



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-029

To: Employee Administration Managers
Human Resources Directors

Subject: LEO Manager Self Service

Effective July 10, 2006, Manager Self Service (MSS) functionality in LEO will be enabled for all ISIS HR paid agencies and DOTD. MSS has no update capability, but allows managers to view information about their subordinates. To view a brochure with additional information about MSS functions, select a size and click one of the following links: [8½ x 11](#) or [11 x 17](#). The brochures can also be accessed by clicking the Help link in the upper right hand corner of any LEO screen and selecting "My Staff."

When MSS is enabled, the incumbent of any position which has been designated as "chief" in ISIS HR will see the "My Staff" tab appear in LEO. From that tab, they will be able to view information about all employees in their own organizational unit and all subordinate organizational units.

Agencies not wishing to use this functionality simply need to remove any "chief" designations from their positions. The "chief" indicator is not required for position to position reporting relationships or for Org Publisher.

If you have any questions or need assistance, please contact Dana Maxfield at dana.maxfield@la.gov or 225-342-7048.

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