



PROGRAM SUPPORT HR TIPS

August 7, 2013

No. 20

REPORTING BOARD MEMBERS – UPDATE

This notice is an update to Issue #5 dated April 29, 2010.

Why do I have to report Social Security Numbers and Birthdates on board members?

In the previous Issue dated April 29, 2010, it was noted that social security numbers and birthdates were preferred information but not required when submitting paperwork on board members to Civil Service.

This has changed – effective immediately it is required to submit social security numbers and birthdates in order to create a record accurately for submission to the Legislature. In accordance with [Louisiana Constitution Article 10.2 \(B\) 5](#), board members are considered part of the unclassified service and are subject to reporting requirements of State Civil Service.

Therefore, any **NEW** appointments/forms will require this information. All existing employees have already been updated to reflect this information on the record.

*We hope this **HR Tip** has been helpful to you. If you have any questions, please contact your HR Analyst at (225) 342-8274 or you may email them directly.*