STATE OF LOUISIANA

LEO
LOUISIANA EMPLOYEES ONLINE

HELP / MY WORK
QUICK REFERENCE CARD

Click for PRINTABLE VERSION
Best printed Double-Sided

Logging into LEO

From the *Louisiana.gov* page,
locate *Online Services* and click
LEO: Louisiana State Employees Online **or**
Enter this address: https://leo.doa.louisiana.gov/

LEO Availability

Available 24 hours per day, 7 days a week with the following **exceptions**:

- **Payroll Mondays** – unavailable from 6:00 PM until payroll processing is complete on Tuesday morning.

- **Sunday nights** may be unavailable between 6:00 PM and 12 Midnight if performing system maintenance.

Check the *LEO Welcome Page* for announcements of non-routine availability.

LEO > Home Page > Help

Find who to contact for help with LEO

⊖	Who do I contact for Help?
❶	LaGov/LEO Help Website
🖵	System Requirements

1. Click **Who do I contact for Help?** to display your agency contact information.

2. Scroll across the report to view all information. Find the contact for your particular need and location.
   HR Employee Administrator:
      Human Resources related questions.
   LEO:
      LEO questions including accessing pay statements, online time, and changing personal information.
   LEO Travel Administrator:
      Questions regarding travel reimbursements.
   LSO Training Coordinator:
      Questions regarding training found under the **My Training** tab such as ORM Defensive Driving training.
   Technical Contact:
      Questions regarding LEO technical requirements, i.e. browsers, compatibility, Flash Player, Java, etc.

Other Sources for Help

1. Click **LaGov/LEO Help Website or HELP**. The State of Louisiana – LEO (Louisiana Employees Online) Help is displayed.


LEO (Louisiana Employees Online)

Areas

  ‣ LaGov Apps
  ‣ My Benefits
  ‣ My Employees
  ‣ My Info

2. **LEO** (**Louisiana Employees Online**) **Help Content** includes quick reference cards which provide step by step instructions, such as these:

- My Info Related Quick Refs

    Address & Phone, Bank, Tax & W2

    LEO Time Request Processing

    Employee Pay Statement

- My Staff / Supervisors Quick Refs

    My Employees

    My Staff

    My Staff Reporting

- My Training Reference Info

    My Training

- LaGov ERP / LEO Log On Assistance

NOTE:
Read announcements appearing on the *LEO Welcome Page*. The **Last Update** indicates the last time content was changed. It may be necessary for you to scroll down to see all announcements.
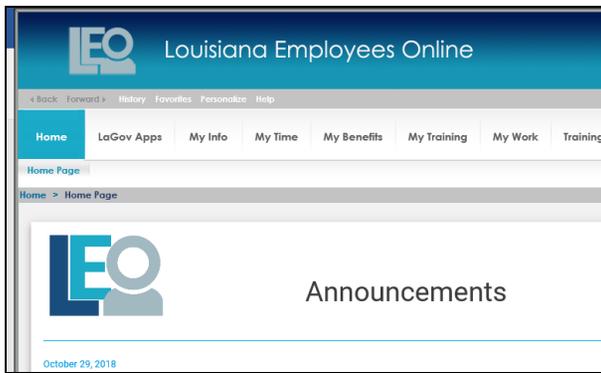
LEO > Home Page

System Requirements document contains the most up-to-date Technical Information/ Requirements. It may also be accessed from the *LEO Sign on Page*.

Other important items under this tab include:

Inbox –
- LEO Inbox

Access Other Systems –
- Statewide Email Web Access
- ISIS - Business Objects
- DOA Mainframe Access
- LaGov ERP Portal

Other Links of Interest

System Requirements/Recommendations

- Stored passwords – Deselect auto complete in Internet Explorer. If you received the error message User Authentication Failed or have to continually reset your LEO password, you may be storing your passwords and not realize it.

   Contact your agency technical support if unsure how to deselect this option.

- Macs are <u>not</u> fully supported.

Change Monitor to Recommended Setting

1. On your desktop, **right** click mouse button and select **Properties**.
2. Click **Settings** tab.
3. The monitor setting is located under **Screen resolution**. Using your left mouse button, click and hold to drag the slider until it appropriate for your size monitor. Click **OK**
4. A **Display Properties** pop up box will appear with a message, "Windows will now apply your new desktop settings. This will take a few seconds, during which time your screen may flicker. If your new settings are not applied correctly, your original desktop settings will be automatically restored in 15 seconds." Click **OK**.
5. The screen will now display a **Monitor Settings** pop up box. Click **Yes**.
6. The pop up box will disappear. Your monitor settings have been changed.

Pop-Up Blockers and Information Bars

Some information in LEO may be regarded by various browsers as a pop up and may be blocked. There are two options: *Disable pop-up blockers or Allow specific sites.* Contact your agency technical support for instructions.

In Internet Explorer, for one example, an information bar may be seen that says a pop-up has been blocked or to help protect your security.. *Clicking on the information bar will give you the option to temporarily allow pop-ups or to download files. In Chrome or Firefox, you may need to find and adjust your security options to allow pop-ups.*

Note: When downloading newer versions of Adobe Reader, Java, Flash Player, or Internet Explorer, de-select the option to download a special toolbar. These will be selected by default and have pop-up blockers built into them.

LEO > My Work

Important items under this tab include:

- **Work Email and Telephone -** If data is missing or incorrect click **Edit**. Enter information and click **Review**. Click **Save**.

- **LEO Inbox -** Employees without a work email can locate LEO generated correspondence and Supervisors can approve time or training requests through Inbox.

- **Search Employee Directory -** Enter the information you know and then click **FIND**. LEO will return all matching entries. Click the selection you want to retrieve.

   Note: These fields allow text entries only - Organizational Unit and Job.

- **Downloads**

- **Agency Contact Information**

Tabs and access available with a valid Logon id:
   Access LaGov ECC WebGUI