



Memorandum 07-029
January 30, 2007

State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

January 30, 2007

ISIS Memorandum 07-029

To: Department Undersecretaries
Facility Administrators

Subject: ISIS Agency Contacts

The Office of Information Services (OIS) maintains a database of contact information used to communicate ISIS information to state agencies. When responsibilities change in the agencies, procedures require that OIS be notified so that the appropriate changes can be made to the database. In spite of those efforts, some data does get out of date, so OIS periodically requests that agencies confirm the information in the contact database.

Attached is a copy of the ISIS Agency Contact Confirmation Report for each contact person in your agency(ies). Please confirm the name, contact information (address, phone, e-mail, etc.) and assignment information (agency number and role) for each individual. You may mark any changes on the report, then sign the page giving your approval.

Since OIS uses email as the primary method of information distribution to agencies, it is particularly important that e-mail addresses be verified and corrected for all agency contacts.

Please note that changes will be forwarded to OSUP (Office of Statewide Uniform Payroll) for any of these roles: OSUP – Direct Deposit/EFT, OSUP – AFS J5 Rejects, OSUP – Statewide Vendors and OSUP – Travel Administrator.

For individuals not listed on the report, the following should be submitted:

For:	Submit:
New Agency Liaison;	Agency Liaison Change Form (ISF042).
New Security Administrator or Training Coordinator;	Agency Contact Setup/Change Form (ISF043).
New Human Resource Director, EA Manager, Time Super User, HR Security Administrator Primary or Alternate; PTMW Liaison Primary or Alternate	Human Resources Agency Contact Setup / Change Form (ISF061).
New Technical Contact;	Technical Support Agreement Form (ISF057).
New General LEO Support Primary or Alternate, LEO-ISIS Travel Support Primary or Alternate, LEO-Online Time Support	LEO Agency Contact Form (ISF066)
New OSUP representatives	Agency Contact Setup/Change Form (OSUP/F71)

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Each [OIS form](#) is available on the OIS home web site under ISIS Support / Forms / Miscellaneous. These same forms should be used to notify OIS of any changes that may be needed in the future.

Please complete the [Agency Contact Setup/Change Form \(OSUP/F71\)](#), referred to in [OSUP Memo #2007-07](#), for any additions/deletions/changes to OSUP duties.

The completed ISIS Agency Contact Confirmation Report should be returned no later than February 16, 2007. Once verification is complete, signed reports may be returned to OIS at our mailing address or faxed to (225) 342-0902. Questions may be directed to the ISIS Help Desk at (225) 342-2677.

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c. Barbara Goodson, Asst. Commissioner of Management & Finance