

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

March 25, 2008

ISIS Memorandum 08-025

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

Subject: ISIS Travel and LEO Availability

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

ISIS Travel and LEO will be unavailable this weekend beginning at 2:00 p.m. Friday, March 28th, for system maintenance. The system maintenance should be completed by 7:00 a.m. Monday, March 31st.

Please distribute this information to all ISIS Travel and LEO users within your organization. If you have questions, please contact the ISIS help desk at (225) 342-2677.

c: Technical Coordinators

DK/dak