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COMMISSIONER OF ADMINISTRATION

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

February 24, 2011

**LaGov Memorandum 11-004**

To: LaGov/LEO User Community

Subject: LaGov System Unavailability

**All LaGov Systems**, to include LEO, will be unavailable on Sunday, 2/27/2011 from 6:00 p.m. to midnight to perform maintenance. Please advise employees to review their pay statements in LEO prior to 6:00 p.m. on Sunday.

As a result of this maintenance, LaGov's nightly processing will not run Sunday night which means, for example,

- LaGov's Data Warehouse will not be updated Monday morning (2/28/11) to include transactions entered on Sunday before the system was shutdown.
- Agile Work Orders and Day Cards created on Sunday will not be seen in SAP until Tuesday. Equipment, material and personnel inventories and master records will not be updated on Monday for the same reason.

For future reference, routine maintenance could occur on **any Sunday between the hours of 6:00 p.m. and midnight** and not be announced. Maintenance scheduled **outside** of this window will be announced via electronic notification ([listserv](#)) and on the LaGov ERP Announcements page.

If you have any questions, please contact the LaGov Help Desk at (225) 342-2677 or submit a [LaGov Help Desk Ticket](#).

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