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FISCAL DIVISION

***Louisiana Employees Online (LEO) Policy***

POLICY Number: E-004

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**12 August 2013**

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.
2. **REFERENCES:** N/A
3. **PURPOSE:** Establish guidelines on use of the Louisiana Employees Online (LEO) System.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service (SCS). Employees shall include appointees and all other persons having an employment relationship with the Department.
5. **DEFINITIONS:** N/A
6. **POLICY:** It is the Director's policy that SCS shall require procedures for Louisiana Employees Online (LEO) System.
7. **PROCEDURES:**
  - A. New Hires (not active in ISIS) and Transfers from a Non-Paid agency:
    - i. New hires will receive a LEO Quick Reference Card. It will outline how to create a password, log on and log off the LEO system.
    - ii. They will be advised of other portals and Help Tutorials available to them on the LEO website.
    - iii. New employees hired at SCS and Ethics Administration will receive a LEO Quick Reference Card which will help explain how to create/maintain requests in LEO.
    - iv. Human Resources will inform the new employee of their ISIS personnel number.

- B.** Any questions or problems will be directed to the employee’s Management Information Services (MIS) Division first, and then referred to the Human Resources Section.
  
- 8. EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of the policy, provided such exception shall not be in conflict with Civil Service Rules and Regulation.

s/Shannon S. Templet  
Director