



State of Louisiana
Division of Administration
Office of Information Services

March 12, 2013

LaGov Memorandum 13-005

To: LEO Online Time Agencies

Subject: Changes to Employee Time Entry Through LEO

On March 18, 2013, we begin a phased cutover to a new version of LEO Time Entry. This updated application restores the ability for supervisors to approve time requests using most types of mobile devices, while also offering many new benefits. A few include:

- Ability to create absence and attendance entries from a single screen.
- Access to a calendar that can be used to populate Request Begin and End dates.
- A new approval screen that displays not one, but all requests pending for a Supervisor. Multiple requests can be approved simultaneously. For more information on supported browsers, review [LaGov Technical Requirements](#).

Agencies that create absence requests only through LEO will begin using this new version Monday, March 18, 2013. The remaining LEO Time agencies will start using it on Monday, April 15, 2013.

Updated web-based training is now available in LEO > My Training to guide employees through creating a time request and to teach supervisors how to approve requests. Agencies should encourage employees to take this training and to review the updated Time Quick Reference card at http://wwwprd.doa.louisiana.gov/LaGov/QuickRef/LEO_Time_Request_View.pdf. The LEO home page will have a fresh new look and include quick links to sources for Help.

Requests created **prior** to an agency's Go Live date that are still pending, will not display on the new Approval screen. Supervisors can only access these requests by clicking the specific link that was provided in the Request notification email.

Agency support staff is being encouraged to submit a [Web Help Desk Ticket](#) as assistance is needed to answer employee questions.