



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-005

To: Human Resource Directors
Employee Administrators
Technical Coordinators

Subject: New Phone Number Report Available in LEO – My Staff

A new Employee Phone Number report has been added to LEO Manager Self Service (MSS). This report can be accessed by any manager with MSS access and lists the phone numbers stored on the address records of their employees.

Employees may store their primary non-work phone number and up to four additional alternate phone numbers on their permanent address record in LEO. Instructions for employees to store or change these phone numbers can be found in LEO Online Help [Address Help Script](#). To provide consistency in the report, we recommend that each agency establish standards for the use of the available phone number fields. Information about the new Phone Number report can be viewed from the table of contents help page for [My Staff](#).

If your agency does not use MSS and you would like more information about it, please call Cathy Lieux at 342-9159.

Questions may be directed to the ISIS Help Desk at (225) 342-2677, option 3, option 2.

SV/dak