



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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September 2, 2004

ISIS Memorandum 05-011

To: Human Resource Managers
Employee Administrators
Time Administrators

Subject: ISIS HR System Availability Notification

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

ISIS HR will be unavailable from 11:30 am Friday, September 3 until 7:00 am Tuesday, September 7.

Due to system maintenance, the off cycle workbench will be locked at 5:00 pm on Thursday, 9/2 and will remained locked until Tuesday morning 9/7.

Please disseminate this information to all ISIS HR users within your organization. If you have any other questions, please contact the ISIS HR help desk at (225) 342-2677, option 1, 2.

BC/ef

c. Whit Kling, Deputy Undersecretary