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## HUMAN RESOURCES MEMORANDUM NO. 09-038

**TO:** All OLG/CRT Employees  
**FROM:** Jan Ramezan *JR*  
Human Resources Director  
**SUBJECT:** New Look and Functionality for LEO  
**DATE:** November 5, 2009

The Division of Administration, Office of Information Services, has made changes to LEO effective November 9, 2009. The Human Resources Office encourages employees to log in and view the modifications which are listed below:

- Training has its own tab now called **My Training**.
- The **My Work** tab opens up a new **Work Email and Telephone** screen. The top of this screen includes numbered steps, which are intended to guide users through the entry process. Employees should be encouraged to take time to verify that information displayed here is correct or to enter the appropriate information if missing.
  - **Directory** was renamed **Search Employee Directory**. Functionality hasn't changed.
  - **Agency Contact Information**, which is new, has replaced the Agency Contact List that used to reside on the DOA/Office of Information Services website.
  - **Access ISIS HR** and **Access Other Systems** folders offer users quick access to other systems hosted by the Division of Administration.
- A **My Help** tab has been added. This tab opens to a list of agency staff available to assist with LEO questions. Be sure to check any comments that appear to the far right in the 'Division' field. Many larger departments have used this area to identify the individual that handles a particular workgroup (e.g., Facility, Region, Troop).
- **LEO Help Website** links to a list of LEO quick reference cards and Report Descriptors that users can view or print which include 'step by step' instructions for LEO processes.
- **My Info** has not changed. This is still where employees will continue to find Pay Statement, Personal and Time information.

- The final new tab is for supervisors who are not Organizational Unit Chiefs. The **My Employees** tab holds 7 different reports that allow supervisors to view contact information, performance history, leave balances, time information, etc. for their employees.

**If you have any questions or problems regarding these changes, please contact the Human Resources Office.**

JR:MJ:cm

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