



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

January 4, 2008

ISIS Memorandum 08-016

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: Inauguration Day and Martin Luther King Day ISIS Schedule and Support

****** Please distribute this important information to all of your ISIS users. ******

Inauguration Day, Monday, January 14, 2008, is a holiday within the Baton Rouge city limits and the Office of Information Services (OIS) will be closed. However, ISIS will be available during the hours of 7:00 A.M. to 6:00 P.M. and a nightly cycle is scheduled to run on that day. AFS, AGPS, and CFMS Help Desk support will be provided. Voice mail messages will be monitored from 7:30 A.M. to 4:30 P.M. and returned by on-call help desk personnel.

Checks generated in the nightly cycle of Monday, January 14, will print on Tuesday, January 15.

Also, **Martin Luther King Day, Monday, January 21, 2008**, is a state holiday. ISIS will be available from 7:00 A.M. until 5:00 P.M. As on all statewide holidays, a nightly cycle will not run and payments will not be processed. Help desk coverage will not be available.

Please direct any questions to the ISIS Help Desk at (225) 342-2677.

PC/dk