jefferson
Lt Sean Jayner
Major Bob Brown
CAPT Steve Robinson
M/T Brian Driskill
LAYNE BARNUM
CPT DAVID STATON
Lt. Col. R. Adam [Signature]

Signature

[Signature]
[Signature]
Capt. [Signature]
Nichole Gissir, OLA
Sgt. [Signature]
M/T D. Guitierrez
S/T [Signature] 1037
Lt Sean Jayner
Major Bob Brown
CAPT Steve Robinson 1345
M/T [Signature]
Layne Barnum
CPT David Staton 1195
Lt. Col. R. Adam [Signature]

LSP SHOOTING REVIEW BOARD



Board Date: December 4, 2019

Officer: [REDACTED]

Assignment: Troop C

Incident Date: January 16, 2019

LA Case #: 19-022

Print

Signature

Lance Banning
Jay DeRobertis Jr.

PHILIP HANKS

ADRIAN KELLEHER
Kevin Kaseber

FRANK BESSON

Bob Brown

Pat Johnson

Justin Rice

Jason Turner

Sean Joyner

Garrett Moore

Richard Blandin

Michele Girouir

Richard Remondet

Adam White

James Jefferson

Lance Banning
Lt. Robert Frank

SGT. [Signature] 2357

Capt. [Signature] 1323

Lt. [Signature] 7855

Capt. [Signature]

Major D. [Signature]

[Signature] 6650

SGT. [Signature]

Cpt. [Signature] 1312

Lt. [Signature] 1670

TFC [Signature] 1607

TFC [Signature] 7696

Michele Girouir - Legal

Chit. Th. [Signature] Legal

G.C.T.R. Adam [Signature] 1104

[Signature]



LSP SHOOTING REVIEW BOARD

22

Board Date: October 8, 2020
Officer: [REDACTED]
Assignment: Troop I
Incident Date: April 7, 2019
IA Case #: 20-009

Print

Lgt Bannan
LtC. ADAM WHITE 1164
MAJ. JIM M. GUNDA 1339
BENNY R BROUSSARD
Eric Duplechain
CAPT. ADRIAN Kelleher 1323
J.B. SLATON
LtC. Jay P. O'Shant 1314
Christopher S. ESKew
MICHAEL TALLEY
JOE BELLEFLEURY
Brad Guidroz 2300
Scott Davis
SGT. PHILIP HANKS
Michele Girard

Signature

Lgt Bannan
LtC. R. Adam White 1164
MAJ. Jim M. Gunda 1339
Benny R 12
Capt Eric Duplechain 1165
Capt. Adrian Kelleher 1323
J.B. Slaton
LtC. Jay P. O'Shant 1314
Capt. Chris S. Eskew 1856
SGT Michael Talley 2313
Joe Bellefley 2056
Brad Guidroz 2300
Sgt. Scott Davis 2450
SGT Philip Hanks 2457
Nicholas Girard OLA



LSP SHOOTING REVIEW BOARD

Board Date: April 17, 2019
Officer: [REDACTED]
Assignment: Training Academy
Incident Date: October 16, 2017
IA Case #: 18-024

Print

Signature

LAYNE BARNUM
ADAM WHITE
Jim McQuinn
Treone Lavadain
ADRIAN KELLEHER
PHILIP HANKS
Bob Brown
Patrick Jackson
MARK RICHARDS
TREVOR SMITH
Jericha Remondet
Michele Giroir
MARK E. MORRISON
Dean Coates
Pat Bradley
Alan Praman
Brad Croft
Darryl Gritman
GUSTAVO BOUTHER
Robert Grimes
JD Oiphanx

Lane Barnum
Adam White
Jim McQuinn
Treone Lavadain
Adrian Kelleher
Philip Hanks
Major R. Brown
Patrick Jackson
Mark Richards
Trevor Smith
Jericha Remondet
Michele Giroir
Mark E. Morrison
Dean Coates
Pat Bradley
Alan Praman
Brad Croft
Darryl Gritman
Robert Grimes
(By phone / Go to meeting viewer)

LSP SHOOTING REVIEW BOARD



Board Date: June 10, 2020
 Officer: [REDACTED]
 Assignment: Troop 1
 Incident Date: June 24, 2019
 IA Case #: 19-035

Print

Lge Bam
 Christopher S. Eskew
Eric Duplechain
 J.B. STANON
 ADRIAN KELLEHER
 Michele Girois
 Jericha Remondet
Scott Davis
 PHILLIP HANKS
McLester Vincent Jr. 1054
 Pansorn Archet
 GUSTAVE BETHEN
 Met. James M-Guare
 Capt O Behrens
 LT. CA R. ADAM WHITE
 Capt B Cook
 Lt Brad Guidroz
 Tpr. Rachel Beckland Jr
 Sgt. James Jefferson

Signature

LTC Lge Bam
 Clint L. Els 1856
Capt Eustice 1625
JBB
 Capt. [Signature] 1323
 Michele Girois 044
 Phil Thibet
 Sgt. [Signature] 2458
[Signature] 2157
 Mc. Vincent Jr
 Capt. [Signature] 131
[Signature]
 Met. James M-G 1337
 Capt. [Signature] 1380
 Lt. Col. R. Adam White 1147
 Capt. B Cook
 Lt. [Signature]
[Signature]
 Sgt. [Signature] 2365

LSP SHOOTING REVIEW BOARD



Board Date: November 17, 2020
 Officer: [REDACTED]
 Assignment: Troop D
 Incident Date: February 1, 2019
 IA Case #: 20-015

Print

Layne Bannum
 Craig Rhodes
 Russell Graham
 Michele Girard
 Melinda L. Long
 RON WHITTAKER JR
 Lenny R. Broussard
 Michael Ross McCain
 Jim McGuane
 David McClelland
 ADRIAN KELLEHER
 JOHN RILEY
 Mark Fontenot
 Brad Cook
 Elizabeth LaMarca
 Richard Auckland Jr.
 Christopher S. Eskew
 Hiram Mason
 McElphinstrey

Signature

Layne Bannum
 Craig Rhodes
 Russell Graham
 Michele M. Girard
 Melinda L. Long
 Ron Whittaker Jr.
 Lenny R. Broussard
 Michael Ross McCain
 Jim McGuane
 David McClelland
 Adrian Kelleher
 John Riley
 Mark Fontenot
 Brad Cook
 Elizabeth LaMarca
 Richard Auckland Jr.
 Christopher S. Eskew
 Hiram Mason
 McElphinstrey

Employee Notification Form for 09/18/2019

Personal Information

Employee Name BAZALDUA, JAVIER Known As
 Personnel Number 00308049 Gender Male Date of Birth
 Race Doel X Ind/AK Asian AirAm HI/PI White Ethnicity Hispanic/Latino

Address Information

Privacy Request Yes X No
 Permanent Street Mailing Street
 City City
 State State
 Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 09/26/2016 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 09/26/2016 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV-NON-PAID Org. Unit TRANSFER ZONE
 Personnel Area Transfer Zone Cost Center
 Employee Group Per Diem Personnel Subarea LaGov Non Paid
 Payroll Area LaGov-Non-Paid Employee Subgroup Other/Non State
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action (1) Transfer I-Losing P-P 0419 09/18/2019 To 12/31/9999 Reason Transfer Vol/Dept to Dept
 Action (2) Transfer II-Gaining P-P 0419 08/25/2019 To 09/17/2019 Reason Certif - St. Police Commission
 Action (1) Transfer I-Losing P-P 0512 08/25/2019 To 09/17/2019 Reason Transfer Vol/Dept to Dept

Job History

Job 00000000 From 09/18/2019 To 12/31/9999
 Job 07133380 - State Police Cadet From 08/25/2019 To 09/17/2019
 Job 00157170 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019

Position History

Position 11111111 - Transfer Position From 09/18/2019 To 12/31/9999
 Position 50393889 - STATE POLICE CADET From 08/25/2019 To 09/17/2019
 Position 00039924 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019

Base Pay History

Biweekly 1,792.69 P-01 'A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 2,199.20 PS-111 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
 Biweekly 2,156.00 PS-111 00 From 09/26/2018 To 07/14/2019 Pay Reason Code Reallocation Up 1

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 TxCash Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 Shift Diff Regu 1.50 0064 From 07/15/2019 To 08/24/2019
 Shift Diff Regu 1.50 0064 From 09/26/2018 To 07/14/2019

Employee Name: Javier B. Bataclua
Effective Date: 9/18/19

Personnel #: 308049
Area/Location: _____

CHECKLIST – Separations (Troopers)


* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and Procedures.



Human Resources Representative Signature

9/18/19

Date

Quota Report


STATE OF LOUISIANA
LaGov EPP-HCU

RUN DATE: 09/18/2019
 RUN TIME: 10:34:18
 REPORT ID: ZT06

PAGE 1
EFFECTIVE DATE
09 09 2012 09 22 2019

ROW	ENTRY	DESCRIPTION	SSN	NAME	LAST NAME	STATUS	PERIOD	DATE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	293.97600	0.0000	0.0000	293.97600	0.0000	293.97600	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	0.0000	0.0000	263.97600	0.0000	263.97600	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	243.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	0.0000	59.25000	0.0000	59.25000	119.5000	HRS

END OF Absence Quota Report

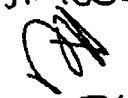
Initial 
9/18/10

Quota Report

STATE OF LOUISIANA
LaGov EPP-ICHRUN DATE 09/18/2019
RUN TIME 10:59:37
REPORT ID 2706PAGE 1
EFFECTIVE DATE
9/09/2019 09/22/2019

LINE	EMPL ID	EMPL NAME	EMPL NO	EMPL LAST	EMPL FIRST	EMPL MI	EMPL SSN	EMPL DOB	EMPL SEX	EMPL RACE	EMPL ETH	EMPL REL	EMPL MAR	EMPL GRADE	EMPL PAY	EMPL HRS	EMPL UNIT
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALOUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.5816	0.0000	286.55760	0.0000	286.55760	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALOUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.5816	0.0000	266.55760	0.0000	266.55760	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALOUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	251.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALOUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS

END OF Absence Quota Report

Final

 9/18/19

OTS WEB HELPDISK	
To Submit a Help Desk Request, fill in the required fields and click on the Submit button. * Indicates required fields.	
Submitter Information	
Personnel Number* (or M ID or H ID) (ex: P00000000)	P00284004 <input type="button" value="Press ENTER to review contact information"/> <input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>
ISIS Userid (ex: Z111Q11)	
Submitter Contact Information	
Agency Number	010
Agency Name	OFFICE OF STATE POLICE
First Name*	DANIELLE
Last Name*	HETT
Email Address*	Danielle.hett@ls.gov
Phone Number*	(225) 675-1082 Ext. <input type="text"/>
Would you like to change or update your WebTicket Contact Information? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Ticket Information	
System	ICMHR/Payroll
Category	R
Problem Details (510 Character Max)	Please delete the expiration action of Javier Benicio PP 308049. This action should be a transfer out to WLF effective today.
Reference Information	PP 308049 (ex: Personnel # = 2287, Contract # = 581311, etc.)

Danielle Hett

From: Timi Payton
Sent: Wednesday, September 18, 2019 8:53 AM
To: Danielle Hett
Subject: RE: Javier Bazaldua P#308049

Good morning,

You will probably have to contact the help desk to delete the separation, but I approve the action. They must have some list/authority to hire him back.

Thanks,

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV
My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Danielle Hett <Danielle.Hett@LA.GOV>
Sent: Wednesday, September 18, 2019 8:45 AM
To: Timi Payton <Timi.Payton@la.gov>
Subject: FW: Javier Bazaldua P#308049

Good Morning,

Please advise if I am able to reverse this separation. This was one of the cadets that separated effective yesterday.

Thank you,

Danielle Hett

From: Kaya Lambert <Kaya.Lambert@la.gov>
Sent: Wednesday, September 18, 2019 8:41 AM
To: Danielle Hett <Danielle.Hett@LA.GOV>
Cc: Kelly Cormier <KCormier@wlf.la.gov>
Subject: Javier Bazaldua P#308049

Good Morning Danielle,

We are rehiring Javier into his old position today. Would you please place him in the transfer zone instead of separating him from service?

Please let me know if you have any questions.

Sincerely,

Kaya



Kaya Lambert
Human Resources Director
LA Department of Wildlife and Fisheries
klambert@wlf.la.gov
www.wlf.louisiana.gov
PO Box 98000, Baton Rouge, LA 70898-900
2000 Quail Drive, Baton Rouge, LA 70808
(o) 225-765-2389 Ext. 1215
(f) 225-765-5044

Leave Report

STATE OF LOUISIANA
Labor Relations

PRINT DATE: 09-12-2019

PRINT TIME: 09:04:11

REPORT ID: 2706

09-09-2019 09-12-2019
EFFECTIVE DATE

AW	SYMBOL	EMPLOYEE	UNIT	POSITION	NAME	GRADE	DESCRIPTION	DATE	TIME	AMOUNT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.2128	0.0000	286.18880	0.0000	286.18880	0.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	243.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	303049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS	

END OF Absence Quota Report

Reverse / Return La payant &
LB deduction
D. H. H.
9/18/19

Quota Report

STATE OF LOUISIANA
LAWSON REPORT

RUN DATE: 09 18 2019
RUN TIME: 09 09.35
REPORT ID: 2706

DATE: 09 18 2019
EFFECTIVE DATE: 09 01 2019 - 09 30 2019

AY	SYMBOL	DESCRIPTION	REGION	ORGANIZATION	POSITION	STATUS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.2128	0.0000	286.18880	0.0000	286.18880	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K TIME EARNED 50	20	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	251.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K TIME EARNED 1.5	20	2019	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS

END OF Absence Quota Report

Final
9/17/19.

Employee Notification Form for 09/17/2019

Personal Information

Employee Name BAZALDUA, JAVIER Known As
 Personnel Number 00308049 Gender Male Date of Birth
 Race Decl X Ind/AK Asian AfrAm III/PI White Ethnicity Hispanic/Latino

Address Information

Privacy Request Yes X No
 Permanent Street Mailing Street
 City City
 State State
 Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 09/26/2016 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 09/26/2016 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP A/REGION 1
 Personnel Area DPS-Office of State Police Cost Center 4191012295
 Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
 Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator 068
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action (2) Transfer II-Gaining P-P 0419 08/25/2019 To 09/17/2019 Reason Certif - St. Police Commission
 Action (1) Transfer I-Losing P-P 0512 08/25/2019 To 09/17/2019 Reason Transfer Vol/Dept to Dept
 Action Pos Charact Chg (P) 0512 09/26/2018 To 08/24/2019 Reason Reallocation in CPG

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 09/17/2019
 Job 00157170 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019
 Job 00133820 - WILDLIFE ENF AGENT From 09/26/2017 To 09/25/2018

Position History

Position 50393889 - STATE POLICE CADET From 08/25/2019 To 09/17/2019
 Position 00039924 - WILDLIFE ENF SENIOR AGENT From 09/26/2018 To 08/24/2019
 Position 00039924 - WLF ENF AGENT From 09/26/2017 To 09/25/2018

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 2,199.20 PS-111 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
 Biweekly 2,156.00 PS-111 00 From 08/26/2018 To 07/14/2019 Pay Reason Code Reallocation Up 1

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 Tx Csh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 Shift Diff Regu 1.50 0064 From 07/15/2019 To 08/24/2019
 Shift Diff Regu 1.50 0064 From 09/26/2018 To 07/14/2019

Employee Name: Javier P. Salas
Effective Date: 9/17/19

Personnel #: 305049
Area/Location: 419

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ✓ Complete URAC to remove employee's email/system access
- ✓ Update Vacancy Report
- ✓ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ✓ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ✓ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ✓ Verify receipt of resignation with Appointing Authority's signature/initials
- ✓ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ✓ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ✓ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ✓ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov **BEFORE** the employee is paid or an off-cycle is done
- ✓ Process separation in LA Gov.
- ✓ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ✓ Create Quota Compensation records for annual & sick leave
- ✓ Create Quota Corrections for annual & sick leave
- ✓ Pay up to 300 hours of annual leave (no fractions of an hour)
- ✓ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ✓ Run ZP42 - Potential Separation/Transfer Error Report
- ✓ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ✓ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ✓ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ✓ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ✓ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ✓ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ✓ Pull personnel file and place current year sticker on label to indicate year employee separated
- ✓ Pull Prudential Beneficiary Form and file in personnel file
- ✓ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

9/17/19
Date

Danielle Hett

From: Danielle Hett
Sent: Tuesday, September 17, 2019 12:19 PM
To: 'ssebastian@lsprs.org'; Internal Affairs; Debbie Givens; Monica McDonald; Mary Vanvalkenburg; Lenias Marie
Subject: Cadet Bazaldua Separation
Attachments: ENF - J. Bazaldua Resign 9.17.2019.pdf

Please be advised of the separation of Cadet Bazaldua P# 308049 effective 9/17/2019

Thank you,

Danielle Hett

**Human Resource Analyst
Department of Public Safety Human Resources
7979 Independence Blvd
Baton Rouge, Louisiana 70806
Telephone: (225) 925.6062
Fax: (225) 925.3970
Office Hours: 7:00 – 3:30**

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.

Macie Kinchen

From: Danielle Hett
Sent: Tuesday, September 17, 2019 7:35 AM
To: Macie Kinchen
Cc: Jamie M. Bibbins (DPS); Timi Payton; Shenikka Matthews
Subject: FW: Cadet Bazaldua Resignation

Please see the below resignation.

Thank you,

Danielle Hett

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Tuesday, September 17, 2019 7:19 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; kimberly gann <kgann@lsprs.org>; creed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <TimiPayton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Bazaldua Resignation

Cadet Javier Bazaldua resigned on September 17, 2019, at 0536 hours.

He said that he was [REDACTED]
[REDACTED]

He was going to Troop A.

