



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 05-022**

To: Human Resource Managers  
Employee Administrators

Subject: ISIS HR Off Cycle Holiday Processing Schedule for November

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

**Wednesday, November 10, 2004**

Due to the Veteran's Day holiday, off cycle will be locked at 3:00 pm and will remain locked until Friday morning, November 12, 2004.

**Wednesday, November 24, 2004**

Due to the Thanksgiving Day holidays, off cycle will be locked at 2:00 pm and will remain locked until Monday morning, November 29, 2004.

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/dak