



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

July 24, 2007

ISIS Memorandum 08-002

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

Subject: ISIS HR Unavailable at 4:00 PM on Monday, July 30

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

Payroll for period 16/2007 will require additional processing time due to the retroactive inclusion of the new pay raise. In order to assure that payroll is completed in a timely manner, processing will begin at 4:00 PM rather than 6:00 PM, the usual start time.

Therefore ISIS HR, ISIS Travel and LEO will be unavailable from **4:00 p.m. on Monday, July 30**, until payroll/posting is completed on Tuesday, July 31.

If you have questions, please contact the ISIS HR help desk at (225) 342-2677.

c: Technical Coordinators

PG/ef