



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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April 28, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-53

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Policy on Entering Leave Taken/Earned in ISIS HR

This directive is being issued to advise ISIS HR Paid agencies of the Office of State Uniform Payroll (OSUP) policy mandating the use of the ISIS HR system to record all leave earned and leave taken. All agencies must comply with this policy effective the first pay period of July 2006 which begins June 19, 2006.

Each year OSUP is required to report agency leave liability data to the Office of Statewide Reporting and Accounting Policy (OSRAP). This information is used by OSRAP to prepare the state's Annual Fiscal Report.

OSUP gathers the leave liability information from ISIS HR reports. In order to provide the most accurate, up-to-date information, ISIS HR paid agencies must use ISIS HR to record all leave earned and leave taken. This includes straight and 1.5 compensatory leave.

Any questions regarding this policy should be directed to Andrea Hubbard at (225) 342-0715.

JWC:APH/kmb