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GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

November 30, 2010

ISIS Memorandum #11-006

To: Human Resource Directors
Employee Administrators
Time Administrators
Travel Administrators
LEO Contacts

Subject: LEO, Travel and Learning Solution Downtime

LEO will be unavailable from Friday, December 3rd, at 8:00 p.m. until Saturday, December 4th, for system maintenance. LEO, Travel and Learning Solution will be available as soon as this maintenance is complete on Saturday. We anticipate it being available no later than 1:00 p.m. on Saturday.

Please distribute this information to all ISIS Travel and LEO users within your organization and advise employees to review their pay statements in LEO prior to the anticipated downtime.

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

LMR/dm