



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 06-023**

To: Human Resource Directors  
Employee Administrators  
Technical Coordinators

Subject: New Time 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.

- [Time Entry Audit Report](#) displays absences and attendances stored on an employee's time record in ISIS HR.
- [Time Workflow Audit Report](#) displays absences and attendances processed through the online time system in LEO.

Information about these new time 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