



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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November 21, 2005

ISIS Memorandum 06-022

To: Human Resource Managers
Employee Administrators

Subject: ISIS HR Off-Cycle Thanksgiving Holiday Processing Schedule

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

Wednesday, November 23, 2005

Due to the Thanksgiving holidays, off-cycle will be locked at 2:00 pm and will remain locked until Monday morning, November 28, 2005.

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.