Please let me know if you need further.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Quota Report

STATE OF LOUISIANA
SARS - LSP RCR

RUN DATE: 09 17 2019
RUN TIME: 11:47:16
REPORT ID: 3090

PAGE: 1
EFFECTIVE DATE:
09 09 2019 - 09 30 2019

EMP ID	EMP NO	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME	EMP ID	EMP NAME
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	283.97600	2.2128	0.0000	286.18880	0.0000	286.18880	0.0000	HRS	
0419	50024373	LSP TPOOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	2019	263.97600	2.2128	0.0000	266.18880	0.0000	266.18880	0.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	243.0000	HRS	
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	2019	59.25000	0.0000	0.0000	59.25000	0.0000	59.25000	118.5000	HRS	

END OF Absence Quota Report

Initial
JH
9/17/19

Quota Report

STATE OF LOUISIANA
LaGov EPP-ICH

RUN DATE 09 17 2019
RUN TIME 11:57:11
REPORT ID 7106

PAGE 1
EFFECTIVE DATE
9 - 2019 - 09/22/2019

PCN	PCN1	PCN2	PCN3	PCN4	PCN5	PCN6	PCN7	PCN8	PCN9	PCN10	PCN11	PCN12	PCN13	PCN14	PCN15	PCN16	PCN17
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	ANNUAL LEAVE ENTITLEMENT	20	20:9	283.97600	2.2128	286.0000	0.18880	0.0000	0.18880	286.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	SICK LEAVE ENTITLEMENT	20	20:9	263.97600	2.2128	266.1800	0.00880	0.0000	0.00880	266.1800	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (ST)	20	20:9	0.00000	0.0000	0.0000	0.00000	0.0000	0.00000	251.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	308049	BAZALDUA	JAVIER	P-01	K-TIME EARNED (1.5)	20	20:9	59.25000	0.0000	59.2500	0.00000	0.0000	0.00000	177.7500	HRS

END OF Absence Quota Report

Final
DH
9/17/19

Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA

PERIOD: 18/2019	PAY PERIOD END: 08/25/2019
20/2019	PAY DATE: 08/30/2019
WITHHOLD W/4	#A PE DE ADDL AMT EIC
FED Married	00 0.00
LA Married	00 00 01 0.00

BANK DETAILS		
Checking	1,782.31	JPMORGAN CHASE

[illegible]

NET	1,782.31
-----	----------

RECALC DIFF FOR PERIOD	AMOUNT
/553 Rdiff1Pe	7,655.97-

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN
ANNUAL	0.00	0.00000	0.00000	0.00
SICK	0.00	0.00000	0.00000	0.00
COMP-KT	0.00	0.00000	0.00000	0.00
FLSA COMP	0.00	0.00000	0.00000	0.00
FMLA	0.00	0.00000	0.00000	0.00

UNPAID ABSENCES	HOURS YTD	HRS
-----------------	-----------	-----

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	27.49	47.00	1,292.03
003B Regular Pay-Salary	27.49	23.00	632.27
003B Regular Pay-Salary	27.49	10.00	274.90
064B Shift Diff Regular	1.50	14.00	21.00
064B Shift Diff Regular	1.50	11.00	16.50
064B Shift Diff Regular	1.50	7.00	10.50
076B TxCsh Aut Dly Unifrm Allo	8.00	1.00	8.00
114B TxblCash Uniforms	0.00	0.00	46.15
***** TOTAL EARNINGS/PAID ABSENCES			9,957.32

TAXES/RETIREMENT		CURRENT	YR-TO-DATE	TAX/RET	WAGE	CURRENT	YR-TO-DATE
Lasers	LAHD EE	213.31	3,777.93	FED		2,080.04	FED 39,250.83
FED	Withholding	180.22	3,462.61	LA		2,080.04	LA 39,250.83
FED	EE Medicare	33.26	623.92				
LA	Withholding	74.25	1,450.69				

TOTAL TAXES/RET.	501.04	9,315.15
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DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
5C45 LA Wildlife Agents Assoc	10.00	180.00	CURRENT YR-TO-DATE

***** TOTAL DEDUCTIONS	10.00	180.00
------------------------	-------	--------

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT	NON-CASH YTD	AMOUNT
003B Regular Pay-Salary	30,417.03	NTNCStVe	403.90
064B Shift Diff Regular	823.50		
114B TxblCash Uniforms	830.70		
800B OT (ST) Attendance	970.20		
849B OT(1.5) Attendance	970.20		
949B OT(1.5) Att - NE Prem	496.56		
650B Annual Leave-Absence	2,255.21		
694B Spec Lv Office Closure	323.40		
***** TOTAL EARNINGS/PAID ABSENCES YTD	43,028.76		

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA

PERIOD: 18/2019 PAY PERIOD END: 08/25/2019
20/2019 PAY DATE: 08/30/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 1,782.31

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL						
SICK						
COMP-KT						
FLSA COMP						
FMLA						

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
510B KTime-Straight-Term/Payot	27.49	243.00	6,680.07
515B K Time - 1.5 Term/Payout	27.49	35.50	975.90

***** TOTAL EARNINGS/PAID ABSENCES 9,957.32

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET. 501.04 9,315.15

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE
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***** TOTAL DEDUCTIONS 10.00 180.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
700B Military Training Leave	2,815.76
701B Holiday	1,185.80
702B Designated Holiday	1,940.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 43,028.76

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA

PERIOD: 19/2019 PAY PERIOD END: 09/08/2019
20/2019 PAY DATE: 09/13/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Married 00 0.00
LA Married 00 00 01 0.00

BANK DETAILS
Checking 1,493.28 JPMORGAN CHASE

PRIOR PERIOD ADJUSTMENT AMOUNT
/552 DifprePe 8.00

NET 1,493.28

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	72.00	1,613.42
076B TxCsh Aut Dly Unifrm Allo	8.00	12.00	96.00
701B Holiday	22.41	8.00	179.27

***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers LAHD EE		3,777.93	LSPR	1,792.69	LSPR 1,792.69
SP LSP1 EE	170.31	170.31	FED	1,721.88	FED 40,972.71
FED Withholding	137.24	3,599.85	LA	1,721.88	LA 40,972.71
FED EE Medicare	27.43	651.35			
LA Withholding	57.69	1,508.38			
TOTAL TAXES/RET.	392.67	9,707.82			

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2210 *Flex Life Insurance	4.50	4.50	CURRENT YR-TO-DATE
2560 Group Dep Life+Supp-Atax	6.24	6.24	4.50 4.50
5C45 LA Wildlife Agents Assoc		180.00	

***** TOTAL DEDUCTIONS 10.74 186.24

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT	NON-CASH YTD	AMOUNT
003B Regular Pay-Salary	32,030.45	NTNCStVe	403.90
064B Shift Diff Regular	823.50		
076B TxCsh Aut Dly Unifrm Allo	104.00		
114B TxblCash Uniforms	830.70		
800B OT (ST) Attendance	970.20		
849B OT(1.5) Attendance	970.20		
949B OT(1.5) Att - NE Prem	496.56		
650B Annual Leave-Absence	2,255.21		
***** TOTAL EARNINGS/PAID ABSENCES YTD	44,925.45		

***** STATE OF LOUISIANA DEPARTMENT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00308049 Class NE
JAVIER BAZALDUA

PERIOD: 19/2019 PAY PERIOD END: 09/08/2019
20/2019 PAY DATE: 09/13/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT AMOUNT

NET 1,493.28

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL						
SICK						
COMP-KT						
FLSA COMP						
FMLA						

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
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***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET. 392.67 9,707.82

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE
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***** TOTAL DEDUCTIONS 10.74 186.24

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
694B Spec Lv Office Closure	323.40
700B Military Training Leave	2,815.76
701B Holiday	1,365.07
702B Designated Holiday	1,940.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 44,925.45

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
 Special Messages: GIVE HOPE TO LOUISIANA! THE STATE'S COMBINED CHARITABLE
 CAMPAIGN IS SEPT 4 - DEC 2. CONTACT HR/PAYROLL FOR INFO.

0419 DPS-Office of State Police PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
 PERS #: 00308049 Class NE 20/2019 PAY DATE: 09/27/2019
 JAVIER BAZALDUA WITHHOLD W/4 #A PE DE ADDL AMT EIC
 FED Married 00 0.00
 LA Married 00 00 01 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
 Checking 13,614.89 JPMORGAN CHASE /552 DifprePe 7,655.97

NET 13,614.89

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00	LWOP	8.00	8.00
SICK	0.00	0.00000	0.00000	0.00			
COMP-KT	0.00	0.00000	0.00000	0.00			
FLSA COMP	0.00	0.00000	0.00000	0.00			
FMLA	0.00	0.00000	0.00000	0.00			

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	48.00	1,075.61
076B TxCsh Aut Dly Unifrm Allo	8.00	7.00	56.00
800B OT (ST) Attendance	22.41	19.00	425.76
500B Annual Leave-Term	22.41	286.00	6,408.87
515B K Time - 1.5 Term/Payout	22.41	59.25	1,327.71

***** TOTAL EARNINGS/PAID ABSENCES 9,293.95

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers LAHD EE		3,777.93	LSPR	1,075.61	LSPR 2,868.30
SP LSP1 EE	102.18	272.49	FED	16,846.24	FED 57,818.95
FED Withholding	2,258.24	5,858.09	LA	16,846.24	LA 57,818.95
FED EE Medicare	245.76	897.11			
LA Withholding	725.27	2,233.65			
TOTAL TAXES/RET.	3,331.45	13,039.27			

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2210 *Flex Life Insurance	1.50	6.00	CURRENT YR-TO-DATE
2560 Group Dep Life+Supp-Atax	2.08	8.32	1.50 6.00
5C45 LA Wildlife Agents Assoc		180.00	

***** TOTAL DEDUCTIONS 3.58 188.32

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT	NON-CASH YTD	AMOUNT
003B Regular Pay-Salary	33,106.06	NTNCStVe	403.90
064B Shift Diff Regular	823.50		
076B TxCsh Aut Dly Unifrm Allo	160.00		
114B TxblCash Uniforms	830.70		
800B OT (ST) Attendance	1,395.96		
849B OT(1.5) Attendance	970.20		
949B OT(1.5) Att - NE Prem	496.56		
500B Annual Leave-Term	6,408.87		
***** TOTAL EARNINGS/PAID ABSENCES YTD	61,875.37		

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
PERS #: 00308049 Class NE 20/2019 PAY DATE: 09/27/2019
JAVIER BAZALDUA WITHHOLD W/4 #A PE DE ADDL AMT EIC



BANK DETAILS	PRIOR PERIOD ADJUSTMENT	AMOUNT
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NET 13,614.89

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL							
SICK							
COMP-KT							
FLSA COMP							
FMLA							

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
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***** TOTAL EARNINGS/PAID ABSENCES 9,293.95

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET. 3,331.45 13,039.27

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
			CURRENT YR-TO-DATE

***** TOTAL DEDUCTIONS 3.58 188.32

EARNINGS/PAID ABSENCES	YR-TO-DATE	AMOUNT
510B	KTime-Straight-Term/Payot	6,680.07
515B	K Time - 1.5 Term/Payout	2,303.61
650B	Annual Leave-Absence	2,255.21
694B	Spec Lv Office Closure	323.40
700B	Military Training Leave	2,815.76
701B	Holiday	1,365.07
702B	Designated Holiday	1,940.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 61,875.37

Time Data Maintenance Multi-day view - JAYIER BAZALDUA

Multi-day view: Daily view: Time View: All

8/22/2019	2019						7
TH 25	26	27	28	29	30	31	
MO 29	30	31	1	2	3	4	
TU 27	28	29	30	31	1	2	
WE 26	27	28	29	30	31	1	
TH 25	26	27	28	29	30	31	
FR 24	25	26	27	28	29	30	
SA 23	24	25	26	27	28	29	
SU 22	23	24	25	26	27	28	

Employee: JAYIER BAZALDUA

Employee ID: 0001 Operational

Time View: Daily

S. No.	VL Day	Start	End	Day	Rate	F. Cost Center	Fund	Fund Center	Order	WFE
1	NO 09/16/2019	12:01	8:00	DAY						
2	NO 09/16/2019	12:01	8:00	PAY OT @ ST RATE						
3	TU 09/17/2019	12:01	8:00	DAY						
4	TU 09/17/2019	12:01	8:00	LEAVE WITHOUT PAY						
5	WE 09/18/2019	12:01	8:00	DAY						
6	WE 09/18/2019	12:01	8:00	LEAVE WITHOUT PAY						
7	TH 09/19/2019	12:01	8:00	DAY						
8	TH 09/19/2019	12:01	8:00	LEAVE WITHOUT PAY						
9	FR 09/20/2019	12:01	8:00	DAY						
10	FR 09/20/2019	12:01	8:00	LEAVE WITHOUT PAY						
11	SA 09/21/2019	12:01	8:00	DAY						
12	SU 09/22/2019	12:01	8:00	OFF						

NAME OF EMPLOYEE: JAVIER BAZALDUA
DATE OF SEPARATION: 9/17/2019

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 286.00 hours of annual leave. If you return to state employment within 30 business days, you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B. "An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

Employee Notification Form for 03/29/2021

Personal Information

Employee Name BOND, TIMOTHY BRIAN Known As
Personnel Number 00330619 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm HI/P White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP G/REGION 3
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea S1 Troop 5110010
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 08/27/2019 To 12/31/9999 Reason Resign-Personal
Action Hiring (P) 0419 08/25/2019 To 08/26/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 08/27/2019 To 12/31/9999
Position 07000329 - STATE POLICE CADET From 08/25/2019 To 08/26/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999

Employee Name: Timothy I. Jenc
Effective Date: 8/20/19

Personnel #: 330619
Area/Location: _____

CHECKLIST - Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ), Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

8/28/19
Date

Quota Report

STATE OF LOUISIANA
LaGov: ERP HCM

RUN DATE: 07/05/2019
RUN TIME: 15:10:51
REPORT ID: 2T06

PAGE 1
EFFECTIVE DATE
09/26/2019 - 03/08/20

AW	EMPL	ORGANIZATION	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL	EMPL
0419	50024381	LSP TROOP G/REGION 1	330619	BOND	TIMOTHY	P-01	ANNUAL LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36880	0.0000	0.36880	0.0000	HRS
0419	50024381	LSP TROOP G/REGION 1	330619	BOND	TIMOTHY	P-01	SICK LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36880	0.0000	0.36880	0.0000	HRS

END OF Absence Quota Report

Employee Notification Form for 10/18/2019

Personal Information

Employee Name SMALL, SENETTE BREEIELE Known As
 Personnel Number 00330600 Gender Female Date of Birth
 Race Decl Ind/AK Asian AfrAm ☒ HI/PI White Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes No ☒
 Permanent Street Mailing Street
 City City
 State State
 Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP B/REGION 1
 Personnel Area DPS-Office of State Police Cost Center 4191012295
 Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
 Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator 068
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 10/11/2019 To 12/31/9999 Reason Dismissal
 Action Hiring (P) 0419 08/25/2019 To 10/10/2019 Reason Certif - St Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 10/11/2019 To 12/31/9999
 Position 07018883 - STATE POLICE CADET From 08/25/2019 To 10/10/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 TxCh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999

Employee Name: Cadet Benette Small

Personnel #: 330600

Effective Date: 10/10/19

Area/Location: 419

CHECKLIST - Separations (Troopers)

Pos# 7018883

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), lamar.davis@la.gov, Legal (OLA ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.

[Signature]
Human Resources Representative Signature

10/14/19
Date

Kristin Garcia

From: Timi Payton
Sent: Friday, October 11, 2019 10:57 AM
To: Kristin Garcia; Danielle Hett
Cc: Cortina Collins
Subject: FW: Cadet Chester Austin Resignation

FYI

From: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Sent: Friday, October 11, 2019 10:56 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Cadet Chester Austin Resignation

All 3 have been updated; Thacker, Small, and Austin

Kimberly Payne
225-925-6125

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Friday, October 11, 2019 10:14 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Cadet Chester Austin Resignation

Ok, thanks Kim!

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Sent: Friday, October 11, 2019 10:13 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Cadet Chester Austin Resignation

I am working on all 3; will let you know when completed. Thanks.

Kimberly Payne

225-925-6125

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Friday, October 11, 2019 10:11 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: RF: Cadet Chester Austin Resignation

Good morning Kim,

Has all time been entered for Chester?

Thank you,

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Timi Payton <Timi.Payton@la.gov> On Behalf Of HRDocuments
Sent: Friday, October 11, 2019 7:26 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Danielle Hett <Danielle.Hett@LA.GOV>
Subject: FW: Cadet Chester Austin Resignation

Please process.

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Friday, October 11, 2019 7:21 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; Jessica Roberson <Jessica.Roberson@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <Timi.Payton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Chester Austin Resignation

Cadet Chester Austin resigned October 10, 2019, at 1830 hours.

He was dealing with [REDACTED]

He was assigned to Troop D.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Kristin Garcia

From: Timi Payton on behalf of HRDocuments
Sent: Friday, October 11, 2019 7:23 AM
To: Kristin Garcia
Cc: Danielle Hett
Subject: FW: Cadet Small Termination

Please process.

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Friday, October 11, 2019 7:18 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; Jessica Roberson <Jessica.Roberson@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <Timi.Payton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Small Termination

Cadet Senette Small was terminated October 10, 2019. She was served with her letter of separation at 1400 hrs.

She was assigned to Troop B.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/14/2019 11:49 AM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS

cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Penouilh@la.gov

bcc:

Subject Separation--Cadet Class #99

Good Morning,

This is notification that the above employee resigned at the close of business on the effective dates. She/He was a Cadet in CC# 99 (Cost Center-4191012295).

Mrs. Senette Small, eff. 10/10/19

Mr. Michael Starling, eff. 10/11/19

Mr. Christopher Sink, eff. 10/11/19

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067

Before any payouts or reductions

DATE: 10/14/2019
TIME: 14:22:31
ORT ID: IT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

EMPLOYEE ID	EMPLOYEE NAME	EMPLOYEE TYPE	EMPLOYEE STATUS	EMPLOYEE GRADE	EMPLOYEE PAY RATE	EMPLOYEE PAY PERIOD	EMPLOYEE PAY DATE	EMPLOYEE PAY AMOUNT	EMPLOYEE PAY DEDUCTIONS	EMPLOYEE PAY NET
19 50024374	USP TROOP B/REGION 1 110000 SMALL	SENETTE	1	ANNUAL LEAVE ENTITLEMENT	1	10/07/2019	10/20/2019	10/20/2019	10/20/2019	10/20/2019
19 50024374	USP TROOP B/REGION 1 110000 SMALL	SENETTE	1	SICK LEAVE ENTITLEMENT	1	10/07/2019	10/20/2019	10/20/2019	10/20/2019	10/20/2019
19 50024374	USP TROOP B/REGION 1 110000 SMALL	SENETTE	1	K-TIME EARNED	1	10/07/2019	10/20/2019	10/20/2019	10/20/2019	10/20/2019
19 50024374	USP TROOP B/REGION 1 110000 SMALL	SENETTE	1	K-TIME EARNED 1	1	10/07/2019	10/20/2019	10/20/2019	10/20/2019	10/20/2019

OF Andrew Quila Report

DATE: 10/14/2019
TIME: 14.24.16
ORT ID: IT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

after annual leave payout

EMPLOYEE ID	EMPLOYEE NAME	POSITION	STATUS	DATE	TIME	LOCATION	LEAVE TYPE	LEAVE STATUS	LEAVE START DATE	LEAVE END DATE	LEAVE DURATION	LEAVE BALANCE	LEAVE BALANCE UNIT
19 50024374	USP TROOP B/REGION 1	030000	TRAIL	SENETTE	P-01	ANNUAL LEAVE ENTITLEMENT						10.0000	hrs
19 50024374	USP TROOP B/REGION 1	030000	TRAIL	SENETTE	P-01	ANNUAL LEAVE ENTITLEMENT						0.0000	hrs
19 50024374	USP TROOP B/REGION 1	030000	TRAIL	SENETTE	P-01	K-TIME EARNED (1)						0.0000	hrs
19 50024374	USP TROOP B/REGION 1	030000	TRAIL	SENETTE	P-01	K-TIME EARNED (1)						0.0000	hrs

05 Absence Data Report

DATE: 10/14/2019
TIME: 14:25:12
ORT ID: ZT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

after annual leave reduction

EMPLOYEE	EMPLOYEE ID	EMPLOYEE NAME	EMPLOYEE TITLE	EMPLOYEE STATUS	EMPLOYEE GRADE	EMPLOYEE CLASS	EMPLOYEE DIVISION	EMPLOYEE DEPARTMENT	EMPLOYEE LOCATION	EMPLOYEE REPORTING	EMPLOYEE SALARY	EMPLOYEE BENEFIT	EMPLOYEE TOTAL
19 50024374 LSP TROOP B/REGION	130600	SMALL	SERETTE	P-01	ANNUAL LEAVE ENTITLEMENT	12	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19
19 50024374 LSP TROOP B/REGION	130600	SMALL	SERETTE	P-01	ANNUAL LEAVE ENTITLEMENT	12	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19
19 50024374 LSP TROOP B/REGION	130600	SMALL	SERETTE	P-01	ANNUAL LEAVE ENTITLEMENT	12	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19
19 50024374 LSP TROOP B/REGION	130600	SMALL	SERETTE	P-01	ANNUAL LEAVE ENTITLEMENT	12	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19	11/1/19

