

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

December 18, 2009

ISIS Memorandum 10-017

To: Human Resources Directors
Employee Administrators
Time Administrators
Travel Administrators
Training Coordinators

Subject: ISIS HR, LEO, and ISIS Travel Unavailable; Off-cycle Down Early

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

ISIS HR will be unavailable from 5:00 p.m. Friday, December 18 until 7:00 a.m. Monday, December 21, 2009 for maintenance.

Off-cycle will become unavailable at 4:00 p.m. Friday, December 18 and resume at 7:00 a.m. Monday December 21 due to the maintenance.

LEO and ISIS Travel will also be unavailable from 5:00 p.m. Friday, December 18 until 7:00 a.m. Monday, December 21, 2009 due to the ISIS HR maintenance.

Please distribute this information to all ISIS HR, LEO and ISIS Travel users within your organization.

c: Technical Coordinators

MOH/ef