



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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August 8, 2007

**ISIS Memorandum 08-004**

To: Human Resources Directors  
Employee Administrators  
Worker's Compensation Agency Liaisons

Subject: Worker's Compensation Workshop (Repeat Offering)

We plan to **repeat** the half-day Worker's Compensation Workshop for ISIS HR paid users on the dates shown below. This workshop is being repeated for staff that missed the workshop when first offered in 2004. It targets HR Directors, Worker's Comp Agency liaisons and Employee Administrators that handle the leave "buy back" process. Representatives from the Office of Risk Management and the Office of State Uniform Payroll will assist with the training and be available for questions.

The workshop will be taught on:

**Thursday, August 23<sup>rd</sup> and Wednesday, September, 5<sup>th</sup>**

To enroll, send an e-mail to the [OIS Training Unit](#). Make sure the e-mail includes:

- subject line: **WC Workshop**
- department/agency (remember the workshop is for **ISIS HR Paid agencies** only)
- names and personnel numbers of staff to be scheduled together
- e-mail addresses for each
- enrollment date preference (indicate one)
  - 1) August 23, 2007
  - 2) September 5, 2007
  - 3) Either date

Once registered, students will receive an email confirming their enrollment that will also include the location and begin and end time of the workshop. Direct any questions to the ISIS HR help desk at (225) 342-2677.

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