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MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2010-039

TO: All OLG/DCRT Employees

FROM: Rikki Nicole David, PHR (RND)
Human Resources Director

SUBJECT: ISIS-HR and LEO Availability

DATE: October 7, 2010

Please be advised that beginning on Wednesday, November 4, 2010, the ISIS-HR and LEO systems will be unavailable, in preparation for the "go live" of the LaGov Enterprise Resources Planning (ERP) system on Monday, November 15, 2010.

The earliest possible date that the ISIS-HR and LEO systems will be accessible is Thursday, November 11, 2010 (Veteran's Day holiday). A follow-up notification will be issued once the systems are again available.

However, this will **significantly reduce** the turnaround time that agency timekeepers and HR staff members have to enter payroll actions into the ISIS-HR system for pay period 23-10, which ends Sunday, November 14, 2010.

Therefore, we are asking for your cooperation to help us ensure that all OLG/DCRT employees are paid timely and accurately on their pay period 23-10 pay check (11/19/10 check date). This includes:

- Timekeepers: Please make arrangements with your agency management to facilitate payroll keying, such as securing approval for overtime from 11/11/10 – 11/15/10, depending on when the system resumes. This may also include providing training to another employee, as decided by your chain-of-command, so that someone can assist you in time entries for that pay period. The system response time is expected to be noticeably slow given the anticipated user traffic during this shortened deadline, so it will likely take longer to key payroll than usual. Please plan accordingly.
- HR Liaisons: Work with your employees and managers to obtain and submit payroll-related documentation (new hire paperwork, 301's, etc.) to the Human Resources

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Division as early in the pay period as possible. Should the system resume on the 11/11/10 Veteran's Day holiday, the Human Resources Division will have staff available to receive and process incoming paperwork, so we would encourage you to do so. Likewise, we will have staff available on Saturday, 11/13/10 if the system is up to assist you as well.

- All Employees: Please assist the timekeepers and HR Liaisons by submitting all required/requested documentation to them in short order. Time will truly be of the essence for the affected pay period, so your help is greatly appreciated. We also encourage you to refrain from making any changes to your personal data (such as changing your bank details) in the LEO system immediately prior to this time period, as incorrect data entry could affect your ability to get your 11/5/10 and/or 11/19/10 pay checks timely and accurately.

Please see the attached [Office of State Uniform Payroll Memorandum #2011-13](#) for further information.

If you have any questions, please call the Human Resources Division at (225) 342-0880. Thank you in advance for your cooperation in this matter.

RND:tp

Attachment

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