

	<b>Agency Name</b>	Office of Family Support (OFS)		
	<b>Chapter No./Name</b>	06 - Personnel Manual		
	<b>Part No./Name</b>	M. Transaction Directory		
	<b>Section No./Name</b>	M-400 Louisiana Employees Online (LEO)		
	<b>Document No./Name</b>	M-410 Louisiana Employees Online (LEO)		
	<b>Dates</b>	<b>Issue</b>	April 6, 2006	<b>Effective</b>

The Louisiana Employees Online (LEO) is part of the ISIS/HR (Human Resources) System and provides the following benefits to state employees in lieu of paycheck stub/statements.

- Enables employees to view their benefits, payroll information and personal information.
- Allows employees to add/change their emergency contact information, work telephone number, and email address.
- Enables users to find information such as place of employment, telephone number, email address, etc. on any state employee whose records exist in ISIS/HR.

### M-411 HOW TO ACCESS LEO

LEO may be accessed through the DSS Intranet or via a direct link in the browser address line. To access LEO:

- Links have been placed on the [DSS Intranet home page](#) and on the [Employees Corner - Human Resources Section](#).
- Via direct link, enter the following URL on the browser address line: <https://leo.louisiana.gov>

### M-412 NEW EMPLOYEE NOTICE

First-time users accessing the LEO home page must click on Password Maintenance, then enter their LEO Logon ID (listed below) to establish their identify and password. Step-by-step instructions will guide users through the process.

<b>DIVISION/BUREAU</b>	
<b>EMPLOYEE NAME</b>	
<b>PERSONNEL NUMBER</b>	
<b>LEO LOGON ID</b> (eight character personnel number preceded with "P", example: P00012345)	

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### M-413 LEO FIRST LINE SUPPORT

When users need assistance performing functions in LEO, use the on-line help document. If the on-line help does not provide the assistance needed, contact either:

- Lue Square, Central Human Resources Office, at (225) 219-9392 or [lsquare@dss.state.la.us](mailto:lsquare@dss.state.la.us), or
- the alternate support person, Patricia Robinson at (225) 219-9398 or [probinson@dss.state.la.us](mailto:probinson@dss.state.la.us).

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