

BOBBY JINDAL
GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
LaGov Project

November 13, 2012

LaGov Memorandum 13-001

To: LaGov Technical Contacts and LEO Online Time Agencies

Subject: LEO Time Approval via Mobile Devices
Update to LaGov Memo # 12-007 issued June 14, 2012

In an effort to restore LEO Time approval functionality via a Mobile device, we are in the process of upgrading to a newer version of SAP's Self-Entry Time functionality. During testing we have successfully approved requests using smartphones. Once ready to announce a Go Live date, we will launch two new web-based training courses that staff can take to acquaint themselves with the new request and approval screens.

Effective today, Tuesday, 11/13/2012, we are further extending the time request expiration period from 72 hours to 96 hours to allow supervisors more time to process approvals. This 96 hour period starts when the request is created and only excludes Saturdays and Sundays in the countdown. The 12 noon deadline for processing requests on payroll Mondays will not change.

We appreciate your continued patience. Watch the LEO Welcome Page for further updates.