



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-002

To: Non-paid Agency Human Resource Directors
Non-paid Agency Employee Administrators
Non-paid Agency HR Security Administrators
Non-paid Agency Technical Coordinators

Subject: Changes to ISIS personnel numbers and userids for non-paid agencies

Effective Thursday 7/22/04, all active employees in non-paid ISIS HR agencies will be assigned an ISIS personnel number which will allow them to logon to the state employee portal, Louisiana Employees Online (LEO). The new ID will consist of a "P" followed by the employee's 8 digit personnel number (e.g., P00123456). As a part of this, all ISIS HR IDs for Employee Administration staff in non-paid ISIS agencies and non-ISIS agencies will also be changed. **All "N" ID's will be delimitated effective Wednesday, 7/21/04, at 4:30 p.m. and replaced with an equivalent "P" ID.**

All employees, including EAs, must logon to LEO Password Maintenance at <https://leo.louisiana.gov> to activate their new ID. In Password Maintenance they will enter personal information to confirm their identity, set up a security question for future identification, and assign themselves a password. Once employees complete this process, they are ready to sign on to LEO and/or ISIS HR. In the future, when an employee forgets their password, they will use Password Maintenance to select a new one without calling the ISIS Help Desk.

Initially, the LEO functions available to users in non-paid agencies will be extremely limited. LEO will provide access to the policies published by the Office of Information Technology (OIT), which is needed by most IT organizations. Business Objects will also be accessible from LEO. In the future, as we expand LEO's functionality there may be additional services available to non-paid agencies.

OIS will no longer require an ISF-049 to establish IDs for ISIS HR users in non-paid agencies. IDs will be created automatically when a new employee is added to ISIS. For employees who will only use LEO, no further action is needed. For employees who need access to ISIS HR, the agency security administrator must complete and electronically submit the ISF048 form to establish the necessary HR authorizations in the system.

Technical requirements for access to LEO and Password Maintenance are available at <http://www.state.la.us/ois/service/publications/isismemo/04-018.pdf>. Employees needing assistance with Password Maintenance may call the ISIS Help Desk at (225) 342-2677.

As the Division of Administration has no means by which to announce the new LEO access to non-paid agency employees, we would appreciate the assistance of Human Resource offices in communicating this new opportunity.

cc: Whit Kling, Deputy Undersecretary