



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

January 25, 2007

ISIS Memorandum 07-028

To: Human Resource Directors
Employee Administrators
Technical Coordinators

Subject: New Time Report Available in LEO – My Staff

A new Time Statement report has been added to LEO Manager Self Service (MSS). This report can be accessed by any manager with MSS permissions. Managers may retrieve this report for either the current or prior pay period. It displays planned work hours, hours worked, leave taken and overtime worked for all employees under a manager's supervision.

More information about this new Time Statement and other reports and information available in MSS can be viewed by accessing [LEO Online Help](#) and selecting **My Staff**.

MSS is a tool used by many managers and supervisors throughout the state to give them up-to-date information about the employees under their supervision. If your agency does not use MSS and you would like more information about it, please call Cathy Lieux at 342-9666.

Questions may be directed to the ISIS Help Desk at (225) 342-2677.

PG/dak