



State of Louisiana
Division of Administration
Office of Information Services

June 14, 2012

LaGov Memorandum 12-007

To: LaGov Technical Contacts and LEO Online Time Agencies

Subject: LEO Time Approval via Mobile Devices

The April 23, 2012 SAP software upgrade to LaGov/LEO included changes that now enforce browser limitations for certain functionality within LEO that, previously, users were able to bypass. Unfortunately, the areas affected by this browser check include LEO Time approvals and access to your My Work > Inbox. This functionality is only accessible now if using **Microsoft Internet Explorer** as your default browser, thus ending our ability to render time request decisions via smartphones as well as alternative browsers such as Firefox and Google Chrome.

The future direction for accessing any SAP functionality from a mobile device will be through specialized apps, not a phone's browser. We have begun researching SAP's latest employee self-service offering, which includes updated employee time entry functionality. If possible to upgrade this area of our LEO portal, we may be able to devise a workaround or eventually leverage one of these new apps for time approval purposes.

Meanwhile, effective Thursday, June 14, 2012 we will increase the time request approval window from 48 to 72 hours (3 days), in hopes that the extra day will afford supervisors, who previously relied heavily on their mobile devices, additional time to access a suitable workstation from which to process time requests.

Please keep in mind:

- Week days (to include holidays) are recognized to be part of this 72 hour period. Saturday and Sundays are excluded, even when a scheduled work day for the supervisor.
- Supervisors have until noon on Monday of pay week to enter decisions on **current period** time requests which have not yet met the 3 day 'no action' threshold.

We appreciate your patience over the last few weeks as well as in the upcoming weeks. We will issue periodic updates as more information becomes available. Agencies that are active users of LEO time may wish to forward this update to appropriate agency staff. More information is available in [LaGov's Technical Requirements](#) document.

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