OF Absence Costs Report

after K-Time (SD) reduction

PAGE :
EFFECTIVE DATE
10/07/2019 ~ 10/20/2019

19	50024374	LSP TROOP B/REGION	1	30600	SMALL	SENETTE	P-01	ANNUAL LEAVE ENTITLEMENT	2019-01-01	2019-12-31	365	12.0000	HRS
19	50024375	LSP TROOP B/REGION	1	30600	SMALL	SENETTE	P-01	WEEK LEAVE ENTITLEMENT	2019-01-01	2019-12-31	365	12.0000	HRS
19	50024376	LSP TROOP B/REGION	1	30600	SMALL	SENETTE	P-01	K-TIME EARNED (ST)	2019-01-01	2019-12-31	365	8.0000	HRS
19	50024377	LSP TROOP B/REGION	1	30600	SMALL	SENETTE	P-01	K-TIME EARNED (L)	2019-01-01	2019-12-31	365	8.0000	HRS

OF Absence Quota Report

after all payouts and
reduction

[illegible]

Of Absence Quota Report

NAME OF EMPLOYEE: Senette Small
DATE OF SEPARATION: 10/10/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 12 hours of annual leave. If you return to state employment within 1 business day(s), you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B. "An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

Special Messages: OCTOBER 18TH IS NATIONAL MAMMOGRAPHY DAY. FOR MORE INFO VISIT
HTTP://WWW.SPECIALFORNURSES.COM/

19 DPS-Office of State Police PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
RS #: 00330600 Class NE 22/2019 PAY DATE: 10/25/2019
NETTE SMALL WITHHOLD W/4 #A PE DE ADDL AMT EIC
[REDACTED] FED Single 00 0.00
LA Single 00 00 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 3,283.01 CAPITAL ONE, NATIONAL

T 3,283.01

LEAVE	TAKEN	EARNED	BALANCE	YTD	TKN	UNPAID ABSENCES	HOURS	YTD	HRS
NUAL	0.00	0.00000	0.00000		0.00				
CK	0.00	0.00000	0.00000		0.00				
MP-KT	0.00	0.00000	0.00000		0.00				
SA COMP	0.00	0.00000	0.00000		0.00				
LA	0.00	0.00000	0.00000		0.00				

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
3B Regular Pay-Salary	22.41	32.00	717.08
6B TxCsh Aut Dly Unifrm Allo	8.00	4.00	32.00
0B OT (ST) Attendance	22.41	10.50	235.29
0B Annual Leave-Term	22.41	12.00	268.90
5B K Time - 1.5 Term/Payout	22.41	120.75	2,705.84

***** TOTAL EARNINGS/PAID ABSENCES 3,959.11

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
LSP1 EE	68.12	593.95	LSPR	717.08	LSPR 6,252.01
D Withholding	421.70	1,014.40	FED	3,890.84	FED 9,195.49
D EE Medicare	57.41	141.95	LA	3,890.84	LA 9,195.49
Withholding	128.72	309.65			

TAL TAXES/RET. 675.95 2,059.95

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
10 *Flex Life Insurance	0.15	0.60	CURRENT YR-TO-DATE
			0.15 0.60

***** TOTAL DEDUCTIONS 0.15 0.00

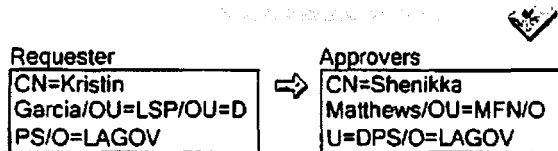
EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
3B Regular Pay-Salary	6,072.74
6B TxCsh Aut Dly Unifrm Allo	328.00
0B OT (ST) Attendance	235.29
0B Annual Leave-Term	268.90
5B K Time - 1.5 Term/Payout	2,705.84
1B Holiday	179.27

*** TOTAL EARNINGS/PAID ABSENCES YTD 9,790.04

Requested By Kristin Garcia/LSP/DPS/LAGOV
Request Date 10/14/2019
Status New

Agency Request No.
Data Request No.
Status at Data

Requesting Agency Routing Information



Approver Name	Approver Function	Due Date	Expiration Action	Status	Date
Shenikka Matthews/MFN/DPS/ S/LAGOV	Human Resources Director	5 days	Notification	None	

Louisiana Department of Public Safety and Corrections
User Request

Management & Finance (Human Resources Management)

Nature and Origin of Request

*Service Type

H) Separation of Service (Terminated from Department)

*Name of Person Removed
Senette Small

*Person's User ID's
330600

*Date Needed
10/14/2019

*Area Code
225

*Phone Number of Contact Person
925-6067

*Requesting Division/Office
Human Resources
Management

*Divisions/Offices Requested For
Human Resources
Management

*System Name
NEW System [NEW]

*Program/Report/Screen/Transaction Titles
Unknown

*Reason for Request
Separation of Service

*Justification
LSP--The employee was relieved of the cadet position.

*Description of Request
Please remove all access for SSN# 434872643.

Attachments

Faxed Documentation

Yes Total number of pages sent: 0

Notification Log

Action	Date	Notified
IT Approval		
Request Completed		Req. Implementation Date:
Request Implemented		
Request Closed		
Request Terminated		

General Comments:

Last Modified: 10/14/2019 02:40 PM - Alana Collins/MFN/DPS/LAGOV



Separation Notice

Employer Information

Company: Department of Public Safety
Company Street Address 1: 7979 Independence Blvd. Ste. 201
Address 2: 2259256067
City: Baton Rouge
State: LA
Zip: 70806
Name: Kristin Garcia
Title: Human Resources Analyst
Phone Number: 225-925-6067
Email Address: kristin.garcia@la.gov

Employee Information

Employee First Name: Senette
Employee Last Name: Small
Employee SSN: [REDACTED]
Employee Date of Separation: 10/10/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 10/09/2019

Separation Reason

Reason For Separation: Terminated / Fired
Explain Reason for Separation The employee was relieved of the position.

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40	
Vacation/Accrued Leave - Not PTO : Yes	Total Amount: \$268.00	Number of Hours: 12
Severance/Dismissal: No	Total Amount:	Number of Hours: 0
Bonus: No	Total Amount:	Number of Hours: 0
Holiday Pay: No	Total Amount:	Number of Hours: 0
Wage in lieu of Notice: No	Total Amount:	Number of Hours: 0
Pension: No		

If lump sum, what would the monthly amount be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.


Signature

10/15/19
Date



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/18/2019 03:05 PM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS

cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Penouilh@la.gov

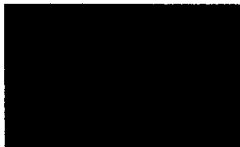
bcc:

Subject Separations--Cadets

Good Morning,

This is notification that the employees below were relieved from their position at the close of business on 10/11/19. They were State Police Cadets in CC# 99 (cost center 4191012295).

Senette Small and



925

Senette Small.pdf

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067



Most Recent Appointment:

Previous State Employment:

Absence From State Service:

Unclassified Service Earned Prior to Acquisition Into Classified Service Per SCS Rule 24.2:

Assigned Service Date: 12/11/2017 1:00

Trans Source Data 1/12/2017

EMD type Name: Sage Summary

Employee ID #: 109915

Comments:

Employee Notification Form for 08/28/2019

Personal Information

Employee Name BRUMLEY, SAGE D Known As
 Personnel Number 00309935 Gender Male Date of Birth
 Race Decl ☒ Ind/AK Asian AfrAm HI/PI White Ethnicity Declined to State

Address Information

Privacy Request Yes ☒ No Privacy Request Yes ☒ No
 Permanent Street Mailing Street 32313 BRIARWOOD LANE
 City City WALKER
 State State LA
 Zip Code Zip Code 70785

Employment Related Dates

Adjusted Service Date 01/03/2017 Next CPG Elig Date 08/25/2020
 Performance Adjustment Date Adjusted Leave Service Date 01/03/2017 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP A/REGION 1
 Personnel Area DPS-Office of State Police Cost Center 4191012295
 Employee Group Full Time Salary Personnel Subarea SITrooperLE2100
 Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 01/31/2021 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
 Weekly Working Hours 40.00 Time Administrator 068
 Work Schedule Rule M-F 8HR Telecommuter

Action History

Action (2) Transfer II-Gaining P-P 0419 08/25/2019 To 12/31/9999 Reason Certif - St. Police Commission
 Action (1) Transfer I-Losing P-P 0419 08/25/2019 To 12/31/9999 Reason Transfer Vol/Dept to Dept
 Action Pos Charact Chg (P) 0419 06/17/2019 To 08/24/2019 Reason Budget Status Change

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999
 Job 00169700 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019
 Job 00169680 - POLICE OFFICER 2-A From 10/22/2018 To 01/02/2019

Position History

Position 07000191 - STATE POLICE CADET From 08/25/2019 To 12/31/9999
 Position 50530354 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019
 Position 50530354 - POLICE OFFICER 2-A From 10/22/2018 To 01/02/2019

Base Pay History

Biweekly 1,782.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 1,856.80 PS-109.00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment
 Biweekly 1,608.80 PS-109.00 From 06/05/2019 To 07/14/2019 Pay Reason Code SER

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2018 To 12/31/9999
 TxCash Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
 Shift Diff 2nd 0.50 0051 From 07/15/2019 To 08/24/2019
 TxCash Aut Dly U 8.00 0076 From 07/15/2019 To 08/24/2019
 DPS Escort Pay1 60.00 0072 From 07/15/2019 To 08/24/2019

Employee Notification Form

for 08/28/2019

Shift Diff 2nd	0 50	0051	From	06/05/2019	To	07/14/2019
TxCsh Aut Dly U	8 00	0076	From	06/05/2019	To	07/14/2019
DPS Escort Pay1	60.00	0072	From	06/05/2019	To	07/14/2019

Danielle Hett

From: Timi Payton
Sent: Friday, October 11, 2019 8:32 AM
To: Danielle Hett
Cc: Ginger Krieg; Shenikka Matthews
Subject: FW: Sage Brumley #309935
Attachments: SAGE BRUMLEY - OVERPAYMENT.pdf

Good morning,

Please print the attachment for Sage's personnel folder and add the payout of K-time back to his record before notifying him of the updated overpayment amount. Let me know if you have any questions.

Thanks,

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Mary Vanvalkenburg <Mary.Vanvalkenburg@la.gov>
Sent: Friday, October 11, 2019 8:09 AM
To: Timi Payton <Timi.Payton@la.gov>
Subject: RE: Sage Brumley #309935

LTC Noel has approved this request.

AUTHORITY: LTC Mike Noel. Assistant Superintendent

From: Timi Payton <Timi.Payton@la.gov>
Sent: Thursday, October 10, 2019 3:59 PM
To: Mary Vanvalkenburg <Mary.Vanvalkenburg@la.gov>
Subject: Sage Brumley #309935

Good afternoon,

Sage Brumley resigned his Civil Service position on 8/24/19 to start the State Police Academy on 8/25/19. He then resigned from the Academy on 9/16/19, and we soon received notification that he would be rehired in his same Civil Service Police Officer 3-A position. A 30 day break in service was required for Mr. Brumley to meet the Civil Service Reemployment Eligibility Rule (allowing him to keep his same salary and not have to take a test or reapply), therefore his new start date was estimated as 9/30/19. We processed the separation and paid him out for 72 hours of Annual Leave (9/17-9/27). We also erroneously paid him for 11.25 hours of Straight Compensatory Leave. Both payments were received on 9/27/19.

The PAR to rehire was approved on 9/25 with a 9/30 effective date and it was processed as so. We received word on 10/7/19 that Sage in fact started work on 9/26/19, and the adjusted start date was approved through the Chain that same day. When Sage entered regular working hours for 9/26 and 9/27, it created an overpayment of 16 hours of Annual Leave.

The total overpayment at this time is 27.25 hours in the amount of \$610.64, however we are requesting that the Appointing Authority approve the payment of his 11.25 hours of straight time in the amount of \$252.10 bringing his overpayment down to \$358.54.


Pursuant to State Police Commission rule 11.29(K), An agency may pay the balance of an employee's compensatory time at any time. The rate of pay shall be calculated in accordance with the rules.


Mrs. Timi Payton

Human Resources Supervisor

Department of Public Safety

 **P.O. Box 66614 Baton Rouge, LA 70896**

 **225.925.6079**

 **225.925.3970 or 225.922.0528**

 **TIMI.PAYTON@LA.GOV**

My office hours are Mon-Fri 7:00 AM-3:30 PM

OTS WEB HELPDESK	
To Submit a Help Desk Request, fill in the required fields and click on the Submit button. * Indicates required fields	
<div>Submitter Information</div> <div> <input type="text"/> Submit <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </div> <div> Personnel Number* (or MID or H ID) <input type="text" value="P00294864"/> Press ENTER to retrieve contact information (ex: P000000000) </div> <div> HHS Userid (ex: Z111011) <input type="text"/> </div>	
<div>Submitter Contact Information</div> <div> Agency Number: <input type="text" value="419"/> </div> <div> Agency Name: <input type="text" value="LOUISIANA DE STATE POLICE"/> </div> <div> First Name: <input type="text" value="DANIELLE"/> </div> <div> Last Name: <input type="text" value="HETT"/> </div> <div> Email Address: <input type="text" value="Dannele.hett@ls.gov"/> </div> <div> Phone Number: <input type="text" value="(504) 387-3002"/> Ext: <input type="text"/> </div> <div> Would you like to change or update your WebTicket Contact Information? <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	
<div>Ticket Information</div> <div> System: <input type="text" value="MHR/Payroll"/> Category: <input type="text" value="HR"/> </div> <div> Problem Details: <input type="text" value="The start date of Sage Brumby PR 309935 is incorrect in the system. Please correct the date from 8/30/2019 to 9/26/2019. Thank you!"/> </div> <div> Reference Information: <input type="text" value="PR 309935"/> (ex: Personnel # = 2297, Contract # = 581311, etc.) </div>	

PRIOR PERIOD ADJUSTMENT/CLAIM INFORMATION

SAGE BRUMLEY
PERS #: 00309935

0419

PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
22/2019 PAY DATE: 10/25/2019

*ADJ. TO PRIOR PERIOD RESULTS (OVERPAYMENT[-]/UNDERPAYMENT[+]) 610.64-
CLAIM FROM PRIOR PERIOD 0.00
AMT RECOVERED/OFFSET 0.00

AMT REMAINING TO BE RECOVERED (CLAIM) 610.64

*ADJUSTMENT DETAIL

PERIOD ADJUSTED		WAGE		AMOUNT	RT CHG		HRS CHG	
START DT	END DT	TYPE	DESCRIPTION					
09/09/19	- 09/22/19	500B	Annual Leave-Term	358.54-		0.00		16.00-
09/09/19	- 09/22/19	510B	KTime-Straight-Term/	252.10-		22.41-		11.25-

Mary Vanvalkenburg

From: Timi Payton
Sent: Thursday, October 10, 2019 3:59 PM
To: Mary Vanvalkenburg
Subject: Sage Brumley #309935

Good afternoon,

Sage Brumley resigned his Civil Service position on 8/24/19 to start the State Police Academy on 8/25/19. He then resigned from the Academy on 9/16/19, and we soon received notification that he would be rehired in his same Civil Service Police Officer 3-A position. A 30 day break in service was required for Mr. Brumley to meet the Civil Service Reemployment Eligibility Rule (allowing him to keep his same salary and not have to take a test or reapply), therefore his new start date was estimated as 9/30/19. We processed the separation and paid him out for 72 hours of Annual Leave (9/17-9/27). We also erroneously paid him for 11.25 hours of Straight Compensatory Leave. Both payments were received on 9/27/19.

The PAR to rehire was approved on 9/25 with a 9/30 effective date and it was processed as so. We received word on 10/7/19 that Sage in fact started work on 9/26/19, and the adjusted start date was approved through the Chain that same day. When Sage entered regular working hours for 9/26 and 9/27, it created an overpayment of 16 hours of Annual Leave.

The total overpayment at this time is 27.25 hours in the amount of \$610.64, however we are requesting that the Appointing Authority approve the payment of his 11.25 hours of straight time in the amount of \$252.10 bringing his overpayment down to \$358.54.

Pursuant to State Police Commission rule 11.29(K), An agency may pay the balance of an employee's compensatory time at any time. The rate of pay shall be calculated in accordance with the rules.

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

APPROVED ☒
DENIED ☐
 DATE: 10/11/19
MIKE NOEL

PORT

STATE OF LOUISIANA
LACD - REPORT

PDF DATE 10 JUL 2019
PDF TIME 11:44:39
REPORT ID: 270

PAGE 1
EFFECTIVE DATE
10/01/2018 - 09/30/2019

NA	Org/Unit	Organization/Unit/Type	Org/ID	Last Name	Emp ID/Name	Job Level	Entitled To	Yr/Fc	Yr/Year	Subj/Bal	LV/Bal	LV/Fc	Period/Bal	Period/Fc	Avail/Bal	Provision	Req/Unit
0419	50025225	PHYSICAL SECURITY/PUBLIC	309935	BRUMLEY	SAGE	PS-109	ANNUAL LEAVE ENTITLEMENT	22	2019	199.50760	0.0000	0.0000	199.50760	0.0000	199.50760	56.0000	HRS
0419	50025225	PHYSICAL SECURITY/PUBLIC	309935	BRUMLEY	SAGE	PS-109	SICK LEAVE ENTITLEMENT	22	2019	173.50760	0.0000	0.0000	173.50760	0.0000	173.50760	0.0000	HRS
0419	50025225	PHYSICAL SECURITY/PUBLIC	309935	BRUMLEY	SAGE	PS-109	K-TIME EARNED (ST)	22	2019	0.00000	0.0000	0.0000	0.00000	0.0000	0.00000	200.0000	HRS
0419	50025225	PHYSICAL SECURITY/PUBLIC	309935	BRUMLEY	SAGE	PS-109	K-TIME EARNED (1.5)	22	2019	0.00000	0.0000	0.0000	0.00000	0.0000	0.00000	59.2500	HRS

END OF Absence Quota Report

Danielle Hett

From: Sage Brumley
Sent: Monday, October 14, 2019 11:22 AM
To: Danielle Hett
Subject: RE: Overpayment

I request to have it taken out of my next pay check. Thank you and have a great rest of your day.

From: Danielle Hett <Danielle.Hett@LA.GOV>
Sent: Friday, October 11, 2019 8:39 AM
To: Sage Brumley <Sage.Brumley@la.gov>
Cc: Timi Payton <Timi.Payton@la.gov>
Subject: Overpayment
Importance: High

Good Morning,

This correspondence is being sent to notify you of an overpayment of wages, in the amount of **\$358.54** upon your separation from the Louisiana State Police Cadet Academy.

Upon your separation from the academy you were paid a total of 72 hours of your annual leave with the anticipated return date of 9/30/2019 to DPS Police. The early return date of 9/26/2019 resulted in the overpayment of 16 hours of annual leave. The 16 hours of leave have been restored to annual leave balances. Please see the attached leave balances for your records.

Please contact me, Danielle Hett, and CC Timi Payton, before COB Wednesday, October 16th to discuss options if repayment arrangements are needed. If you choose to let payroll recoup these funds it will be taken from your pay check dated 10/25/2019.

Failure to respond to this email timely will result in recoupment of all funds on 10/25/2019.

If you have any questions, please contact myself or Timi Payton.

