



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 08-017

To: Employee Administrators
Human Resource Directors

Subject: HR Actions for Elected Officials or Gubernatorial Appointees

ISIS HR Help Desk staff would like to remind agencies to consult with them prior to entering hire, separation or transfer actions for elected officials or gubernatorial appointees that take (or leave) office at noon on January 14, 2008 (Inauguration Day). Agencies who only need to implement a mid-day salary change for a re-elected state official should also seek advice of Help Desk staff prior to changing Basic Pay records. In hopes of routing all Inauguration-related questions through a single analyst, we request that these [Help Desk tickets](#) be emailed and that the Problem Description begin with the word: **Inauguration**.

Please keep in mind that since Inauguration Day is a holiday for Baton Rouge area state employees, the ISIS HR Help Desk will be operating with limited staff on that date. Please make every attempt to submit all questions that must be resolved prior to running payroll for Period 02/2008 as soon as possible the week of January 7th. ISIS HR, Travel and LEO users will be locked out, as usual, at 6:00 p.m. on Monday, January 14th, in order for us to begin the biweekly payroll process.