



**ISIS HR**  
**Quick Tips**

October 7, 2010

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**Upcoming Civil Service Data Integrity  
Training in Baton Rouge**

*In order to assist agencies, we are planning Civil Service  
Data Integrity Training in Baton Rouge.*

**Please note that this training does not cover technical ISIS HR entry; therefore, should not be considered an introductory course to ISIS HR. These classes are intended to provide 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.**

All classes provided by the Data Integrity Unit are scheduled through the ISIS HR Learning Solution (LSO) module available through Louisiana Employees Online (LEO). See [ISIS HR Quick Tips 34](#) for information on how to schedule classes.

Employees who have attended training in the past may find it helpful to schedule training again to learn how the recent updates of Civil Service Rules and ISIS HR action and basic pay reasons will impact data entry in the ISIS HR system.

**BATON ROUGE:**

Tuesday, November 16, 2010

9:00 am – 11:30 am

Civil Service Requirements for Organizational Management ([Course Description](#))

Louisiana Technology Park

Wednesday, November 17, 2010  
9:00 am – 11:30 am  
ISIS Entry HR Guidelines ([Course Description](#))  
Louisiana Technology Park

Wednesday, November 17, 2010  
1:00 pm – 3:30 pm  
Data Integrity In-Depth ([Course Description](#))  
Louisiana Technology Park

Employees that do not have access to ISIS HR LEO and LSO can e-mail Sirwana L. Granger at [Sirwana.Granger@la.gov](mailto:Sirwana.Granger@la.gov) requesting registration for a class. The e-mail should include the employee's name, personnel number, e-mail address, date and time of the course and course name. Classes will be filled on a first come, first served basis.

Questions? Call the HRIS Program Consultant at (225) 342-8282