



**BOBBY JINDAL**  
GOVERNOR

**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Human Resources**

**IT CONSOLIDATION QUESTIONNAIRE**

<b>Name and Position:</b>	<b>Agency :</b>
<b>Total Number of Transferring Employees :</b>	<b>Date:</b>

<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Who will be the Human Resources point of contact at your agency? Please include contact name, telephone number and email address.				
2. Is your agency LaGov Paid? If not, what is your payroll system?				
3. Are you aware of any upcoming retirements among transferring employees? If so, please indicate employee name and contact information.				
4. Are there any retirement incentives in place within your agency? If so, please describe.				
5. Do any of the transferring employees have any outstanding claims/recoupments? Please identify the employee and the plan in place.				

Question	Yes	No	N/A	Comments
6. Are any of the transferring employees currently absent on FMLA or Worker's Compensation? Please identify the employees.				
7. Are any of the transferring employees currently absent on military leave? Please identify the employees.				
8. Does your agency currently utilize an online time approval system?				
9. Are there any special pay provisions in place involving transferring employees? If so, identify the employees and attach a copy of the policy that guides the payment.				
10. Identify any alternate work schedules currently utilized by transferring employees. Attach a copy of the policy governing planned working time schedules.				
11. Are there any transferring employees currently utilizing educational leave? If so, identify the employees and attach a copy of the policy.				
12. Are any of the transferring employees on detail or LOA? If so, please identify the employees and attach a copy of the policy or plan in place.				

Question	Yes	No	N/A	Comments
13. Do you have a drug testing policy in place? If so, please attach a copy of the policy.				
14. Do any of the transferring employees have state issued devices? Are the devices tracked on objects on loan?				
15. Are any of the transferring employees currently receiving any fringe benefits (i.e. cell phone allowance, vehicle storage, etc.)?				

**Please provide any additional information that would assist us in the consolidation process:**

**Please return the completed questionnaire to Dr. Ron Jackson, Human Resources Director at [Ronald.Jackson@LA.gov](mailto:Ronald.Jackson@LA.gov) by Wednesday, February 19, 2014. Please feel free to contact Dr. Jackson at (225) 342-6060 if you have any further questions.**