LSF019: LaGov Security – Statewide Support – Inquiry Only
Request for Position Security – Form Instructions

Revised 08/20

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

Position Number: Position number to be assigned LaGov statewide support security.

Personnel Area: Position belongs to this business area.

Position Holder Name: Employee name.

Holder Personnel #: Personnel number assigned by HR department.

Start Date: The beginning date for the permissions requested.

End Date: The ending date for the permissions requested. If security is to be temporary, then provide an appropriate end date, else a default end date of 12/31/9999 will be assigned.

Action: **Check appropriate action to be taken for position number listed on this form.**

Add: Add the selected security to the position. Any existing security on the position governed by this form will remain intact.

Remove: Remove the selected security from the position. If no job functions are selected, then all job functions related to the form will be removed.

Job Functions:

AUD-01 Legislative Auditor IS — Allows reporting and inquiry access within the LaGov HCM system for IS Legislative Auditors.

AUD-02 Legislative Auditor FI/Inspector General — Allows statewide inquiry access to financial information needed for auditing by Legislative field auditors and the Office of the Inspector General.

HCM-26 Retirement System Inquiry — (LASERS, TRSL, LSPR) Allows statewide inquiry to retirement related information within LaGov HCM.

HCM-29 OPB Legislative Fiscal Inquiry — Allows reporting and inquiry access within the ISIS HR system.

HCM-30 OGB Inquiry — Allows statewide inquiry to benefit related information within the ISIS HR system.

HCM-31 OSRAP Financial Inquiry — Allows statewide fiscal inquiry within the ISIS system.

The agency Security Administrator or Alternate is responsible for retaining a copy of each form submitted for audit purposes.