



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 06-018**

To: Human Resource Directors  
Employee Administrators  
Technical Coordinators

Subject: New Costing Reports Available in LEO – My Staff

Two new reports have been added to LEO Manager Self Service (MSS). These reports can be accessed by any manager with MSS permissions.

- [Default Cost Distribution Report](#) displays the current default cost distribution information stored on an employee's infotype 0027 record.
- [Override Costing Report](#) displays a Time Entry Report for employees with any override cost information entered on the time file for the prior pay period.

Information about these new costing reports and other reports available in MSS 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