



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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COMMISSIONER OF ADMINISTRATION

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ISIS Memorandum 05-041

To: Human Resources Directors
Employee Administrators
Worker's Compensation Agency Liaisons

Subject: Worker's Compensation Workshop

We are now offering a half-day Worker's Compensation Workshop for ISIS HR paid users on 6 different dates during April and May 2005. This workshop is intended to give agencies a better understanding of the Worker's Compensation process, agency required policies and ISIS HR system entry requirements. The target audience for the workshop is *HR Directors, Worker's Comp Agency liaisons* and *Employee Administrators that handle the leave "buy back" process*. It is recommended that all agency representatives attend the same workshop session.

This workshop will be taught on:

Friday, April 29 th	Friday, May 13 th
Monday, May 2 nd	Monday, May 16 th
Thursday, May 12 th	Friday, May 27 th

Each workshop session will begin at 8:00 a.m. Representatives from the Office of Risk Management and the Office of State Uniform Payroll will assist with the training and be available for questions. New OSUP policies will be presented during the workshop. In addition, agencies will be advised to develop agency policies on Worker's Compensation. Agencies are strongly encouraged to attend this workshop to learn about these policies firsthand and to have the opportunity to ask questions.

To enroll, send an e-mail to the [OIS Training section](#). Make sure the e-mail includes:

- subject line: **WC Workshop**
- department/agency (remember the workshop is for **ISIS HR Paid agencies** only)
- names and personnel numbers of all staff that should be scheduled together
- e-mail addresses for each
- 3 date choices in priority order

An enrollment e-mail will be sent to the student when registration is complete. Questions should be directed to the ISIS HR help desk at (225) 342-2677, option 1, 2.

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