Thank you,

Danielle Hett

Human Resource Analyst
Department of Public Safety Human Resources
7979 Independence Blvd
Baton Rouge, Louisiana 70806
Telephone: (225) 925.6062
Fax: (225) 925.3970
Office Hours: 7:00 – 3:30

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.

Employee Notification Form for 10/01/2019

Personal Information

Employee Name BRUMLEY, SAGE D. Known As
 Personnel Number 00309935 Gender Male Date of Birth
 Race Decl X Ind/AK Asian AfrAm HI/PI White Ethnicity Declined to State

Address Information

Privacy Request Yes X No Privacy Request Yes X No
 Permanent Street Mailing Street
 City City
 State State
 Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 01/16/2017
 Performance Adjustment Date Adjusted Leave Service Date 01/16/2017 Agency Hire Date 09/30/2019

Organizational Assignment Information

Company Code LAGOV Org Unit PHYSICAL SECURITY/PUBLIC
 Personnel Area DPS-Office of State Police Cost Center 4183062215
 Employee Group Full Time Salary Personnel Subarea Reg/Leave2100
 Payroll Area LaGov Paid Bi Wkly Employoo Subgroup Class NE
 Work Contract Probational Permanent Status
 Expiration Date 03/30/2020 Employment Status Active

Time Management Information

Employment Percent 100.00 Time Management Status Positive Time Entry
 Weekly Working Hours 40.00 Time Administrator 012
 Work Schedule Rule 24H 7DAY Telecommuter

Action History

Action Rehire (P) 0419 09/30/2019 To 12/31/9999 Reason Noncomplete Reemp Prior Srv
 Action Separation (P) 0419 09/17/2019 To 09/29/2019 Reason Resign-Personal
 Action (2)Transfer II-Gaining P-P 0419 08/25/2019 To 09/16/2019 Reason Certif - St. Police Commission

Job History

Job 00169700 - POLICE OFFICER 3-A From 09/30/2019 To 12/31/9999
 Job 07133380 - State Police Cadet From 08/25/2019 To 09/29/2019
 Job 00169700 - POLICE OFFICER 3-A From 01/03/2019 To 08/24/2019

Position History

Position 50530354 - POLICE OFFICER 3-A From 09/30/2019 To 12/31/9999
 Position 99999999 From 09/17/2019 To 09/29/2019
 Position 07000191 - STATE POLICE CADET From 08/25/2019 To 09/16/2019

Base Pay History

Biweekly 1,656.80 PS-109 00 From 09/30/2019 To 12/31/9999 Pay Reason Code Reemploy Elig Rate
 Biweekly 1,792.69 P-01 *A From 08/25/2019 To 09/29/2019 Pay Reason Code Hire Sal Rate State Trooper
 Biweekly 1,656.80 PS-109 00 From 07/15/2019 To 08/24/2019 Pay Reason Code Market Adjustment

Other Pay Information

Shift Diff 2nd 0.50 0051 From 09/30/2019 To 12/31/9999
 TxCsh Aut Dly U 8.00 0076 From 09/30/2019 To 12/31/9999
 DPS Escort Pay1 60.00 0072 From 09/30/2019 To 12/31/9999
 Shift Diff 2nd 0.50 0051 From 08/25/2019 To 09/29/2019
 TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 09/29/2019
 DPS Escort Pay2 60.00 0073 From 08/25/2019 To 09/29/2019

Employee Notification Form

for 10/01/2019

Shift Diff 2nd	0.50	0051	From	07/15/2019	To	08/24/2019
TxCsh Aut Diy U	8.00	0076	From	07/15/2019	To	08/24/2019
DPS Escort Pay1	60.00	0072	From	07/15/2019	To	08/24/2019

Employee Name: Sage Hamley

Personnel #: 309935

Effective Date: 9/13/19

Position #: 5053054

CHECKLIST - New Hire/Rehire (CS Classified)

HR REQUIREMENT:

Update Vacancy Report

CIVIL SERVICE REQUIREMENTS:

Civil Service Action Authority: Noncom.

Pay Authority: 75 Reemployment

If supervisory position, check position in ISIS to verify that the position description has been updated in the last 42 months. If no, notify hiring manager that the SF-3 must be updated prior to date of hire, copy Class & Pay specialist

Minimum Qualifications verified. Specify method of verification:

Certified copy of College Transcript or proof of certification (if used to meet minimum qualifications)

Testing requirements met (if any). If exemption used, specify which:

Justification for Special Appointments (Job Appointment, Detail) and/or Special Pay (if applicable)

6.5(g) form completed and extraordinary quals verified (if applicable)

Voluntary Demotion letter from employee (if applicable)

Rehires: Check if any leave was reduced or paid out at last separation.

If leave was paid out, check if annual leave buy back is necessary and contact HR Manager

If leave was reduced and rehire is within 5 years, reinstate any reduced annual and sick leave balances

Selective Service Registration (if male age 18 through 25)

Statewide Department Preferred Re-employment List check within 2 weeks prior to date of hire

Update LaCareers applicant flow within 30 days of new hire.

Job Appointments: signed "Statement of Agreement and Understanding - Non-Permanent Classified Appointment" received

If new hire results in double-encumbering the position, see Part C, Section 16 of SOPs for further instructions

OPEN SYSTEM:

Suitability check (Open System) or through DPS Inquiry under Candidate Track.

DPS REQUIREMENTS:

PAR/REA with Departmental Signatures/Appointing Authority Approvals

Drug Screen results received Waller

LaGov securities requested/verified (time administrator access, ISIS-HR security, purchasing)

Verify position cost center, reporting category and reporting relationships (if indicated) are correct. If not, notify Org Management prior to processing

Special Pay entries verified (uniform allowance, shift diff, on-call pay, premium pay)

Completed I9 and copies of acceptable ID(s). E-Verify completed within three days of hire. Waller

Direct Deposit form and voided check/bank authorization

Conditional Offer of Employment form with correct pay and appointment type, signed before eligible list expires.

DPS Policy & Acknowledgement form

Insurance Eligibility Acknowledgement form

I hereby certify that this action complies with the requirements of Article X, Civil Service Commission Rules, Uniform Classification and Pay Plans, and all Civil Service as well as DPS/PSS policies and procedures.

Human Resources Analyst Signature

Date

10/2/19

HR REMINDERS:

Check LASERS employer portal AND TRSL and check to see if employee participated in a former retirement plan. And if the employee refunded (IF UNREFUNDED SERVICE IN PREVIOUS PLAN, EMPLOYEE IS ELIGIBLE FOR RE-ENTRY INTO FORMER PLAN)

If position is Hazardous Duty eligible AND member has refunded, member must enter Hazardous Duty retirement plan. If unrefunded, form 2-18 is required.

For OJJ employees, maintain date specifications, IT0041, to include anniversary date, 6 months from hire date

All OJJ employees must be added to the PREA list located on the HR shared drive

DPS Commissioned personnel (ie DPS Officers, Criminal Investigators), E-mail Op Dev operational.development@dps.la.gov and copy Lance Kennedy notifying them of hire

Update Education (IT 22) in LaGov

Probational appointments: Valid Until Date on "Copy Contract Elements" screen is entered in LaGov as 6 months minus one day.

Enter employee's Agency Hire Date, update Adjusted Service Date and Adjusted Leave Service Date on IT0041 (Date Specs)

Add "Next CPG Elig Date" to Date Specs and Monitoring of Tasks (if applicable)

Update PAR tracking on HR shared drive

Run ZP169 (Payroll Locks) after completion of action. If any errors occur, advise a Manager.

Received New Employee Orientation Certificate, Checklist and Quiz

Notify new supervisor by e-mail that action has been processed and a planning session is due within 60 days of hire. Copy Timi Payton and Lakshmi Bobba

Advise new hire of benefit options and that initial eligibility period ends 30 days from of hire

Create new hire folder and give folder to Specialist for audit

For employees hired within OSFM, OMF, and OMV Headquarters, run ZP236 for CATS. Let liaison know if any errors populate after report is run.

REHIRED RETIREES:

LASERS Form 10-02, Re-employment of Retiree, MUST be completed with a choice of a re-employment option and submitted to LASERS within 5 days of hire. (See Part B, Section 9, Rehired Retirees, in SOPs)

Adjusted Service Date shall be date of re-hire

Add Retiree Rehire Date to Date Specs

If working as a full-time employee, a GB-01 is to be sent to OGB. Agency number will be the # from the retiring agency followed by -92. Retiree will pay insurance premiums for Re-Employed Retiree.

Personnel Action Request - PAR - Police Officer 3A - Re-Hire - 2019-09-25T12:56:43

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
PUBLIC SAFETY SERVICES

PERSONNEL ACTION REQUEST Status: Final Approved

TYPE OF ACTION

Re-Hire



POSITION INFORMATION

POSITION # 50530354	JOB TITLE Police Officer 3A	PAY LEVEL PS 108
FORMER INCUMBENT Sage Brumley	NEW INCUMBENT Sage Brumley	PERSONNEL # P00309505
SECTION/UNIT Physical Security	COST CENTER NUMBER 4183082215	PARTIAL DOMICILE EBR
TA GROUP NUMBER 012	TIME ENTRY STATUS <input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative	WORK SCHEDULE <input checked="" type="checkbox"/> 24/7 <input type="checkbox"/> M-F/8hr Specific Schedule
REPORTING CATEGORY 4190000201	IS THIS POSITION TIED TO ANY ISIS SECURITY <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, answer the questions in the Security Clearance box)	
REMARKS REAPPOINTMENT ELIGIBLE (per Ginger Krieg at HR) Please reappoint Sage Brumley to his previous position to be effective September 30, 2019 Separated as of 8/24/2010 Permanent employee Direct Supervisor - Charles Amy		ATTACHMENTS Click here to attach a file Allowed file types: pdf, doc, docx, xls, xlsx, ppt, pptx, txt, rtf, tiff, jpeg, png, gif, mp3, mp4, mov, avi, flv, h264, h265, h266, h267, h268, h269, h270, h271, h272, h273, h274, h275, h276, h277, h278, h279, h280, h281, h282, h283, h284, h285, h286, h287, h288, h289, h290, h291, h292, h293, h294, h295, h296, h297, h298, h299, h300, h301, h302, h303, h304, h305, h306, h307, h308, h309, h310, h311, h312, h313, h314, h315, h316, h317, h318, h319, h320, h321, h322, h323, h324, h325, h326, h327, h328, h329, h330, h331, h332, h333, h334, h335, h336, h337, h338, h339, h340, h341, h342, h343, h344, h345, h346, h347, h348, h349, h350, h351, h352, h353, h354, h355, h356, h357, h358, h359, h360, h361, h362, h363, h364, h365, h366, 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Approver:
Comment:
Approved per LTC Mike Noel

EW



Approval Date: 2019-09-25 10:20:10

Level 5 Approval

Approver:
Comment:

EW



Printed on 9/26/2019 10:20:10 AM
by User: [Name Redacted]

09/26/2019

Danielle Hett

From: Timi Payton
Sent: Thursday, September 26, 2019 8:03 AM
To: Danielle Hett
Cc: Macie Kinchen
Subject: (Sage Brumley) FW: Police Officer 3A - Re-Hire - 2019-09-25T12:56:43 - PAR - A
Personnel Action Request has been finalized.

Good morning,

Please use the link below to print the PAR and attachments for Macie. She will be able to process this action upon her return. The action reason will be noncompetitive reemployment eligibility. A posting/test is not required since he was been out of state civil service for 30 days. He will come back with the same salary of \$20.71. Please let me know if either of you have questions.

Thanks,

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV

My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Personnel Action Request <no_reply@dps.la.gov>
Sent: Wednesday, September 25, 2019 12:57 PM
To: DPS_ParApproved@dps.la.gov
Subject: Police Officer 3A - Re-Hire - 2019-09-25T12:56:43 - PAR - A Personnel Action Request has been finalized.

Personnel Action Request - Police Officer 3A - Re-Hire - 2019-09-25T12:56:43 - has been finalized.

To view this PAR, click [HERE](#).



Most Recent Appointment:

Previous State Employment

Absence From State Service:

Unclassified Service Earned Prior to Acquisition Into Classified Service Per SCS Rule 24.2:

Adjusted Service Date: 2/16/2017 A-24

Leave Service Date: 8/16/2017

Employee Name **Sage Brumley**

Employee ID #: 309935

Comments:

Danielle Hett

From: Danielle Hett
Sent: Wednesday, October 02, 2019 3:00 PM
To: Michael "Trevor" McDonald
Subject: Rehire - S. Brumley 309935
Attachments: ENF - Sage Brumley Rehire 9.30.2019.pdf

Good Morning,

Please see the attached ENF for the rehire of Sage Brumley P# 309935 Police Officer 3-A position # 50530354 effective 9/30/2019.

Please keep in mind that Planning Sessions are required for new employees and permanent position changes with significantly different duties. It is recommended that planning sessions be completed for permanent and temporary position movement when there is only a change in expectations or supervision. Upon completion of the planner, please scan it to HRDocuments@LA.GOV or fax it to 225-925-3970 within 60 days of the above effective date.

Thank you,

Danielle Hett

Human Resource Analyst
Department of Public Safety Human Resources
7979 Independence Blvd
Baton Rouge, Louisiana 70806
Telephone: (225) 925.6062
Fax: (225) 925.3970
Office Hours : 7:00 – 3:30

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.



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Department Preferred Job List by Agency and Parish

Agency Search Code:	Select Parish:
<input type="text"/>	<input type="text" value="-- All Parishes --"/>

Current Date: 9/16/2019

Agency Search Code: 080A

DPRL Department: DEPT OF PUBLIC SAFETY

Parish: All Parishes

Job Title	Job Code	Agency Search Code
No Candidates found		

Employee Notification Form for 10/01/2019

Personal Information

Employee Name **BRUMLEY, SAGE D.** Known As **[REDACTED]**
 Personnel Number **00308835** Gender **Male** Date of Birth **[REDACTED]**
 Race Decl ☒ Ind/AK ☐ Asian ☐ AfrAm ☐ HI/PI ☐ White ☐ Ethnicity **Declined to State**

Address Information

Privacy Request Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Privacy Request Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Permanent Street [REDACTED]	Mailing Street [REDACTED]
City [REDACTED]	City [REDACTED]
State [REDACTED]	State [REDACTED]
Zip Code [REDACTED]	Zip Code [REDACTED]

Employment Related Dates

Adjusted Service Date **01/03/2017** Next CPG Elig Date **08/25/2020**
 Performance Adjustment Date **[REDACTED]** Adjusted Leave Service Date **01/03/2017** Agency Hire Date **08/25/2019**

Organizational Assignment Information

Company Code LAGOV	Org. Unit LSP TROOP A/REGION 1
Personnel Area DPS-Office of State Police	Cost Center 4191012295
Employee Group Full Time Salary	Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly	Employee Subgroup Class NE
Work Contract Probational	Permanent Status [REDACTED]
Expiration Date 01/31/2021	Employment Status Withdrawn

Time Management Information

Employment Percent **100.00** Time Management Status **Negative Time Entry**
 Weekly Working Hours **40.00** Time Administrator **068**
 Work Schedule Rule **M-F 8HR** Telecommuter **[REDACTED]**

Action History

Action Separation (P)	0419	09/17/2019 To 12/31/9999	Reason Resign-Personal
Action (2) Transfer II-Gaining P-P	0419	08/25/2019 To 09/16/2019	Reason Certif - St. Police Commission
Action (1) Transfer I-Losing P-P	0419	08/25/2019 To 09/16/2019	Reason Transfer Vol/Dept to Dept

Job History

Job 07133380 - State Police Cadet	From 08/25/2019 To 12/31/9999
Job 00169700 - POLICE OFFICER 3-A	From 01/03/2019 To 08/24/2019
Job 00169680 - POLICE OFFICER 2-A	From 10/22/2018 To 01/02/2019

Position History

Position 99999999	From 09/17/2019 To 12/31/9999
Position 07000191 - STATE POLICE CADET	From 08/25/2019 To 09/16/2019
Position 50530354 - POLICE OFFICER 3-A	From 01/03/2019 To 08/24/2019

Base Pay History

Biweekly	1,792.69 P-01 *A	From 08/25/2019	To 12/31/9999	Pay Reason Code	Hire Sal Rate State Trooper
Biweekly	1,656.80 PS-109 00	From 07/15/2019	To 08/24/2019	Pay Reason Code	Market Adjustment
Biweekly	1,608.80 PS-109 00	From 06/05/2019	To 07/14/2019	Pay Reason Code	SER

Other Pay Information

Shift Diff 2nd	0.50	0051	From 08/25/2019	To 12/31/9999
TxCsh Aut Dly U	8.00	0076	From 08/25/2019	To 12/31/9999
DPS Escort Pay2	60.00	0073	From 08/25/2019	To 12/31/9999
Shift Diff 2nd	0.50	0051	From 07/15/2019	To 08/24/2019
TxCsh Aut Dly U	8.00	0076	From 07/15/2019	To 08/24/2019
DPS Escort Pay1	60.00	0072	From 07/15/2019	To 08/24/2019

Employee Notification Form

for 10/01/2019

Shift Diff 2nd	0.50	0051	From	06/05/2019	To	07/14/2019
TxCsh Aut Dly U	8.00	0076	From	06/05/2019	To	07/14/2019
DPS Escort Pay1	60.00	0072	From	06/05/2019	To	07/14/2019

Employee Name: Sage Barnley
Effective Date: 9/16/19

Personnel #: 309935
Area/Location: 419

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov, (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

Date

Quota Report

STATE OF LOUISIANA
LOGO: BRUNLEY

RUN DATE: 09/17/2019
RUN TIME: 15:14:20
REPORT ID: 2706

PAGE: 1
OFFICIAL COPY
DATE: 09/17/2019

EMP ID	EMP NAME	EMP TITLE	EMP STATUS	EMP GRADE	EMP CLASS	EMP DIVISION	EMP DEPT	EMP YR	EMP MO	EMP DAY	EMP HRS	EMP MIN	EMP SEC	EMP TOT	EMP TOT	EMP TOT	EMP TOT
0419	50024373	LSP TROOP A REGION 1	309935	BRUNLEY	SAGE	P-C1	ANNUAL LEAVE ENTITLEMENT	20	2019	249.60680	2.2128	0.0000	251.81960	0.0000	251.81960	0.0000	HRS
0419	50024373	LSP TROOP A REGION 1	309935	BRUNLEY	SAGE	P-C1	SICK LEAVE ENTITLEMENT	20	2019	167.60680	2.2128	0.0000	169.81960	0.0000	169.81960	0.0000	HRS
0419	50024373	LSP TROOP A REGION 1	309935	BRUNLEY	SAGE	P-C1	K-TIME EARNED ST	20	2019	11.25000	0.0000	0.0000	11.25000	0.0000	11.25000	200.0000	HRS
0419	50024373	LSP TROOP A REGION 1	309935	BRUNLEY	SAGE	P-C1	K-TIME EARNED 1.5	20	2019	59.25000	0.0000	0.0000	59.25000	0.0000	59.25000	0.0000	HRS

END OF Absence Quota Report

Initial
JH
9/17/19



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 INDEPENDENCE BLVD
Address 2:
City: BATON ROUGE
State: LA
Zip: 70806
Name: DANIELLE HETT
Title: HR ANALYST
Phone Number: 225-925-6067
Email Address: DANIELLE.HETT@LA.GOV

Employee Information

Employee First Name: SAGE
Employee Last Name: BRUMLEY
Employee SSN: [REDACTED]
Employee Date of Separation: 09/16/2019
Employee Date Hired: 01/03/2017
Employee Date Last Worked: 09/16/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation: RESIGN

Benefit Payments

Hourly Rate of Pay: \$0.00	Hours Worked Per Week: 0
Vacation/Accrued Leave - Not PTO : No	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount
be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.


