



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-050

To: Human Resource Managers
Employee Administrators

Subject: ISIS HR Off-Cycle Processing Schedule Changes

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

Tuesday, June 28 – Wednesday, July 6

In conjunction with the close of Fiscal Year 2005, **off-cycle will be locked at 5:00 p.m. on Tuesday, June 28, and will remain locked until Wednesday morning, July 6, 2005.**

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