



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

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**ISIS Memorandum 06-002**

To: Human Resource Directors  
Employee Administrators  
Time Administrators  
Travel Administrators  
Technical Coordinators

Subject: ISIS HR, ISIS Travel and LEO Systems Restore

Due to a database problem the ISIS HR, ISIS Travel and LEO systems will be restored to a backup copy created at 6:45 a.m. this morning. As a result, any entries made today after 6:45 a.m. have been backed out and must be re-entered in these systems.

ZP111 cannot be used to identify lost entries since it will also be restored to the backup copy.

Please note that this includes any entries that employees may have made through LEO. It is essential that this information also be distributed to any employees at your agency who may have entered changes to their own information through LEO.

Should you have any questions, please contact the ISIS Help Desk.

PG/dk