Signature


Date



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 INDEPENDENCE BLVD
Address 2:
City: DATON ROUGE
State: LA
Zip: 70806
Name: DANIELLE HETT
Title: HR ANALYST
Phone Number: 225-925-6067
Email Address: DANIELLE.HETT@LA.GOV

Employee Information

Employee First Name: SAGE
Employee Last Name: BRUMLEY
Employee SSN: [REDACTED]
Employee Date of Separation: 09/16/2019
Employee Date Hired: 01/03/2017
Employee Date Last Worked: 09/16/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation: RESIGN

Benefit Payments

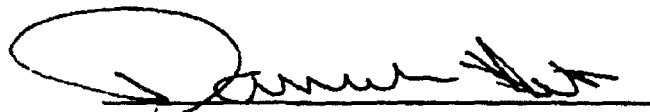
Hourly Rate of Pay: \$0.00	Hours Worked Per Week: 0
Vacation/Accrued Leave - Not PTO : No	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount
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I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.


Signature

9/17/19
Date

34

Macie Kinchen

From: Danielle Hett
Sent: Tuesday, September 17, 2019 7:34 AM
To: Macie Kinchen
Cc: Timi Payton; Jamie M. Bibbins (DPS); Shenikka Matthews
Subject: FW: Cadet Brumley Resignation

Please see the below resignation.

Thank you,

Danielle Hett

From: Clay Reavis <Clay.Reavis@la.gov>
Sent: Tuesday, September 17, 2019 7:16 AM
To: Alana Collins <Alana.Collins@la.gov>; Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; kimberly gann <kgann@lsprs.org>; creed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Patrick Jackson (DPS) <Patrick.V.Jackson@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <TimiPayton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Brumley Resignation

Cadet Sage Brumley resigned September 16, 2019, at 1815 hours.

He said that his heart was not in becoming a State Trooper anymore.

He was going to Troop A.

Please let me know if you need further.

Sgt. Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Cortina Collins

From: Cortina Collins
Sent: Friday, August 9, 2019 1:32 PM
To: Michael "Trevor" McDonald
Cc: Jamie M. Bibbins (DPS)
Subject: RE: Intent to Retire - Exit Interview

LOL ok!

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (F)
(225)925-3970 (H)

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Thursday, August 8, 2019 10:57 AM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Sounds good.

We are most likely going to keep his position number open until he graduates from LSP just in case something happens and he needs to come back.

LT. Trevor McDonald
Executive Officer
DPS Police Physical Security
225.658.2034

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Thursday, August 8, 2019 10:44 AM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Good morning LT. Trevor,

Please be aware Sage's resignation will not take effect on today's date. It will not be processed and effective until the cadet class starts.

Thanks,

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614

Baton Rouge, LA 70896
(225)925-3894 (F)
(225)925-3970 (F)

From: Cortina Collins
Sent: Tuesday, July 30, 2019 3:35 PM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

You're welcome!

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (F)
(225)925-3970 (F)

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Tuesday, July 30, 2019 3:30 PM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Thanks!!

Lt. Trevor McDonald
Executive Officer
DPS Police Physical Security
225.658.2034

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Tuesday, July 30, 2019 3:12 PM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

You're welcome! I'll process Sage's separation because it's not a retirement 😊

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (F)
(225)925-3970 (F)

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Tuesday, July 30, 2019 2:20 PM
To: Cortina Collins <Cortina.Collins@LA.GOV>

Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Thanks Cortina!!

There was a second one as well- this one is for Ronnie Winters, the other was for Sage Brumley.

Lt. Trevor McDonald
Executive Officer
DPS Police Physical Security
225.658.2034

From: Cortina Collins <Cortina.Collins@LA.GOV>
Sent: Tuesday, July 30, 2019 1:49 PM
To: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Cc: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov>; Karen Sibley <Karen.Sibley@la.gov>
Subject: RE: Intent to Retire - Exit Interview

Good afternoon Lt. Trevor,

I've forwarded your email to Ms. Karen Sibley. She processes the retirements

Thanks,

Cortina Collins
Human Resources Analyst
Department of Public Safety
P.O. Box 66614
Baton Rouge, LA 70896
(225)925-3894 (P)
(225)925-3970 (F)

From: Jamie M. Bibbins (DPS) <Jamie.Bibbins2@la.gov> **On Behalf Of** HRDocuments
Sent: Tuesday, July 30, 2019 1:42 PM
To: Cortina Collins <Cortina.Collins@LA.GOV>
Subject: FW: Intent to Retire - Exit Interview

From: Michael "Trevor" McDonald <Michael.McDonald@la.gov>
Sent: Tuesday, July 30, 2019 12:33 PM
To: HRDocuments <HRDocuments@LA.GOV>
Cc: Cortina Collins <Cortina.Collins@LA.GOV>; Kini Schollian <Kini.Schollian@LA.GOV>
Subject: Intent to Retire - Exit Interview

See the attached Intent to Retire and Exit Interview on DPS Police Sergeant Ronnie Winters (P00015180).

Lt. Trevor McDonald
Executive Officer

Quota Report


STATE OF LOUISIANA
LACON: 882-1401

RUN DATE: 09/20/2019
 RUN TIME: 11:15:21
 REPORT ID: 3T06

PAGE 1
EFFECTIVE DATE
09/09 2013 09 21 2019

NO	UNIT	POSITION	SSN	NAME	GRADE	DATE	DESCRIPTION	QUANTITY	UNIT	DATE	AMOUNT	UNIT	DATE	AMOUNT	UNIT	DATE	AMOUNT	UNIT
0419	50024373	LSP TROOP A/REGION 1	109935	BRUNLEY	SAGE	P-01	ANNUAL LEAVE ENTITLEMENT	20		2019	249.60680	2.2128	0.0030	251.81960	0.0000	251.81960	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	109935	BRUNLEY	SAGE	P-01	SICK LEAVE ENTITLEMENT	20		2019	157.60680	2.2128	0.0030	169.81960	0.0000	169.81960	0.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	109935	BRUNLEY	SAGE	P-01	K-TIME EARNED (ST)	20		2019	1.25000	0.0000	0.0030	11.25000	0.0000	11.25000	200.0000	HRS
0419	50024373	LSP TROOP A/REGION 1	109935	BRUNLEY	SAGE	P-01	K-TIME EARNED (LS)	20		2019	59.25000	0.0000	0.0030	59.25000	0.0000	59.25000	0.0000	HRS

END OF Absence Quota Report

Initial 
9/20/19

Quota Report

STATE OF LOUISIANA
LaGov EPP HCHPAGE 1
EFFECTIVE DATE
09-09-2019 - 09-12-2019RUN DATE: 09-20-2019
RUN TIME: 11:20:16
REPORT ID: ZTC6

LINE	EMPLOYEE	POSITION	ORGANIZATION	STATUS	DATE	DESCRIPTION	UNIT	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025	1024	1023	1022	1021	1020	1019	1018	1017	1016	1015	1014	1013	1012	1011	1010	1009	1008	1007	1006	1005	1004	1003	1002	1001	1000	999	998	997	996	995	994	993	992	991	990	989	988	987	986	985	984	983	982	981	980	979	978	977	976	975	974	973	972	971	970	969	968	967	966	965	964	963	962	961	960	959	958	957	956	955	954	953	952	951	950	949	948	947	946	945	944	943	942	941	940	939	938	937	936	935	934	933	932	931	930	929	928	927	926	925	924	923	922	921	920	919	918	917	916	915	914	913	912	911	910	909	908	907	906	905	904	903	902	901	900	899	898	897	896	895	894	893	892	891	890	889	888	887	886	885	884	883	882	881	880	879	878	877	876	875	874	873	872	871	870	869	868	867	866	865	864	863	862	861	860	859	858	857	856	855	854	853	852	851	850	849	848	847	846	845	844	843	842	841	840	839	838	837	836	835	834	833	832	831	830	829	828	827	826	825	824	823	822	821	820	819	818	817	816	815	814	813	812	811	810	809	808	807	806	805	804	803	802	801	800	799	798	797	796	795	794	793	792	791	790	789	788	787	786	785	784	783	782	781	780	779	778	777	776	775	774	773	772	771	770	769	768	767	766	765	764	763	762	761	760	759	758	757	756	755	754	753	752	751	750	749	748	747	746	745	744	743	742	741	740	739	738	737	736	735	734	733	732	731	730	729	728	727	726	725	724	723	722	721	720	719	718	717	716	715	714	713	712	711	710	709	708	707	706	705	704	703	702	701	700	699	698	697	696	695	694	693	692	691	690	689	688	687	686	685	684	683	682	681	680	679	678	677	676	675	674	673	672	671	670	669	668	667	666	665	664	663	662	661	660	659	658	657	656	655	654	653	652	651	650	649	648	647	646	645	644	643	642	641	640	639	638	637	636	635	634
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***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE FORM PAYROLL *****
Special Messages: OGB ANNUAL ENROLLMENT RUNS OCT 1st - NOV 15th. FIND MORE
INFORMATION AT INFO.GROUPBENEFITS.ORG

0419 DPS-Office of State Police PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
PERS #: 00309935 Class NE 20/2019 PAY DATE: 09/27/2019
SAGE BRIMLEY WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 00 0.00
LA Single 00 00 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 3,911.19 NEIGHBORS FCU

NET 3,911.19

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	48.00	1,075.61
076B TxCsh Aut Dly Uniform Allo	8.00	7.00	56.00
800B OT (ST) Attendance	22.41	19.00	425.76
500B Annual Leave Term	22.41	72.00	1,613.42
510B KTime-Straight-Term/Payot	22.41	11.25	252.10
515B K Time - 1.5 Term/Payout	22.41	59.25	1,327.71

***** TOTAL EARNINGS/PAID ABSENCES 4,750.60

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers LAHD EE		2,581.60	LSPR	1,075.61	LSPR 2,868.30
SP LSP1 EE	102.18	272.49	FED	4,648.42	FED 35,498.18
FED Withholding	511.12	4,015.24	LA	4,648.42	LA 35,498.18
FED EE Medicare	68.89	556.11			
LA Withholding	157.22	1,220.05			
TOTAL TAXES/RET.	839.41	8,645.49			

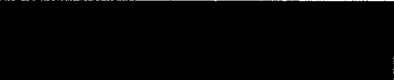
DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE

***** TOTAL DEDUCTIONS 0.00 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	23,127.68
051B Shift Diff 2nd Shift	458.00
076B TxCsh Aut Dly Uniform Allo	1,079.60
800B OT (ST) Attendance	425.76
849B OT(1.5) Attendance	2,669.84
949B OT(1.5) Att - NE Prem	1,403.10
500B Annual Leave-Term	1,613.42
510B KTime-Straight-Term/Payot	252.10
***** TOTAL EARNINGS/PAID ABSENCES YTD	38,352.27

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE PAYROLL FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
PERS #: 00309935 Class NE 20/2019 PAY DATE: 09/27/2019
SAGE BRUMLEY WITHHOLD W/4 #A PE DE ADDL AMT EIC



BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT

NET 3,911.19

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL							
SICK							
COMP-KT							
FLSA COMP							
FMLA							
EARNINGS/PAID ABSENCES				RATE	HOURS	AMOUNT	

***** TOTAL EARNINGS/PAID ABSENCES 4,750.60

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
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TOTAL TAXES/RET.	839.41	8,645.49		
DEDUCTIONS		CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
				CURRENT YR-TO-DATE

***** TOTAL DEDUCTIONS 0.00 0.00

EARNINGS PAID ABSENCES	YR-TO-DATE	AMOUNT
515B	K Time - 1.5 Term/Payout	1,327.71
650B	Annual Leave-Absence	3,761.20
694B	Spec Lv Office Closure	308.27
701B	Holiday	936.19
702B	Designated Holiday	989.40

***** TOTAL EARNINGS/PAID ABSENCES YTD 38,352.27

Employee Notification Form for 10/16/2019

Personal Information

Employee Name THACKER JR., MICHAEL S Known As
Personnel Number 00330621 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP D/REGION 2
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooper/LE2100
Payroll Area LaGov-Paid BI-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 10/09/2019 To 12/31/9999 Reason Resign-Personal
Action Hiring (P) 0419 08/25/2019 To 10/08/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 10/09/2019 To 12/31/9999
Position 50393913 - STATE POLICE CADET From 08/25/2019 To 10/08/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sa: Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999

Macie Kinchen

From: Clay Reavis
Sent: Wednesday, October 09, 2019 7:49 AM
To: Alana Collins; Danielle Hett; Debbie Givens; Ginger Krieg; kimberly gann; kreed@lsprs.org; Lanny Bergeron; Patrick Jackson (DPS); Shenikka Matthews; Timi Payton; William Moragne
Subject: Cadet Michael Thacker Resignation

Cadet Michael Thacker resigned October 8, 2019, at 2200 hours.

He said his "heart was not in it."

Please let me know if you need further.

Respectfully,

Sgt. Clay Reavis
Louisiana State Police
Training Academy
Cadet Class Coordinator
225-925-4951

10/8/19 - 3.5 ZA02

Macie Kinchen

From: Timi Payton
Sent: Tuesday, October 15, 2019 11:28 AM
To: Macie Kinchen
Cc: Danielle Hett
Subject: RE: Cadet Separation
Attachments: Cadet Michael Thacker Resignation

Thanks Macie Please see attached: His P# is 330621

Mrs. Timi Payton
Human Resources Supervisor
Department of Public Safety
P.O. Box 66614 Baton Rouge, LA 70896
225.925.6079
225.925.3970 or 225.922.0528
TIMI.PAYTON@LA.GOV
My office hours are Mon-Fri 7:00 AM-3:30 PM

From: Macie Kinchen <Macie.Kinchen@la.gov>
Sent: Tuesday, October 15, 2019 11:03 AM
To: Timi Payton <Timi.Payton@la.gov>
Subject: Cadet Separation

Timi, I will be separating the cadet for Danielle. Guess she didn't print the paperwork out yet... can you please send me the information needed to separate him? thanks

Thank you

Macie Kinchen
Human Resources Analyst
Department of Public Safety
Phone: (225)925-6061
HR Main #: (225)925-6067
Fax: (225)925-3970
Macie.Kinchen@la.gov
Office Hours 7:00 to 3:30

Note phone number change



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF STATE POLICE
Company Street Address 1: PO BOX 66614
Address 2:
City: BATON ROUGE
State: LA
Zip: 70896-6614
Name: MACIE KINCHEN
Title: HR ANALYST
Phone Number: 225-925-6061
Email Address: Macie.Kinchen@la.gov

Employee Information

Employee First Name: MICHAEL
Employee Last Name: THACKER
Employee SSN: [REDACTED]
Employee Date of Separation: 10/08/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 10/08/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation: PERSONAL

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40
Vacation/Accrued Leave - Not PTO : Yes	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount
be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.

Macie Kinchen
Signature

10-16-19
Date

NAME OF EMPLOYEE: Michael Thacker
DATE OF SEPARATION: 10/15/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 12 hours of annual leave. If you return to state employment within 1 business day(s), you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – Rules and Policies on Leave for Unclassified Service, Section 10:B.
"An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
 Special Messages: OCTOBER 18TH NATIONAL MAMMOGRAPHY DAY.FOR MO INFO VISIT
 HTTP://WWW.SPEAKERSFORNURSES.COM/

0419 DPS-Office of State Police PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
 PERS #: 00330621 Class NE 22/2019 PAY DATE: 10/25/2019
 MICHAEL THACKER JR.
 WITHHOLD W/4 #A FE DE ADDL AMT EIC
 FED Single 00 0.00
 LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
 Checking 2,945.34 BARKSDALE FEDERAL CRED

NET 2,945.34

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	16.00	358.54
076B TxCsh Aut Dly Unifrm Allo	8.00	2.00	16.00
800B OT (ST) Attendance	22.41	7.00	156.86
500B Annual Leave-Term	22.41	12.00	268.90
515B K Time - 1.5 Term/Payout	22.41	120.75	2,705.84

***** TOTAL EARNINGS/PAID ABSENCES 3,506.14

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	34.06	559.89	LSPR	358.54	LSPR 5,893.47
FED Withholding	371.74	963.54	FED	3,470.58	FED 8,771.18
FED EE Medicare	50.82	135.30	LA	3,470.58	LA 8,771.18
LA Withholding	102.68	272.54			

TOTAL TAXES/RET. 559.30 1,931.27

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2210 *Flex Life Insurance	1.50	6.00	CURRENT YR-TO-DATE
			1.50 6.00

***** TOTAL DEDUCTIONS 1.50 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	5,714.20
076B TxCsh Aut Dly Unifrm Allo	312.00
800B OT (ST) Attendance	156.86
500B Annual Leave-Term	268.90
515B K Time - 1.5 Term/Payout	2,705.84
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 9,337.07

RUN DATE: 10/15/2019
RUN TIME: 13 33.59
REPORT ID: ZT06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

0419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-01	ANNUAL LEAVE ENTITLEMENT	20	2019	11.38670	0.7376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS
0419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-01	SICK LEAVE ENTITLEMENT	20	2019	11.38670	0.7376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS
C419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-01	K-TIME EARNED (ST)	72	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	8.0000	HRS
C419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-01	K-TIME EARNED (1.5)	22	2019	10.75000	0.0000	120.7500	0.0000C	0.0000	0.0000C	120.7500	HRS

END OF Absence Quota Report

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RUN DATE 10/15/2019
RUN TIME 13 17.15
REPORT ID ZT06

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PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

0419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-01	ANNUAL LEAVE ENTITLEMENT	22	2019	11	36670	0.7376	0.0000	12.12430	0.0000	12.12430	0.0000	HRS
0419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-01	SICK LEAVE ENTITLEMENT	22	2019	11	36670	0.7376	0.0000	12.12430	0.0000	12.12430	0.0000	HRS
0419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-G1	K-TIME EARNED (ST)	22	2019	8	0.00000	0.0000	0.0000	8.00000	0.0000	8.00000	0.0000	HRS
0419	50024377	LSP TROOP D/REGION 2	330621	THACKER JR. MICHAEL	P-G1	K-TIME EARNED (1.5)	22	2019	120	75000	0.0000	0.0000	120.75000	0.0000	120.75000	0.0000	HRS

END OF Absence Quota Report

Quota Report

STATE OF LOUISIANA
LaGov ERP-NOM

RUN DATE: 10/15/2019
RUN TIME: 13:20:05
REPORT ID: ZY06

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

[illegible]

END OF Absence Quota Report

Quota Report

STATE OF LOUISIANA
LaGov ERP-HCMRUN DATE: 10/15/2019
RUN TIME 13.21:13
REPORT ID: 2706PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

EMPLOYEE	ORGANIZATION	POSITION	STATUS	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME
0419 50024377	LSP TROOP D/REGION 2	333621	THACKER JR. MICHAEL	P-01	ANNUAL LEAVE ENTITLEMENT	2	2019	11.38670	0.7376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS				
0419 50024377	LSP TROOP D/REGION 2	333621	THACKER JR. MICHAEL	P-01	SICK LEAVE ENTITLEMENT	22	2019	11.38670	0.7376	12.1200	0.00430	0.0000	0.00430	12.1200	HRS				
0419 50024377	LSP TROOP D/REGION 2	333621	THACKER JR. MICHAEL	P-01	K-TIME EARNED (ST)	22	2019	0.00000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	HRS				
0419 50024377	LSP TROOP D/REGION 2	3336.1	THACKER JR. MICHAEL	P-01	K-TIME EARNED (1.5)	22	2019	120.75000	0.0000	0.0000	120.75000	0.0000	120.75000	0.0000	HRS				

END OF Absence Quota Report

Employee Name: Michael Thacker

Personnel #: 330621

Effective Date: 10-8-19

Area/Location: cadet 419 cadet

CHECKLIST - Separations (Proopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access MFN - 006871
- ☐ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☐ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Soncere.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's All Danielle time has been entered
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour) 12
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lspis.org (SP Ret), Samona.Baiber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Marv.Vanvalkenburg@la.gov (SP HQ), Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee 12 hrs.
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed) 10-25-19
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.

