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GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

January 5, 2012

ISIS Memorandum 12-004

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: Inauguration Day and Martin Luther King Day ISIS Schedule and Support

****** Please distribute this important information to all of your ISIS users. ******

Inauguration Day, Monday, January 09, 2012, is a holiday within the Baton Rouge city limits, and the Office of Information Services (OIS) will be closed. However, ISIS will be available during the hours of 7:00am to 7:00pm. A nightly cycle is scheduled to run on that day. AFS, AGPS, and CFMS Help Desk support will be provided. Voice mail messages will be monitored from 8:00am to 4:30pm. Calls will be returned by help desk personnel.

Checks generated in the nightly cycle of Monday, January 09, will print on Tuesday, January 10.

Also, **Martin Luther King Day, Monday, January 16, 2012**, is a state holiday. ISIS will be available from 7:00am until 5:00pm. As on all statewide holidays, a nightly cycle will not run and payments will not be processed. Help desk coverage will not be available.

Please direct any questions to the ISIS Help Desk at (225) 342-2677.

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