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State of Louisiana
Division of Administration
Office of Information Services

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ISIS Memorandum 10-004

To: Employee Administrators
Human Resource Directors
Time Administrators
Training Coordinators
Travel Administrators

Subject: Agency Contact Information

Effective immediately, Agency Contact information has been moved from a standalone Access database to ISIS HR. This process has been redesigned to include removal and consolidation of some of the former contact types. Actual contact information for those designated will be retrieved from ISIS HR as well. For example, work telephone number and email address will be pulled from Infotype 105, subtypes 0010 and 0020. Both can be maintained by the employees themselves in LEO.

The contact types to follow can be maintained by agency staff using transaction code: **ZP200**. Primary designations are limited to one employee per personnel area. Multiple employees can be assigned the Alternate designation. If your agency sees a need to have different LEO Contacts, for example, for its various facilities or campuses, this is possible.

- HR Director
- HR Employee Administrator – Primary, HR Employee Administrator – Alternate
- HR Technical Contact – Primary, HR Technical Contact – Alternate
- HR Time Super User – Primary, HR Time Super User – Alternate
- LEO – Primary, LEO – Alternate
- LEO Learning Management Syst – Primary, LEO Learning Management Syst – Alternate
- LEO Travel Admin – Primary, LEO Travel Admin – Alternate
- OSUP Budget
- OSUP Statewide Vendors
- OSUP Travel Administrators

The next list of Contacts must continue to be updated through submission of Form ISF043 for ISIS Security and/or Form ISF061 for HR Security to establish agency Security Administrators since authorization by the agency's Undersecretary or Appointing Authority is still required for these roles.

- HR Security Admin – Primary, HR Security Admin – Alternate
- ISIS Security Administrator – Primary, ISIS Security Administrator – Alternate

This final list of Contacts will continue to require an Undersecretary or Appointing Authority signature. Updates to these Office of State Uniform Payroll (OSUP) contacts must be submitted on an OSUP/F71, Agency Contact Setup/Change Form, which is currently being revised (revised form will be provided in a separate memorandum from OSUP). Form can be faxed to (225) 219-4432.

- OSUP AFS J5 Rejects
- OSUP Direct Deposit/EFT

Designations for all agencies can also be displayed using transaction code ZP200. [Help scripts](#) are available to walk agencies through the addition of new contacts/names as well as how to make a change when someone must be replaced or deleted. All ISIS HR users have display access. Update access is limited to those positions that have the Enhanced EA/TA role. Agencies have the option to further limit the maintenance responsibility to fewer staff members through agency procedures.

In an attempt to direct employees to the proper agency staff who can provide assistance with LEO, a subset of this information will be made available to your employees in LEO beginning sometime in October. This information will be found behind a new tab entitled, **My Help**.

Please take time to run this new transaction (ZP200) and display information that has been uploaded for your agency. It is very likely that changes will be desired. We hope that inclusion of this data in ISIS HR will allow for more timely maintenance of this important information. If you have questions when deciding how to establish your agency's Help structure, feel free to contact ISIS HR Help Desk at (225) 342-2677 or by [web ticket](#).

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