



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

March 5, 2007

ISIS Memorandum 07-032

To: Employee Administrators
Human Resource Directors
LEO Contacts
Time Administrators
Travel Administrators

Subject: ISIS HR, ISIS Travel, and LEO Availability

Please distribute this important information to all ISIS HR, ISIS Travel, and LEO users.

ISIS HR, ISIS Travel, and LEO will be unavailable beginning at 6:00 PM Thursday, March 15th, for the SAP software upgrade (ERP 2005 version) installation. Off-cycle will close at 3:00 PM on Thursday, March 15th in order to complete its processing prior to the upgrade.

ISIS HR, including off-cycle processing, will remain closed until Monday, March 19th at 7:00AM. LEO and Travel will be unavailable until Tuesday, March 20th at 7:00 AM.

Remember: All existing SAP GUI installations must be upgraded by **March 12, 2007**. Once the upgrade to SAP (ERP 2005 Version) is complete, PCs that have not been upgraded to the newer patch level will encounter errors.

Please distribute this information to all ISIS HR, ISIS Travel, and LEO users within your organization. If you have questions, please contact the ISIS HR help desk at (225) 342-2677.

c: Technical Coordinators

PG/dak