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COMMISSIONER OF ADMINISTRATION

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

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**ISIS Memorandum 09-008**

To: Human Resource Directors  
Employee Administrators  
LEO Contacts

Subject: New Time Reports Available in LEO – My Staff

The **ZT33 - Absence and Attendance Detail Report** and the **ZT34 - Overtime Detail Report** are now available in LEO Manager Self Service (MSS). These reports can be accessed by any manager with MSS permissions to retrieve information for supervised employees.

The Absence and Attendance Detail Report displays all time activity for the period selected. The Overtime Detail Report displays summary information for all overtime activity during any period selected later than 06/21/2004.

More information about reports and other information available in MSS can be viewed by accessing [LEO Online Help](#) and selecting **My Staff**.

Questions may be directed to the ISIS Help Desk at (225) 342-2677.

AM/dak