

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

October 29, 2010

ISIS Memorandum #11-004

To: Human Resource Directors
Employee Administrators

Subject: Appraisal Records

Due to procedural changes regarding the "Next Merit Eligibility Date", as outlined in [Civil Service ISIS HR Quick Tip No. 47](#), the process automatically creating the blank Appraisal records (infotype 0025) has been suspended until further notice.

Agencies will be responsible for creating their own Appraisal records. For assistance in creating appraisal records, please refer to ISIS HR Help Script [Create Appraisals with PPR Rating of 100 – 500](#) or [Create Appraisals for Unrated Rating](#).

If you have questions, please contact the ISIS HR help desk at (225) 342-2677 or by [web ticket](#).

LR/dm