Nacie Klencher
Human Resources Representative Signature

10-16-19
Date

Employee Notification Form for 01/16/2020

Personal Information

Employee Name MOREAU, HOLLIE SOUTHERN Known As
Personnel Number 00330644 Gender Female Date of Birth
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Eltg Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org Unit LSP TROOP G/REGION 3
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/31/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 12/21/2019 To 12/31/9999 Reason Separation From Probation
Action Hiring (P) 0419 08/25/2019 To 12/20/2019 Reason Certif - St. Police Commiss

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 12/21/2019 To 12/31/9999
Position 07129472 - STATE POLICE CADET From 08/25/2019 To 12/20/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999

Employee Name: Hollie Moreau
Effective Date: 12/20/19

Personnel #: 330644
Area/Location: 419 - Troop G
7129472

CHECKLIST - Separations (Troopers)


* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, imar.davis@la.gov, Legal (OIA AIT), huey.mccartney@la.gov, Rhonda Fogleman, Soncerce.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 - Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ), Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs - one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexible.spendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

1/16/2020
Date

Jamie M. Bibbins (DPS)

From: Timi Payton
Sent: Friday, December 20, 2019 11:36 AM
To: Jamie M. Bibbins (DPS)
Subject: FW: Cadet Hollie Moreau Resignation

From: Clay Reavis
Sent: Friday, December 20, 2019 10:19 AM
To: Danielle Hett <Danielle.Hett@LA.GOV>; Debbie Givens <Debbie.Givens@la.gov>; Ginger Krieg <Ginger.Krieg@la.gov>; Jessica Roberson <Jessica.Roberson@la.gov>; kimberly gann <kgann@lsprs.org>; kreed@lsprs.org; Lanny Bergeron <Lanny.Bergeron@la.gov>; Melissa Matey <Melissa.Matey@la.gov>; Shenikka Matthews <Shenikka.Matthews@la.gov>; Timi Payton <Timi.Payton@la.gov>; William Moragne <William.Moragne@la.gov>
Subject: Cadet Hollie Moreau Resignation

Cadet Hollie Moreau resigned December 20, 2019 at 0905 hours.

She left due to poor academic performance.

She was assigned to Troop G.

Please let me know if you need further.

Sgt Clay Reavis
Louisiana State Police
Training Academy
225-925-4951

Jamie M. Bibbins (DPS)

From: Kimberly Payne (DPS)
Sent: Friday, December 27, 2019 12:29 PM
To: Jamie M. Bibbins (DPS)
Cc: Kristin Garcia
Subject: RE: Hollie Moreau

I have completed all entries through
12/20/1019. Thank you

Kpayne
Training Academy

Sent via the Samsung Galaxy S8

----- Original message -----

From: "Jamie M. Bibbins (DPS)" <Jamie.Bibbins2@la.gov>
Date: 12/27/19 12:00 PM (GMT-06:00)
To: "Kimberly Payne (DPS)" <Kimberly.M.Payne@la.gov>
Cc: Kristin Garcia <Kristin.Garcia@la.gov>
Subject: Hollie Moreau

Hi,

Could you verify that all entries have been made? Please advise for Hollie Moreau.

Sincerely,

Jamie Bibbins

Human Resources Specialist
Department of Public Safety

P.O. Box 66614 Baton Rouge, LA 70896

225.925.6910

225.925.3970

jamie.bibbins2@LA.GOV

My office hours are Mon-Fri 7:30 AM- 4:00 PM

Confidentiality Statement

The information contained in this electronic message from the Human Resources Division of the Department of Public Safety is privileged and confidential. If you are not the intended recipient, you must not disclose, copy, distribute, or use any of the transmitted information, or take any other action based on the contents of this information. If you have received this transmission in error, please immediately notify the transmitter by return e-mail.

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
 Special Messages: IMPORTANT TAX INFO - 2019 W-2'S ARE NOW AVAILABLE LEO FO
 ACTIVE EMPLOYEES WHO ELECTED TO SELF VIEW/PRINT THEIR W-2.

0419 DPS-Office of State Police PERIOD: 01/2020 PAY PERIOD END: 12/29/2019
 PERS #: 00330644 Class NE 01/2020 PAY DATE: 01/03/2020
 HOLLIE MOREAU
 WITHHOLD W/4 #A PE DE ADDL AMT EIC
 FED 00 0.00
 LA Married 00 00 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
 Checking 8,638.92 BARKSDALE FEDERAL CRED

NET 8,638.92

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	35.00	784.30
076B TxCsh Aut Dly Unifrm Allo	8.00	5.00	40.00
500B Annual Leave-Term	22.41	31.00	694.67
515B K Time - 1.5 Term/Payout	22.41	365.25	8,184.75
675B K Time ST Leave	22.41	5.00	112.04

***** TOTAL EARNINGS/PAID ABSENCES 9,815.76

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	85.15	85.15	LSPR	896.34	LSPR 896.34
FED Withholding	790.16	790.16	FED	9,910.93	FED 9,910.93
FED EE Medicare	144.94	144.94	LA	9,910.93	LA 9,910.93
LA Withholding	336.91	336.91			

TOTAL TAXES/RET. 1,357.16 1,357.16

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE	CURRENT	YR-TO-DATE
2200 *Flex OGB Health	177.32-	177.32-			
2210 *Flex Life Insurance	3.00-	3.00-			

***** TOTAL DEDUCTIONS 180.32- 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	784.30
076B TxCsh Aut Dly Unifrm Allo	40.00
500B Annual Leave-Term	694.67
515B K Time - 1.5 Term/Payout	8,184.75
675B K Time ST Leave	112.04

***** TOTAL EARNINGS/PAID ABSENCES YTD 9,815.76

Moata Report

STATE OF LOUISIANA
LaGov Exp HCM

RUN DATE: 12/30/2019
 RUN TIME: 09:33:28
 REPORT ID: ZT06

PAGE 1
EFFECTIVE DATE
12/16/2019 - 12/29/2019

0419	50024381	LSP TROOP G/REGION J	330644	MOREAU	HOLLIE	P 01	ANNUAL LEAVE ENTITLEMENT	1	2020	25.82670	1.8440	0.0000	31.67070	0.0000	31.67070	0.0000	HRS
0419	50024381	LSP TROOP G/REGION J	330644	MOREAU	HOLLIE	P 01	SICK LEAVE ENTITLEMENT	1	2020	25.82670	1.8440	0.0000	31.67070	0.0000	31.67070	0.0000	HRS
0419	50024381	LSP TROOP G/REGION J	330644	MOREAU	HOLLIE	P-01	K-TIME EARNED (ST)	1	2020	31.00000	6.0000	5.0000	33.00000	0.0000	33.00000	5.0000	HRS
0419	50024381	LSP TROOP G/REGION J	330644	MOREAU	HOLLIE	P 01	K-TIME EARNED (1.5)	1	2020	365.25000	0.0000	0.0000	365.25000	0.0000	365.25000	0.0000	HRS

ND OF Absence Quota Report

Balance before ~~PR~~

vota Report

STATE OF LOUISIANA
LaGov ERP-HCM

UN DATE: 12/30/2019
UN TIME: 09:40:40
EXPORT ID: ZT06

PAGE 1
EFFECTIVE DATE
12/16/2019 - 12/29/2019

0419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	ANNUAL LEAVE ENTITLEMENT	1	2020	29.82670	1.8440	31.0000	0.67070	0.0000	0.67070	31.0000	HRS
3419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	SICK LEAVE ENTITLEMENT	1	2020	29.82670	1.8440	31.6600	0.01070	0.0000	0.01070	31.6600	HRS
3419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	K-TIME EARNED (ST)	1	2020	32.00000	6.0000	38.0000	0.00000	0.0000	0.00000	38.0000	HRS
3419	50024381	LSP TROOP G/REGION 3	330544	MOREAU	HOLLIE	P-01	K-TIME EARNED (L.S)	1	2020	365.25000	0.0000	365.2500	0.00000	0.0000	0.00000	365.2500	HRS

40 OF Absence Quota Report

Balance After Payout (9B)

NAME OF EMPLOYEE: Hollie Moreau

DATE OF SEPARATION: 12/21/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 31 hours of annual leave. If you return to state employment within 4 business days, you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10-B
"An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

Employee Notification Form for 08/28/2019

Personal Information

Employee Name BLANCHARD, CRIQ JOSEPH Known As [REDACTED]
Personnel Number 00330599 Gender Male Date of Birth [REDACTED]
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street [REDACTED] Mailing Street
City [REDACTED] City
State [REDACTED] State
Zip Code [REDACTED] Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP C/REGION 2
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/31/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 08/27/2019 To 12/31/9999 Reason Resign-Reason Not Stated
Action Hiring (P) 0419 08/25/2019 To 08/26/2019 Reason Certif - St Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 08/27/2019 To 12/31/9999
Position 07018864 - STATE POLICE CADET From 08/25/2019 To 08/26/2019

Base Pay History

Biweekly 1 792 69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0 50 0051 From 08/25/2019 To 12/31/9999
TxCash Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60 00 0073 From 08/25/2019 To 12/31/9999

Employee Name: Eric Blackford
Effective Date: 08/20/2019

Personnel #: 330599
Area/Location: LSP TROOP C

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), lamar.davis@la.gov, Legal (OLA.ALL), huey.mccarney@la.gov, Rhonda Fogleman, Soncree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSIA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblependingaccounts@la.gov and give employee's name and term date
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS PSS policies and procedures.

S. Follen
Human Resources Representative Signature

08/28/19
Date



Separation Notice

Employer Information

Company: *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 Independence Blvd
Address 2:
City: Baton Rouge
State: LA
Zip: 70806
Name: Shambrielle Pooler
Title: HR Analyst
Phone Number: 225-922-0842
Email Address: shambrielle.pooler@la.gov

Employee Information

Employee First Name: Eriq
Employee Last Name: Blanchard
Employee SSN: [REDACTED]
Employee Date of Separation: 08/26/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 08/25/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation Resigned-Reason Not Stated

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 0
Vacation/Accrued Leave - Not PTO - No	Total Amount: Number of Hours: 0
Severance/Dismissal: No	Total Amount: Number of Hours: 0
Bonus: No	Total Amount: Number of Hours: 0
Holiday Pay: No	Total Amount: Number of Hours: 0
Wage in lieu of Notice: No	Total Amount: Number of Hours: 0
Pension: No	

If lump sum, what would the monthly amount be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files

Shambrielle Pooler
Signature

08/28/2019
Date

Quota Report

STATE OF LOUISIANA
LADON EPP HCH

RUN DATE 09/05/2019
RUN TIME 15:07:16
REPORT ID: ZT05

PAGE 1
EFFECTIVE DATE
09/26/2019 - 09/08/2019

LINE	UNIT	POSITION	STATE	NAME	GRADE	CLASS	DESCRIPTION	DATE	TIME	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
0419	50024376	LSP TROOP C/REGION 2	330599	BLANCHARD	ERIQ	P-01	ANNUAL LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36880	0.0000	0.36880	0.0000	HRS
0419	50024376	LSP TROOP C/REGION 2	330599	BLANCHARD	ERIQ	P-01	SICK LEAVE ENTITLEMENT	19	2019	0.00000	0.3688	0.0000	0.36880	0.0000	0.36880	0.0000	HRS

END OF Absence Quota Report

Separation Notice

Please complete the following form, providing as much information about the separation as possible. Should the former employee file a claim for unemployment benefits, the information you provide here will help the Louisiana Workforce Commission make an informed determination.

This form must be submitted within three days after the date on which the employee's separation from service occurs, or three days after the worker's separation from employment. **Failure to submit this notice within the specified time frame may forfeit the employer's right to appeal.**

Employer Information

Employer EAN: 1426030

*** Company:** *LOUISIANA STATE OF DEPARTMENT OF PUBLIC SAFETY

*** Company Street Address 1:** 7979 Independence Blvd

Address 2:

*** City:** Baton Rouge

*** State:** Louisiana ▼

*** Zip:** 70806

*** Name:** Shambrielle Pooler

*** Title:** HR Analyst

*** Phone Number:** 225-922-0842

*** Email Address:** shambrielle.pooler@la.gov

Employee Information

*** Employee First Name:** Eriq

*** Employee Last Name:** Blanchard

*** Employee SSN:**

*** Employee Date of Separation:** 08/26/2019 📅

*** Employee Date Hired:** 08/25/2019 📅

*** Employee Date Last Worked:** 08/25/2019 📅

Separation Reason

*** The Reason for Separation:**
Resigned / Quit ▼

If an employee is retiring, choose "Resigned/Quit" as the Reason for Separation.

*** Explain Reason for Separation:**

Resigned-Reason Not Stated

[Clear Text](#)

Benefit Payments

Hourly Rate Of Pay: \$ 22.41

Hours Worked per Week:

Vacation/Accrued Leave - Not PTO:

Yes No

Total Amount:

Number of Hours:

Severance/Dismissal:

Yes No

Total Amount:

Number of Hours:

Bonus:

Yes No

Total Amount:

Number of Hours:

Holiday Pay:

Yes No

Total Amount:

Number of Hours:

Wages in Lieu of Notice:

Yes No

Total Amount:

Number of Hours:

Pension:

Monthly Lump Sum No

If lump sum, what would the monthly amount be if that option had been chosen?:

Separation Attachments

Choose File No file chosen

No records found

8/28/2019

HIRE - Separation Notice

By clicking Save, I certify that the worker, whose name and Social Security Number appear above, has been separated from work and that the above information is true and correct. I further certify that the worker has been handed or mailed a copy of this notice.

[../../../../multisession.asp](#)

Employee Notification Form for 10/18/2019

Personal Information

Employee Name SINK, CHRISTOPHER JOHN Known As
Personnel Number 00317191 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City City
State State
Zip Code Zip Code

Employment Related Dates

Adjusted Service Date 04/15/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 04/15/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP B/REGION 1
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea S1Trooper/LE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/31/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 10/12/2019 To 12/31/9999 Reason Dismissal
Action Rehire (P) 0419 08/25/2019 To 10/11/2019 Reason Certif - St. Police Commission
Action Separation (P) 0419 03/17/2018 To 08/24/2019 Reason Resign-Reason Not Stated

Job History

Job 07133380 - State Police Cadet From 11/05/2017 To 12/31/9999

Position History

Position 99999999 From 10/12/2019 To 12/31/9999
Position 50393907 - STATE POLICE CADET From 08/25/2019 To 10/11/2019
Position 99999999 From 03/17/2018 To 08/24/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper
Biweekly 1,792.69 P-01 *A From 11/05/2017 To 08/24/2019 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
Shift Diff 2nd 0.50 0051 From 11/05/2017 To 08/24/2019
TxCsh Aut Dly U 8.00 0076 From 11/05/2017 To 08/24/2019
DPS Escort Pay2 60.00 0073 From 11/05/2017 To 08/24/2019

Employee Name: Christopher Dink
Effective Date: 10/11/19

Personnel #: 317191
Area/Location: 419

CHECKLIST – Separations (Troopers)

Post # 50393907

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

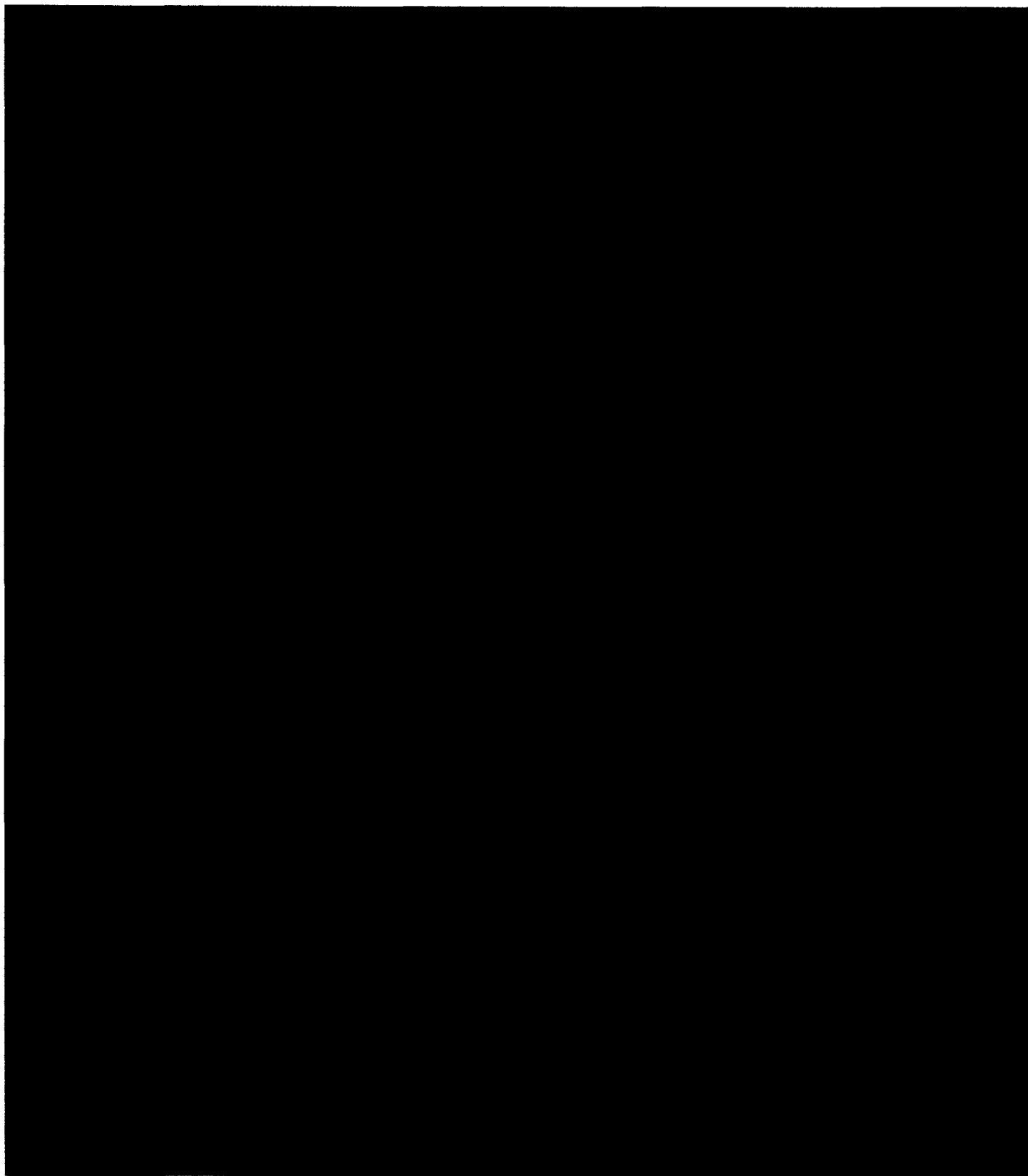
All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Sonceree.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-gam@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☒ Run ZP42 Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.

