



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

January 10, 2005

ISIS Memorandum 05-029

To: Human Resource Directors
Employee Administrators
Time Administrators

Subject: ISIS HR Help Desk Form

The ISIS HR Help Desk form submission process has now been automated in an attempt to make ticket submission easier. Simply open the revised form, complete all necessary fields on the form and click on the submit button. A new ticket will automatically be sent to the ISIS HR Help Desk e-mail address.

The revised form can be accessed either using the *Help Desk Form* button at the top of the [ISIS HR online help](#) or from the [OIS website](#).

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

SC/dk

c. Whit Kling, Deputy Undersecretary