



## State of Louisiana

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## HUMAN RESOURCE MEMORANDUM NO. 01-025

March 27, 2000

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: ISIS Human Resource Payroll Implementation**

Managers and supervisors should ensure that *all employees* receive a copy of the attached memorandum from the State Division of Administration regarding the implementation of the payroll portion of ISIS HR.

HR Memo 01-020 stated that employees would be provided with the web address and initial password for Employee Self Service on their initial check stub or direct deposit verification form under ISIS HR. **This has been changed. Employees will be provided with this information on their April 20<sup>th</sup> check stub or direct deposit verification.** Access to the system is password protected to ensure the privacy of data. Please remind employees to safeguard this valuable information.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

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