



KATHLEEN BABINEAUX BLANCO  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

PHILLIP J. JONES  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 03-085

September 22, 2003

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

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

**SUBJECT: Discontinuance of Timekeeper Lockout**

Effective Monday, September 15, 2003, timekeepers are no longer locked out of the ISIS system at 12:00 noon each payroll Monday. However, we want to encourage timekeepers to continue to work as though the 12:00 noon deadline is still in effect, using the afternoon for emergency entries only.

As a reminder, time should be entered on a regular basis and not entered all at once at the end of the pay period. When timekeepers wait until Monday to enter time from the week before, they are risking a system failure and possible payroll failure. Time entries on payroll Mondays should only include emergency changes and time entries from the previous weekend.

**Another important reminder:** When timekeepers check their entries prior to lockout on payroll Mondays, that process is not considered to be an official audit of the time entries. That process is considered "proofing." Time entry reports must be audited by supervisory staff (or staff other than timekeepers) after the timekeepers are locked out of the system to be considered official and in compliance with legislative audit standards. Reports must also be signed and dated to be valid.

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

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