



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 07-041

To: Employee Administration Managers
Human Resource Directors
Time Administrators

Subject: Auto-posting Of Pending Online Time Requests

Effective **June 4, 2007** the auto-post job will run at **noon** each payroll Monday. This job closes all time requests submitted through the Online Time system in LEO that are still at a pending status. Previously this job was run at 9:00 a.m. but has recently been encountering system delays.

This change will allow the job to run during a non-peak usage timeframe. Time Administrators should still have sufficient time to review reports and complete time entry before payroll processing begins.

Questions may be directed to the ISIS Help Desk at (225) 342-2677.

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