

BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

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

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**ISIS Memorandum 09-024**

To: Human Resource Directors  
Employee Administrators  
Time Administrators  
LEO Contacts

Subject: ZTEL Attendance Code Available in LEO Online Time

Telecommuting employees in agencies that utilize Online Time can now enter their ZTEL (Telecommuting) attendance hours in LEO. Similar to other LEO Time entries, in addition to the date worked, the employee must provide a start and stop time and there is an optional Notes field for comments. In order to successfully save a ZTEL entry in LEO, the employee must have been designated as a telecommuter in ISIS HR on the Planned Working time infotype. These entries will not require supervisor approval. The employee's supervisor will, however, receive an email notification that includes the date the employee was telecommuting and the number of hours worked.

Managers can select the TM-Abs and Att Detail report under My Staff > Reporting to view a list of all absence and attendance entries that exist for telecommuting employees or any employee on their staff. A second report, TM-Time Statement, is also available that outputs the additional data such as start and stop time and comments, if provided, for entries created by the employee in LEO.

Employee Administrators or LEO Agency Contacts are asked to submit any questions they have via ISIS HR [web ticket](#). Please remind employees who use this functionality to direct questions to their LEO Agency Contact.

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