Christopher Davis
Human Resources Representative Signature

10/18/19
Date



Kristin Garcia

From: Kimberly Payne (DPS)
Sent: Monday, October 14, 2019 10:30 AM
To: Kristin Garcia
Subject: RE: Cadet Separation (Time)

Importance: High

All 3 are done; Sink, Starling and Gaspard (resigned Sunday 10/13)

Kimberly Payne
225-925-6125

From: Kristin Garcia <Kristin.Garcia@la.gov>
Sent: Monday, October 14, 2019 10:17 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Subject: RE: Cadet Separation (Time)

Thanks. No Rush.

If you have any questions, please let me know.

Thanks,

Kristin Garcia

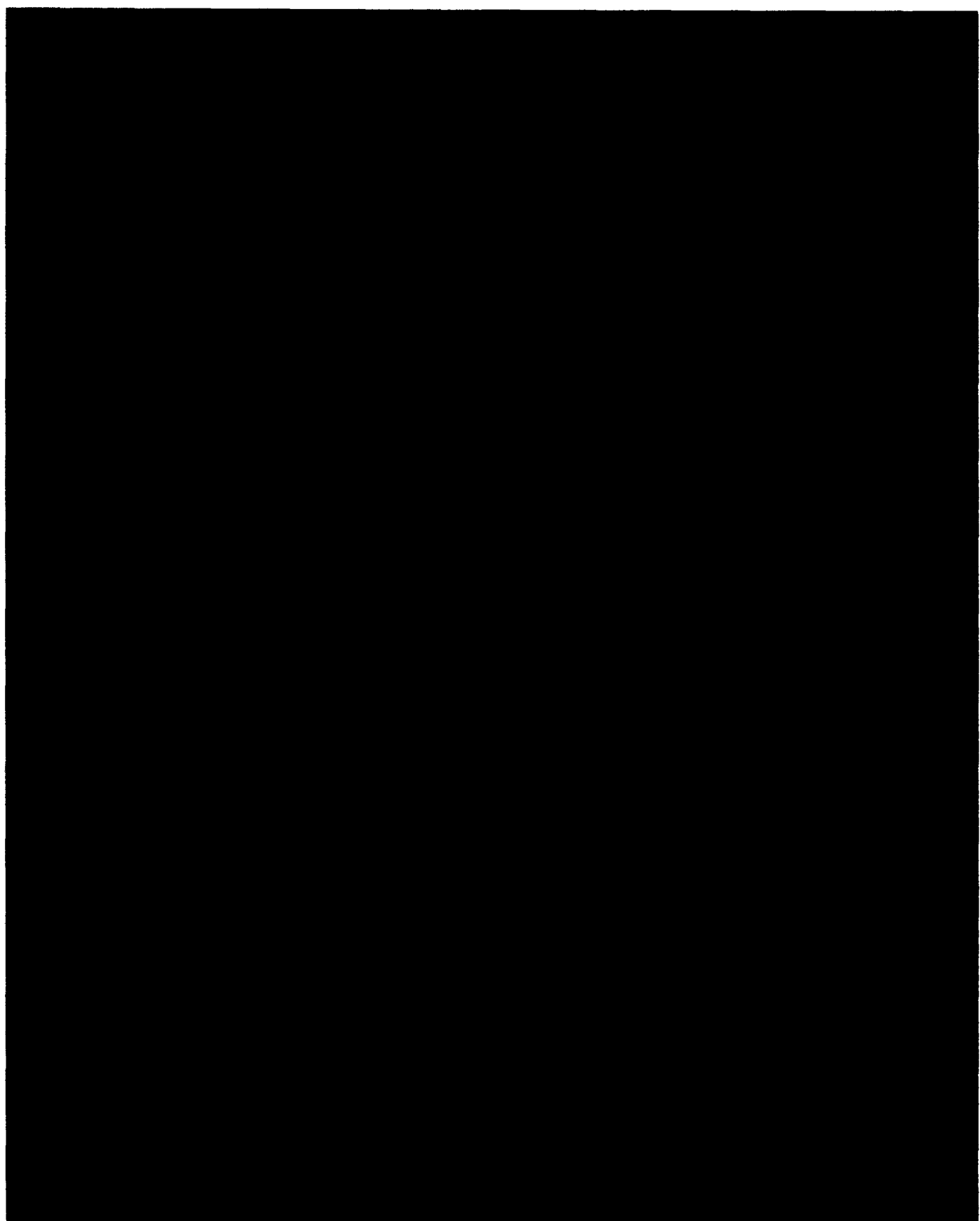
DPS/Human Resources
P: (225) 925-6310
F: (225) 925-3970 922-0528
Office Hours: 7:00am-3:30pm

[Faint, illegible text, likely a placeholder or a very low-quality scan of a signature block]

From: Kimberly Payne (DPS) <kimberly.payne@la.gov>
Sent: Monday, October 14, 2019 10:16 AM
To: Kristin Garcia <kristin.garcia@la.gov>
Subject: RE: Cadet Separation (Time)

Not yet. I just got the info. Will be back when I have

Kimberly Payne
225-925-6125



From: Kristin Garcia <Kristin.Garcia@la.gov>
Sent: Monday, October 14, 2019 10:09 AM
To: Kimberly Payne (DPS) <Kimberly.M.Payne@la.gov>
Subject: Cadet Separation (Time)
Importance: High

Good Morning,

Has all time been entered for Cadet Sink and Cadet Starling so the separation can be processed?

If you have any questions, please let me know.

Thanks,

Kristin Garcia

DPS/Human Resources

P: (225) 925-6310

F: (225) 925-3970/922-0528

Office Hours: 7:00am-3:30pm



Separation Notice

Employer Information

Company: Department of Public Safety
Company Street Address 1: 7979 Independence Blvd. Ste. 201
Address 2: 2259256067
City: Baton Rouge
State: LA
Zip: 70806
Name: Kristin Garcia
Title: Human Resources Analyst
Phone Number: 225-925-6057
Email Address: kristin.garcia@la.gov

Employee Information

Employee First Name: [REDACTED]
Employee Last Name: [REDACTED]
Employee SSN: [REDACTED]
Employee Date of Separation: 10/11/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 10/11/2019

Separation Reason

Reason For Separation: [REDACTED]
Explain Reason for Separation The employee was relieved from the position

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40	
Vacation/Accrued Leave - Not PTO : Yes	Total Amount: \$291.31	Number of Hours: 13
Severance/Dismissal: No	Total Amount:	Number of Hours: 0
Bonus: No	Total Amount:	Number of Hours: 0
Holiday Pay: No	Total Amount:	Number of Hours: 0
Wage in lieu of Notice: No	Total Amount:	Number of Hours: 0
Pension: No		

If lump sum, what would the monthly amount be if that option had been chosen?

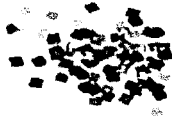
I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.

Signature

Date



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/14/2019 11:49 AM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS
cc Lamar.Davis@la.gov, David Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Ponouilh@la.gov
bcc
Subject Separation--Cadet Class #99

Good Morning,

This is notification that the above employee resigned at the close of business on the effective dates. She/He was a Cadet in CC# 99 (Cost Center-4191012295).

Mrs. Senette Small, eff. 10/10/19

Mr. Michael Starling, eff. 10/11/19

Mr. Christopher Sink, eff. 10/11/19

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067

Notification Log

Action	Date	Notified
--------	------	----------

IT Approval

Request Completed

Req.Implementation Date:

Request Implemented

Request Closed

Request Terminated

General Comments:

Last Modified: 10/15/2019 11:29 AM - Alana Collins/MFN/DPS/LAGOV

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DATE: 10/18/2019
TIME: 14:49:10
ORT ID: ET06

PAGE: 1
EFFECTIVE DATE:
10/07/2019 - 10/20/2019

after annual leave payout

EMPLOYEE ID	EMPLOYEE NAME	POSITION	DEPARTMENT	LOCATION	DATE	TIME	STATUS	REASON	AMOUNT
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

OT Absence Data

after annual leave reduction

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DATE 10/18/2019
TIME 14:51:16
ORT ID ITO6

PAGE 1
EFFECTIVE DATE
10/07/2019 - 10/20/2019

after sick leave reduction

EMPLOYEE ID	EMPLOYEE NAME	POSITION	DEPARTMENT	ORGANIZATION	REPORTING OFFICER	DATE	TIME	STATUS	REASON	REMARKS
15 50674374	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR
15 50674374	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR
15 50674374	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR
15 50674374	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR	10P TROOP SUPERVISOR

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after all payouts and reductions

UNITED STATES DEPARTMENT OF JUSTICE

04 10014170 ZIP 17000 BALTIMORE MD 21201-1100
05 10014174 ZIP 17000 BALTIMORE MD 21201-1100
06 10014175 ZIP 17000 BALTIMORE MD 21201-1100
07 10014176 ZIP 17000 BALTIMORE MD 21201-1100

1. 研究目的と意義
 本研究は、日本の経済成長と社会変革の背景にある要因を明らかにし、持続可能な発展に向けた政策提言を行うことを目的とする。

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ocial Messages: NOVEMBER IS NATIONAL ADOPTION MONTH. IF YOU ENJOY BEING A
PARENT, CALL THE OFFICE OF COMMUNITY SERVICES AT 886-1001.

19 DPS-Office of State Police PERIOD: 22/2019 PAY PERIOD END: 10/20/2019
RS #: 00317191 Class NE 22/2019 PAY DATE: 10/25/2019
[REDACTED] WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 02 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 3,570.90 NAS JRB CR UNION

T 3,570.90

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
NUAL	0.00	0.00000	0.00000	0.00		
CK	0.00	0.00000	0.00000	0.00		
MP-KT	0.00	0.00000	0.00000	0.00		
SA COMP	0.00	0.00000	0.00000	0.00		
LA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
3B Regular Pay-Salary	22.41	40.00	896.35
6B TxCsh Aut Dly Unifrm Allo	8.00	5.00	40.00
0B OT (ST) Attendance	22.41	14.00	313.72
0B Annual Leave-Term	22.41	13.00	291.31
5B K Time - 1.5 Term/Payout	22.41	120.75	2,705.84

***** TOTAL EARNINGS/PAID ABSENCES 4,247.22

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
LSP1 EE	85.15	610.98	LSPR	896.35	LSPR 6,431.28
D Withholding	318.75	733.11	FED	4,076.13	FED 9,123.41
D EE Medicare	60.34	141.15	LA	4,076.13	LA 9,123.41
Withholding	126.14	286.13			

TAL TAXES/RET. 590.38 1,771.37

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
00 *Flex OGB Health	84.44	337.76	CURRENT YR-TO-DATE
10 *Flex Life Insurance	1.50	6.00	85.94 343.76

***** TOTAL DEDUCTIONS 85.94 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
3B Regular Pay-Salary	6,252.01
6B TxCsh Aut Dly Unifrm Allo	336.00
0B OT (ST) Attendance	313.72
0B Annual Leave-Term	291.31
5B K Time - 1.5 Term/Payout	2,705.84
1B Holiday	179.27

*** TOTAL EARNINGS/PAID ABSENCES YTD 10,078.15



Kristin
Perron/LSP/DPS/LAGOV
Sent by: Kristin Garcia

10/18/2019 03:05 PM

To dps_ola.all@la.gov, Internal Affairs@LADPS, Support
Services/LADPS@LADPS, Training
Academy/LADPS@LADPS, Operational
Development/LADPS@LADPS, State Police
Commission/LADPS@LADPS
cc Lamar.Davis@la.gov, David.Ryerson@la.gov,
Debbie.Givens@la.gov, Tammy.Penouilh@la.gov
bcc
Subject Separations--Cadets

Good Morning,

This is notification that the employees below were relieved from their position at the close of business on 10/11/19. They were State Police Cadets in CC# 99 (cost center 4191012295).

Senette Small and 




Senette Small.pdf

Thanks,

Kristin Garcia
DPS/Human Resources
P: 225-925-6067

NAME OF EMPLOYEE: Christopher Sink
DATE OF SEPARATION: 10/11/19

PAYMENT OF ANNUAL LEAVE UPON SEPARATION FROM STATE SERVICE

You are being paid for 13 hours of annual leave. If you return to state employment within 1 business day(s), you may be required to buy back any unused annual leave.

Civil Service Rule 11.10(e) "When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement."

Executive Order – *Rules and Policies on Leave for Unclassified Service*, Section 10:B. "An unclassified officer or employee who is paid for accrued annual leave upon termination from service and who is subsequently re-employed in a leave-earning classified or unclassified position shall reimburse the state service, through the employing agency, for the number of work hours that transpired during the officer or employee's break from state service. In turn, the officer or employee shall receive a credit for the number of hours of annual leave for which the officer or employee made reimbursement to state service."

RESIGNATION AND EXIT - INTERVIEW REPORT

PART A (TO BE COMPLETED BY EMPLOYEE)

CHECK PRIMARY REASON FOR RESIGNATION (Place any additional comment(s) under Remarks)

<input type="checkbox"/> Resign - Work-related <ul style="list-style-type: none"> • Lack of Promotional Opportunities • Lack of Training • Job Security • Work Not Interesting • Relationship with Fellow Employees • Relationship with Supervisors • Excessive Work • Insufficient Work • Physical Conditions of Work 	<input type="checkbox"/> Resign - Personal <ul style="list-style-type: none"> • Poor Health • Maternity • Marriage • Moving to Another Area • To Attend School • Military • Transportation • Home Responsibilities • Business Responsibilities • Better Job/Other Industry
<input type="checkbox"/> Resign - Pay Reasons <ul style="list-style-type: none"> • Insufficient Pay • Better Pay - Private Industry 	<input type="checkbox"/> Resign - Reason Not Stated
<input type="checkbox"/> Resign - Shift/Location/Jobing <ul style="list-style-type: none"> • Shift Work • Location of Work • Housing Facilities 	<input type="checkbox"/> Retirement

MOVEMENT WITHIN STATE GOVERNMENT
(CHECK BELOW, IF APPLICABLE)

- ☐ TO ACCEPT NEW PROBATIONAL APPOINTMENT
☐ TO ACCEPT A NEW CLASSIFIED APPOINTMENT (OTHER THAN PROBATIONAL) OR AN UNCLASSIFIED APPOINTMENT
☐ TRANSFER OUT TO ANOTHER DEPARTMENT/AGENCY (LATERAL OR WITH PROMOTION, DEMOTION)

REMARKS

EMPLOYEE NAME <i>Christopher J. Sink</i>	DEPARTMENT/AGENCY <i>LA DPS/State Police</i>
POSITION TITLE <i>Cadet</i>	RESIGNATION EFFECTIVE DATE TIME <i>10/11/2019 4:30 pm.</i>
EMPLOYEE PERSONNEL NUMBER <i>317191</i>	EMPLOYEE SIGNATURE DATE TIME <i>Christopher J. Sink 11/8/2019 3:25</i>

PART B Appointing Authority Acceptance and Agency Comments

ACCEPTED BY APPOINTING AUTHORITY <i>[Signature]</i>	DATE <i>11/11/19</i>	TIME <i>1540</i>
AGENCY COMMENTS BY <i>[Signature]</i>	DATE	

THIS FORM SHOULD NOT BE USED FOR THE FOLLOWING REASONS: DEATH, DISMISSAL, NON-DISCIPLINARY REMOVAL, LAYOFF, SEPARATION FROM PROBATION, OR TERMINATION OF TEMPORARY APPOINTMENT ENDED BY THE APPOINTING AUTHORITY

Employee Notification Form for 09/30/2019

Personal Information

Employee Name RYDER, TREVOR DYLAN Known As
Personnel Number 00330573 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm X HI/PI White Ethnicity

Address Information

Privacy Request Yes X No
Permanent Street
City
State
Zip Code
Mailing Street
City
State
Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP G/REGION 3
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperLE2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probational Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 09/25/2019 To 12/31/9999 Reason Resign-Personal
Action Hiring (P) 0419 08/25/2019 To 09/24/2019 Reason Certif - St. Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 09/25/2019 To 12/31/9999
Position 07129489 - STATE POLICE CADET From 08/25/2019 To 09/24/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Demote Same Sched

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999

Employee Name: Trevor Ryder
Effective Date: 9/24/19

Personnel #: 330573
Area/Location: LSP/Cadet

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☒ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov), jannai.davis@la.gov, Legal (OLA.ALL), lucy.mccartney@la.gov, Rhonda Fogleman, Soncere.antoine@la.gov, Alana.collins@la.gov, Jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☒ Verify receipt of resignation with Appointing Authority's signature/initials
- ☒ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☒ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☒ Check for outstanding recoupments (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☒ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov BEFORE the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☒ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.
- ☒ Run ZP42 – Potential Separation/Transfer Error Report
- ☒ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanvalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☒ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☒ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☒ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☒ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service/State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service/State Police Commission as well as DPS/PSS policies and procedures.


