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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

March 23, 2009

ISIS Memorandum 10-022

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

Subject: LEO and ISIS Travel Unavailable

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

LEO and ISIS Travel will be unavailable beginning 5:00 p.m. Friday, March 26, for required maintenance. These systems will remain unavailable for part or all of the weekend until required maintenance is complete. LEO and ISIS Travel will be available no later than 7:00 a.m. Monday, March 29.

Please remind all employees to view their remuneration statements and complete their leave and attendance requests, etc., prior to LEO becoming unavailable at 5:00 p.m. on Friday.

c: ISIS Technical Coordinators

MOH/ef