



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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May 25, 2006

ISIS Memorandum 06-045

To: Human Resource Managers
Employee Administrators

Subject: ISIS HR Off-Cycle Holiday Processing Schedule for Memorial Day

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

Monday, May 29, 2006

Off-cycle will be locked at 5:00 pm on Friday, May 26, and remain locked through the Memorial Day holiday. Off-cycle will be unlocked at its usual time on Tuesday morning, May 30.

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.

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