Human Resources Representative Signature

9/30/19
Date

Great Report

STATE OF LOUISIANA
LAGOV ERP-HCM

RUN DATE. 09 27 019

RUN TIME: 14:- :--

REPORT ID: 2706


PAGE 1

EFFECTIVE DATE

09 77 70 0 0 05 1911

PAYE	SERIALS	CITY	REGION	FACID	LAST NAME	FIRST NAME	POSITION	RATE	DATE	EARNED	PAID	BALANCE	REMARKS	DATE	AMOUNT	REMARKS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	ANNUAL LEAVE ENTITLEMENT	21	2019	7.69870	0.7176	0.0000	8.43630	0.0000	8.43630	0.0000 HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	SICK LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	0.0000	8.43630	0.0000	8.43630	0.0000 HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	F TIME EARNED (ST)	21	2019	8.00000	0.0000	0.0000	8.00000	0.0000	8.00000	0.0000 HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	F-TIME EARNED (1.5)	21	2019	\$2.25000	0.0000	0.0000	92.25000	0.0000	92.25000	0.0000 HRS

END OF Absence Quota Report

Initial 
9/27/10

STATE OF LOUISIANA
LAGOS EPD NCH

RUN DATE: 09/27/2019
RUN TIME: 14:30:19
REPORT ID: 0005

PAGE: 1
EFFECTIVE DATE: 09/27/2019

EMP ID	EMP NAME	EMP TITLE	EMP STATUS	EMP GRADE	EMP DIVISION	EMP DEPARTMENT	EMP POSITION	EMP CLASS	EMP PAY PLAN	EMP PAY RATE	EMP PAY PERIOD	EMP PAY DATE	EMP PAY AMT	EMP PAY TAX	EMP PAY DED	EMP PAY NET	EMP PAY TYPE
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	ANNUAL LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	8.0000	0.43630	0.0000	0.43630	8.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	SICK LEAVE ENTITLEMENT	21	2019	7.69870	0.7376	8.4000	0.93630	0.0000	0.93630	8.4000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	K-TIME EARNED (ST)	21	2019	8.00000	0.0000	8.0000	0.00000	0.0000	0.00000	8.0000	HRS
0419	50024381	LSP TROOP G/REGION 3	330573	RYDER	TREVOR	P-01	K-TIME EARNED (11.5)	21	2019	92.25000	0.0000	92.2500	0.00000	0.0000	0.00000	92.2500	HRS

END OF Absence Quota Report

Final
DA
9/27/19

***** STATE OF LOUISIANA DEPT TREASURY OFFICE OF STATE FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00330573 Class NE
TREVOR RYDER

PERIOD: 18/2019 PAY PERIOD END: 08/25/2019
21/2019 PAY DATE: 09/13/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC

BANK DETAILS

PRIOR PERIOD ADJUSTMENT

AMOUNT

NET 0.00

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	7.00	156.86
076B TxCsh Aut Dly Unifrm Allo	8.00	1.00	8.00

***** TOTAL EARNINGS/PAID ABSENCES 164.86

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
			LSPR	156.86	LSPR 156.86

TOTAL TAXES/RET. 0.00 0.00

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
			CURRENT YR-TO-DATE

***** TOTAL DEDUCTIONS 0.00 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE AMOUNT

***** TOTAL EARNINGS/PAID ABSENCES YTD 0.00

***** STATE OF LOUISIANA DEPT TREASURY OFFICE OF STATE U FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police PERIOD: 19/2019 PAY PERIOD END: 09/08/2019
PERS #: 00330573 Class NE 21/2019 PAY DATE: 09/13/2019
TREVOR RYDER
[REDACTED] WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 01 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 1,528.25 GIDSLAND BANK & TRUST /552 DifprePe 164.06

NET 1,528.25

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	72.00	1,613.42
076B TxCsh Aut Dly Unifrm Allo	8.00	12.00	96.00
701B Holiday	22.41	8.00	179.27

***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	185.21	185.21	LSPR	1,792.69	LSPR 1,949.55
FED Withholding	169.67	169.67	FED	1,783.75	FED 1,783.75
FED EE Medicare	28.55	28.55	LA	1,783.75	LA 1,783.75
LA Withholding	57.28	57.28			

TOTAL TAXES/RET. 440.71 440.71

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	84.44	84.44	CURRENT YR-TO-DATE
2210 *Flex Life Insurance	0.15	0.15	84.59 84.59

***** TOTAL DEDUCTIONS 84.59 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	1,770.28
076B TxCsh Aut Dly Unifrm Allo	104.00
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 2,053.55

***** STATE OF LOUISIANA DEPT (TREASURY OFFICE OF STATE FORM PAYROLL *****
Special Messages:

0419 DPS-Office of State Police
PERS #: 00330573 Class NE
TREVOR RYDER

PERIOD: 20/2019 PAY PERIOD END: 09/22/2019
21/2019 PAY DATE: 09/27/2019
WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 01 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 1,404.53 GIRSLAND BANK & TRUST

NET 1,404.53

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	80.00	1,792.69
076B TxCsh Aut Dly Unifrm Allo	8.00	12.00	96.00

***** TOTAL EARNINGS/PAID ABSENCES 1,888.69

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	170.31	355.52	LSPR	1,792.69	LSPR 3,742.24
FED Withholding	151.67	321.34	FED	1,633.79	FED 3,417.54
FED EE Medicare	26.16	54.71	LA	1,633.79	LA 3,417.54
LA Withholding	51.43	108.71			

TOTAL TAXES/RET. 399.57 840.28

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	84.44	168.88	CURRENT YR-TO-DATE
2210 *Flex Life Insurance	0.15	0.30	84.59 169.18

***** TOTAL DEDUCTIONS 84.59 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	3,562.97
076B TxCsh Aut Dly Unifrm Allo	200.00
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 3,942.24

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL *****
Special Messages: OGB ANNUAL ENROLLMENT RUNS OCT 1st - NOV 1st. FIND MORE
INFORMATION AT INFO.GROUPBENEFITS.ORG

0419 DPS-Office of State Police PERIOD: 21/2019 PAY PERIOD END: 10/06/2019
PERS #: 00330573 Class NE 21/2019 PAY DATE: 10/11/2019
TREVOR RYDER
[REDACTED] WITHHOLD W/4 #A PE DE ADDL AMT EIC
FED Single 01 0.00
LA Single 00 01 00 0.00

BANK DETAILS PRIOR PERIOD ADJUSTMENT AMOUNT
Checking 2,430.16 GIBBSLAND BANK & TRUST

NET 2,430.16

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	0.00000	0.00000	0.00		
SICK	0.00	0.00000	0.00000	0.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	0.00	0.00000	0.00000	0.00		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	22.41	16.00	358.54
076B TxCsh Aut Dly Unifrm Allo	8.00	2.00	16.00
800B OT (ST) Attendance	22.41	1.50	33.61
500B Annual Leave-Term	22.41	8.00	179.27
515B K Time - 1.5 Term/Payout	22.41	92.25	2,067.20

***** TOTAL EARNINGS/PAID ABSENCES 2,654.62

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
SP LSP1 EE	34.06	389.58	LSPR	358.54	LSPR 4,100.78
FED Withholding	237.52	558.86	FED	2,789.74	FED 6,207.28
FED EE Medicare	40.94	95.65	LA	2,789.74	LA 6,207.28
LA Withholding	81.12	189.83			

TOTAL TAXES/RET. 393.64 1,233.92

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAFE
2200 *Flex OGB Health	168.88-		CURRENT YR-TO-DATE
2210 *Flex Life Insurance	0.30-		169.18-

***** TOTAL DEDUCTIONS 169.18- 0.00

EARNINGS/PAID ABSENCES YR-TO-DATE	AMOUNT
003B Regular Pay-Salary	3,921.51
076B TxCsh Aut Dly Unifrm Allo	216.00
800B OT (ST) Attendance	33.61
500B Annual Leave-Term	179.27
515B K Time - 1.5 Term/Payout	2,067.20
701B Holiday	179.27

***** TOTAL EARNINGS/PAID ABSENCES YTD 6,596.86

Danielle Hett

P#330573

From: Clay Reavis
Sent: Tuesday, September 24, 2019 1:48 PM
To: Alana Collins; Danielle Hett; Debbie Givens; Ginger Krieg; kimberly gann; kreed@lsprs.org; Lanny Bergeron; Patrick Jackson (DPS); Shenikka Matthews; Timi Payton; William Moragne
Subject: Cadet Trevor Ryder Resignation

Follow Up Flag: Follow up
Flag Status: Flagged

Cadet Trevor Ryder resigned September 24, 2019 at 1320 hours.

He left due to academic reasons.

Please let me know if you need further.

Respectfully,

Sgt. Clay Reavis
Louisiana State Police
Training Academy
Cadet Class Coordinator
225-925-4951



JOHN BEL EDWARDS
GOVERNOR

KEVIN W. REEVES, COLONEL
DEPUTY SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

OCTOBER 10, 2019
4750/0501/MMG/19-22695
HQ2-1745-19

CADET SENETTE SMALL
STATE POLICE TRAINING ACADEMY
HIRE DATE: AUGUST 25, 2019

VIA PERSONAL DELIVERY

RE: Separation from State Police Service

Dear Cadet Small:

In accordance with State Police Commission Rule 9.1(c), effective at 4:30 p.m. on Thursday, October 10, 2019, your services as a cadet with Louisiana State Police (LSP) are no longer needed and you are separated from your position. On October 8, 2019, you were not truthful to Training Academy staff regarding a cell phone found in your dorm room. You also admitted that you had an outside friend of yours write in whole and in part some of your papers assigned in the Academy.

Any questions you may have regarding your benefits upon separation should be directed to the Louisiana State Police Retirement System. Their telephone number is (225) 295-8400, and their address is 9224 Jefferson Hwy Baton Rouge LA 70809. Questions regarding any other benefits may be addressed to the Department of Public Safety Human Resources Office. Their telephone number is (225) 925-6067 and their address is 7979 Independence Blvd., Suite 201, Baton Rouge, LA 70806.

Sincerely,

Lt. Colonel Mike Noel
Asst. Superintendent/ Chief of Staff
Louisiana State Police

COURTESY • LOYALTY • SERVICE
"An Equal Opportunity Employer"
P.O. BOX 66614, BATON ROUGE, LOUISIANA 70896

c: Colonel Kevin Reeves
Lt. Col. Layne Barnum
Lt. Col. Jay D. Oliphant
Major David McClendon
Captain Mark Richards
Internal Affairs
Office of Legal Affairs
Human Resources Management
Jason Hannaman, State Police Commission

COURTESY • LOYALTY • SERVICE
"An Equal Opportunity Employer"
P.O. BOX 66614, BATON ROUGE, LOUISIANA 70896

Employee Notification Form for 09/05/2019

Personal Information

Employee Name BAUDOUIN, BRANDON JOSEPH Known As
Personnel Number 00330611 Gender Male Date of Birth
Race Decl Ind/AK Asian AfrAm HI/PI White ☒ Ethnicity Not Hispanic/Latino

Address Information

Privacy Request Yes ☒ No
Permanent Street Mailing Street
City
State
Zip Code

Employment Related Dates

Adjusted Service Date 08/25/2019 Next CPG Elig Date 08/25/2020
Performance Adjustment Date Adjusted Leave Service Date 08/25/2019 Agency Hire Date 08/25/2019

Organizational Assignment Information

Company Code LAGOV Org. Unit LSP TROOP C/REGION 2
Personnel Area DPS-Office of State Police Cost Center 4191012295
Employee Group Full Time Salary Personnel Subarea StTrooperL F2100
Payroll Area LaGov-Paid Bi-Wkly Employee Subgroup Class NE
Work Contract Probationary Permanent Status
Expiration Date 01/30/2021 Employment Status Withdrawn

Time Management Information

Employment Percent 100.00 Time Management Status Negative Time Entry
Weekly Working Hours 40.00 Time Administrator 068
Work Schedule Rule M-F 8HR Telecommuter

Action History

Action Separation (P) 0419 09/03/2019 To 12/31/9999 Reason Resign-Reason Not Stated
Action Hiring (P) 0419 08/25/2019 To 09/02/2019 Reason Certif - St Police Commission

Job History

Job 07133380 - State Police Cadet From 08/25/2019 To 12/31/9999

Position History

Position 99999999 From 09/03/2019 To 12/31/9999
Position 50509836 - STATE POLICE CADET From 08/25/2019 To 09/02/2019

Base Pay History

Biweekly 1,792.69 P-01 *A From 08/25/2019 To 12/31/9999 Pay Reason Code Hire Sal Rate State Trooper

Other Pay Information

Shift Diff 2nd 0.50 0051 From 08/25/2019 To 12/31/9999
TxCsh Aut Dly U 8.00 0076 From 08/25/2019 To 12/31/9999
DPS Escort Pay2 60.00 0073 From 08/25/2019 To 12/31/9999

Employee Name: Brandon Bauain

Personnel #: 330611

Effective Date: 09/02/2019

Area/Location: LSP TROOP C

CHECKLIST – Separations (Troopers)

* For deceased employees, see HR Manager for Assistance

* Employees on detail must be returned to their true positions prior to the separation being processed and, if necessary, create an Additional Payment using wage type 0157 to correct the last day of pay.

All Separations:

- ☒ Complete URAC to remove employee's email/system access
- ☒ Update Vacancy Report
- ☒ Complete LDOL form within 3 days of separation (<https://www.laworks.net/Form77/>)
- ☒ File 1 copy of LDOL in employee's personnel file and mail 1 copy to employee with ENF
- ☐ Send e-mail to Internal Affairs, Support Services, David Ryerson, Operational Development (operational.development@dps.la.gov, lamar.davis@la.gov, Legal (OLA.ALL), huey.mccartney@la.gov, Rhonda Fogleman, Soncree.antoine@la.gov, Alana.collins@la.gov, jason.shaver@la.gov and SP Commission (Debbie.givens@la.gov) notifying them of the separation
- ☐ Verify receipt of resignation with Appointing Authority's signature/initials
- ☐ Review time entered for pay period and email timekeeper to verify that all time entries have been made & no adjustments needed. Email Analyst over section to ensure there are no pending PPA's prior to payout (If NE employee, change any 1.5 k-time earned to paid OT)
- ☐ Verify with employee separation vs transfer to other state agency and process separation action in ISIS-HR
- ☐ **Check for outstanding recoupments** (under Additional Payments/Recurring Deductions) (Let manager know if any)
- ☐ Check for current garnishments. If yes, e-mail the Garnishment Unit/OSUP at doa-osup-garn@la.gov **BEFORE** the employee is paid or an off-cycle is done
- ☒ Process separation in LA Gov.
- ☒ Change any outstanding "Monitoring of Tasks" to show "Task Completed"
- ☒ Create Quota Compensation records for annual & sick leave
- ☒ Create Quota Corrections for annual & sick leave
- ☐ Pay up to 300 hours of annual leave (no fractions of an hour)
- ☒ Pay for all 1.5 k-balances. **Reduce all remaining straight k-time balances that have not been approved by the appointing authority for payment.**
- ☐ Run ZP42 – Potential Separation/Transfer Error Report
- ☐ Email ENFs (Employee Notification Form). To SSebastian@lsprs.org (SP Ret), Samona.Barber@la.gov (IA), Debbie.givens@la.gov (SP Comm), Monica.Mcdonald@la.gov (Police Supply), Mary.Vanalkenburg@la.gov (SP HQ) Lenias.Marie@la.gov (TA)
- ☒ Print 2 ENFs – one for the employee's personnel file & one sent to the employee
- ☐ Complete annual leave term pay statement if payout is greater than 8 hours; mail a copy to employee
- ☒ If employee was a member of LSTA, send e-mail to info@latroopers.org stating name and date of retirement/separation
- ☐ Verify employee will receive final payment within 15 days (if not, off-cycle payment is needed)
- ☐ If employee participates in FSA (healthcare spending only), email flexiblespendingaccounts@la.gov and give employee's name and term date.
- ☒ Pull personnel file and place current year sticker on label to indicate year employee separated
- ☐ Pull Prudential Beneficiary Form and file in personnel file
- ☒ Reduce remaining annual & sick balances

I hereby certify that this action complies with the requirements of Article X, Civil Service State Police Commission Rules, Uniform Classification and Pay Plans, and all Civil Service State Police Commission as well as DPS PSS policies and procedures.

Shambrielle Robb
Human Resources Representative Signature

09/05/2019
Date



Separation Notice

Employer Information

Company: *LOUISIANA STATE DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 Independence Blvd
Address 2:
City: Baton Rouge
State: LA
Zip: 70806
Name: Shambrielle Pooler
Title: HR Analyst
Phone Number: 225-922-0842
Email Address: shambrielle.pooler@la.gov

Employee Information

Employee First Name: BRANDON
Employee Last Name: BAUDIN
Employee SSN: [REDACTED]
Employee Date of Separation: 09/02/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 09/02/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation Resigned-Reason Not Stated

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40	
Vacation/Accrued Leave - Not PTO : No	Total Amount:	Number of Hours: 0
Severance/Dismissal: No	Total Amount:	Number of Hours: 0
Bonus: No	Total Amount:	Number of Hours: 0
Holiday Pay: No	Total Amount:	Number of Hours: 0
Wage in lieu of Notice: No	Total Amount:	Number of Hours: 0
Pension: No		

If lump sum, what would the monthly amount
be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.

Signature

Date



Separation Notice

Employer Information

Company: *LOUISIANA STATE DEPARTMENT OF PUBLIC SAFETY
Company Street Address 1: 7979 Independence Blvd
Address 2:
City: Baton Rouge
State: LA
Zip: 70806
Name: Shambrielle Pooler
Title: HR Analyst
Phone Number: 225-922-0842
Email Address: shambrielle.pooler@la.gov

Employee Information

Employee First Name: BRANDON
Employee Last Name: BAUDIN
Employee SSN: [REDACTED]
Employee Date of Separation: 09/02/2019
Employee Date Hired: 08/25/2019
Employee Date Last Worked: 09/02/2019

Separation Reason

Reason For Separation: Resigned / Quit
Explain Reason for Separation Resigned-Reason Not Stated

Benefit Payments

Hourly Rate of Pay: \$22.41	Hours Worked Per Week: 40	
Vacation/Accrued Leave - Not PTO : No	Total Amount:	Number of Hours: 0
Severance/Dismissal: No	Total Amount:	Number of Hours: 0
Bonus: No	Total Amount:	Number of Hours: 0
Holiday Pay: No	Total Amount:	Number of Hours: 0
Wage in lieu of Notice: No	Total Amount:	Number of Hours: 0
Pension: No		

If lump sum, what would the monthly amount be if that option had been chosen?

I certify that the worker whose name and Social Security Number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

This form has been submitted electronically. There is no need to mail a copy to Louisiana Workforce Commission.

IMPORTANT: Give a copy of this form to the separating worker and retain a copy for your files.

Signature

Date

Multi-person view One-day view Team view Ag

2019/8						
BN	31	32	33	34	35	36
NO	29	5	12	19	26	2
TU	30	6	13	20	27	3
WE	31	7	14	21	28	4
TH	1	8	15	22	29	5
FR	2	9	16	23	30	6
SA	3	10	17	24	31	7
SU	4	11	18	25	1	8

Employee BRANDON BAUDON

Employee data Dept: Organizational

Time Data Calendar

Sh	We	Date	Duration	ID	ID text	F	Cost center	Paid	Funds Center	Order	WBS element
		NO 09/02/2019	8.00	8DAV	8 HOUR DAY						
			10.00	2404	EXC A EARNED & N KATE						
		TU 09/03/2019			Inactive						
			8.00	LW	LEAVE WITHOUT PAY						
		WE 09/04/2019			Inactive						
			8.00	LW	LEAVE WITHOUT PAY						
		TH 09/05/2019			Inactive						
			8.00	LW	LEAVE WITHOUT PAY						
		FR 09/06/2019			Inactive						
			8.00	LW	LEAVE WITHOUT PAY						
		SA 09/07/2019			Inactive						
		SU 09/08/2019									

Quota Report

STATE OF LOUISIANA
LaGov ERP-HCM

RUN DATE: 09/05/2019
RUN TIME: 15:13:10
REPORT ID: ZT06

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EFFECTIVE DATE
06/01/2019 - 09/08/2019

LINE	EMP ID	EMP NAME	REGION	ORG	POSITION	CLASS	LEAVE TYPE	YR	MO	START DATE	END DATE	START TIME	END TIME	START DATE	END DATE	START TIME	END TIME	UNIT
0419	50024376	LSP TROOP C/REGION 2	330611	BAUDOIN	BRANDON	P-01	ANNUAL LEAVE ENTITLEMENT	19	2019	0.00000	2.2128	0.0000	2.21280	0.0000	2.21280	0.0000	0.0000	HRS
0419	50024376	LSP TROOP C/REGION 2	330611	BAUDOIN	BRANDON	P-01	SICK LEAVE ENTITLEMENT	19	2019	0.00000	2.2128	0.0000	2.21280	0.0000	2.21280	0.0000	0.0000	HRS
0419	50024376	LSP TROOP C/REGION 2	330611	BAUDOIN	BRANDON	P-01	K-TIME EARNED (ST)	19	2019	0.00000	29.5000	0.0000	29.50000	0.0000	29.50000	0.0000	0.0000	HRS

END OF Absence Quota Report

Quota Report

STATE OF LOUISIANA

LaGov ERP-HCM

RUN DATE: 09/05/2019

RUN TIME: 15:18:40

REPORT ID: ZT06

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EFFECTIVE DATE

08/26/2019 - 09/08/2019

FA	Org Unit	Org Unit	Text	Person	Text	Emp Name	SSN	Level	Quota	Text	FX	FX	FX Year	Req	Avail	Ex Earned	Ex Taken	Period	Bal Future	Ex Avail	Bal	Ex Taken	Oth	UnChd
0419	0419	6	LSP TROOP C/REGION 2	330611	BAUDOUH	BRANDON	P-1			ANNUAL LEAVE ENTITLEMENT														
0419	0419	6	LSP TROOP C/REGION 2	330611	BAUDOUH	BRANDON	P-1			SICK LEAVE ENTITLEMENT														
0419	0419	6	LSP TROOP C/REGION 2	330611	BAUDOUH	BRANDON	P-1			P-TIME EARNED	ST													

END OF Absence Quota Report