



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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COMMISSIONER OF ADMINISTRATION

September 14, 2004

**ISIS Memorandum 05-013**

To: Human Resource Managers  
Employee Administrators  
Time Administrators

Subject: Contingency Plan For Hurricane Ivan

In light of the pending threat of Hurricane Ivan, it is uncertain whether off-cycle will close early or remain closed all day Wednesday, September 15, 2004.

Throughout Wednesday, please carefully read any system broadcast messages and/or e-mails issued. Do not wait until the last minute to enter employee data corrections or to store off-cycle payments, in the event the off-cycle workbench is available tomorrow.

Please prioritize your calls to the ISIS HR Help Desk, giving highest priority to employees who have had no payment generated for Period 19/2004 or who were underpaid by more than 8 hours of pay. Any reversal requests should be submitted to the Office of State Uniform Payroll as soon as possible to assure that employees are paid timely.

Should weather conditions result in an office closure anytime this week, the ISIS Help Desk voice mail message will be updated to convey our status. We do not anticipate any interruption of ISIS HR availability, however, individual department networks or power failures could prevent users from accessing ISIS HR.

Please disseminate this information to all ISIS HR users within your organization.

BC/ef

c. Whit Kling, Deputy Undersecretary