



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

June 2, 2006

**ISIS Memorandum 06-047**

To: Employee Administrators  
Human Resources Directors

Subject: LEO Manager Self Service

As previously announced effective July 10, 2006, Manager Self Service (MSS) functionality in LEO will be enabled for all ISIS HR paid agencies and DOTD. Remember MSS has no update capability, but agencies not wishing to use this functionality should remove chief designations from their positions.

Please see [ISIS Memorandum 06-029](#) issued on February 17, 2006, for additional information.

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

PG/cl