

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

August 10, 2009

ISIS Memorandum 10-002

To: Employee Administrators
Human Resource Directors
LEO Contacts
Time Administrators
Travel Administrators
Training Coordinators

Subject: ISIS HR Scheduled Maintenance

Please distribute this important information to all ISIS HR, ISIS Travel, and LEO users.

Due to required maintenance on system hardware, ISIS HR, ISIS Travel, and LEO will become unavailable at 6:00 pm Friday, August 14 and will remain unavailable until 7:00 am Monday, August 17.

c: Technical Coordinators

MO/ef