



ISIS HR  
**Quick Tips**

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## **Entry Guidelines Training Dates for 2007**

*Civil Service will be offering the ISIS HR Entry Guidelines Training one day per quarter for the remainder of 2007.*

Please see the Civil Service web site at <http://www.dscs.state.la.us> for information on the upcoming training on the ISIS HR Entry Guidelines. This information will be valuable for new staff members who are responsible for entering Civil Service information into the ISIS HR system. All training sessions will be held at the La. Technology Park in Baton Rouge. The facility has 30 computers in the training room. So, seats will be reserved on a first come, first served basis.

Please note that this training does not cover technical ISIS HR entry. However, it provides agencies with the necessary resources to make accurate and complete entry for Civil Service employee and position information that must be stored in the system.

Questions? Call the HRIS Program Consultant at (225) 219-9439.