



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

September 24, 2003

Statewide Information Systems Memorandum 04-011

To: Human Resource Managers
Employee Administrators

Subject: Implementation of a portal for State Employees

This is to formally announce the imminent arrival of a new State Employee portal, Louisiana Employees Online (LEO). This portal can best be described as a single window from which employees can access a wide variety of information. LEO will be available to all ISIS HR paid employees on November 12, 2003.

The first phase of LEO's implementation will replace the basic functions currently available through ESS. In addition, the security associated with LEO will allow users to unlock their ids and reset passwords on a real time basis, thus eliminating the process of overnight activation for temporary passwords. LEO's security will also allow ISIS HR users to reset their passwords in the same manner without telephoning OIS security staff.

Division of Administration staff will participate in a pilot to utilize the portal's advanced functions. These advanced functions will allow employees to change certain information, such as address, tax withholding and bank details. Additionally, managers will be able to perform support functions, such as leave approval. Upon the DOA's successful completion of the pilot, these enhancements will be deployed throughout state government.

Once LEO is implemented, it is the Division's intention to eliminate the current centralized process of printing and mailing pay statements. The elimination of this centralized process will be handled in a phased approach, on a department-by-department basis. Staff in the Office of Information Services (OIS) and Office of State Uniform Payroll (OSUP) will work together with departments' HR Managers and Employee Administrators to develop a schedule and to suggest alternatives for providing decentralized pay statements to any department desiring to continue hard copy documentation for their employees. It is anticipated this effort will begin in the first quarter of 2004. Additional information will be provided in a separate memorandum from OSUP.

OIS is considering conducting a demonstration of LEO functions for Human Resource Managers and Employee Administrators at the Claiborne Building during the last week of October. Rather than asking everyone to attend in Baton Rouge, there is a possibility video conferencing could be utilized to reach those in outlying areas. We are soliciting input as to whether you think such a presentation would be beneficial and which locations would be the best choice for your employees. Please complete the electronic survey form located at <http://www.doa.state.la.us/osis/hr/survey.doc> to indicate your agency's preferences and email it to Kirby@doa.state.la.us.

A flyer highlighting LEO's functions and benefits is available at http://www.doa.state.la.us/osis/hr/leo_flyer.pdf. Please post this flyer within your office(s). It would also be extremely beneficial if your agency would advise all employees of the information contained in this memo.

c: Whit Kling, Deputy Undersecretary
Department Undersecretaries