



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-042

To: Human Resources Directors
Employee Administrators
Time Administrators

Subject: Improvements to ZT02 – Time Entry Audit Report

Improvements have been implemented to ZT02 - Time Entry Audit Report which include:

- An option to display and print an employee's "planned" hours by day, in addition to the absence and attendance hours entered by the time administrator or through LEO;
- Any hours entered using a date range will now output under the specific days of the week when taken or earned. For example, if a 40 hour annual absence is entered using a date range 04/04/05 – 04/08/05, timekeepers will now see "8" under the Week 2 - Monday, Tuesday, Wednesday, Thursday and Friday columns. Previously, only the dates entered would output under *Valid From* and *Valid Until* columns along with "40" in the *Hours* column. This will make it easier for the time administrator to identify differences when comparing ZT02 to the original employee timesheet.

We recommend all time administrators run the revised report and view these improvements.

Please distribute this information to all ISIS HR users within your organization. If you have any other questions, please contact the ISIS HR help desk at (225) 342-2677, options 1, 2.

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