

BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Information Services**

May 21, 2008

**ISIS Memorandum 08-028**

To: Online Time Agency Users  
LEO Contacts

Subject: LEO Change

In a continuing effort to improve the functionality of LEO and group similar functions efficiently, effective May 27, 2008, the **LEO Inbox** will be relocated under **My Work – Tools**. The change will only affect users of Online Time for approval processing and/or establishing substitutions for extended absences.

The LEO Inbox will also have a new look with a folder structure displayed on the left-hand side similar to an Outlook Mailbox. The Workflow folder on the left-hand side will provide the functionality for establishing substitutions.

If you have any questions, please contact the ISIS LEO Help Desk at (225) 342-2677.

AM/dk