



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

February 4, 2005

ISIS Memorandum 05-033

To: Human Resource Managers
Employee Administrators

Subject: ISIS HR Off Cycle Holiday Processing Schedule for Mardi Gras

****** Please distribute this important information to all of your ISIS HR users. ******

Tuesday, February 8, 2005

Off-cycle will be locked due to the Mardi Gras holiday and will remain locked until Wednesday morning, February 9.

Please disseminate this information to all ISIS HR users within your organization. If you have any other questions, please contact the ISIS HR help desk at (225) 342-2677, option 1,2.

BC/dk

c. Whit Kling, Deputy Undersecretary