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COMMISSIONER OF ADMINISTRATION

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ISIS Memorandum 09-029

To: Human Resource Directors
Employee Administrators
Time Administrators
Technical Contacts
ISIS Travel Administrators
LEO/Training Contacts

Subject: New Look for ISIS HR, ISIS Travel and LEO Help Documentation

Beginning Wednesday July 1, 2009, ISIS HR online help will take on a new appearance and also offer some additional benefits. Help scripts can still be accessed by clicking StLA Help while in ISIS or the Help button in LEO, but they can also be retrieved from a new [LaGOV Help](#) website.

In addition to the current Cue Card and Work Instruction options, many of the ISIS HR scripts will also have a Simulation option. Users can view an Auto Playback Tutorial or, if they wish entry practice, can choose the Standard Tutorial option.

LEO help has also been remodeled. Instead of detailed scripts, the help has been replaced with Quick Reference aids that employees or managers can view or print for future reference. We even added a new Employee Pay Statement Quick Reference that not only walks the employee through how to retrieve their pay statement but also explains the data they will see.

As with anything new, we would like to hear from you should you encounter any problems or have trouble finding information for a task you need to perform. These questions should be forwarded to [ISIS HR Help Team](#).

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