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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

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ISIS Memorandum 10-012

To: Human Resource Directors
Employee Administrators
Time Administrators
Technical Contacts
ISIS Travel Administrators
LEO/Training Contacts

Subject: New Look and Functionality for LEO

Effective Monday, November 9, 2009, LEO will take on a new appearance. Users will notice changes to the navigational tabs and lower level folders. These changes were made to facilitate quicker access to critical information as well as to add new functionality. Please encourage employees to Log in and look around. Changes they will notice include:

- Training has its own tab now called **My Training**.
- The **My Work** tab opens up a new **Work Email and Telephone** screen. The top of this screen includes numbered steps, which are intended to guide users through the entry process. Employees should be encouraged to take time to verify that information displayed here is correct or to enter the appropriate information if missing.
 - **Directory** was renamed **Search Employee Directory**. Functionality hasn't changed.
 - **Agency Contact Information**, which is new, has replaced the Agency Contact List that used to reside on the DOA/Office of Information Services website.
 - **Access ISIS HR** and **Access Other Systems** folders offer users quick access to other systems hosted by the Division of Administration.
- A **My Help** tab has been added. This tab opens to a list of agency staff available to assist with LEO questions. Be sure to check any comments that appear to the far right in the 'Division' field. Many larger departments have used this area to identify the individual that handles a particular workgroup (e.g., Facility, Region, Troop).

- **LEO Help Website** links to a list of LEO quick reference cards and Report Descriptors that users can view or print which include 'step by step' instructions for LEO processes.
- **My Info** has not changed. This is still where employees will continue to find Pay Statement, Personal and Time information.
- The final new tab is for supervisors who are not Organizational Unit Chiefs. The **My Employees** tab holds 7 different reports that allow supervisors to view contact information, performance history, leave balances, time information, etc. for their employees.

Note: Organizational Unit Chiefs who supervise employees in multiple personnel areas or employees that are associated with an organizational unit that does not report to the unit they manage, will also get a **My Employees** tab. This tab will allow them to view information for these employees.

As with anything new, should you encounter any problems or if employees ask questions that you can't answer, submit an ISIS HR [Help Desk Web Ticket](#).

MOH/csl