



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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April 20, 2005

ISIS Memorandum 05-043

To: Human Resources Directors
Employee Administrators
Time Administrators

Subject: ISIS HR and LEO System Changes

Both the ISIS HR and LEO systems were brought down at 5:00 p.m. last night, April 19, to apply system updates. Attached is an [outline of the changes to the ISIS HR system](#) resulting from the system updates.

*** * * Please distribute the following information to all employees (LEO Users). * * ***

When users access their pay statements in LEO, a **File Download** pop-up box will be displayed. Prior to now the pay statement would automatically open in the frame below the payroll results area.

To view a pay statement, the user should click on the **Open** button on the pop-up window. The pay statement will then display in an Adobe Acrobat window on top of the LEO window.

Please distribute the ISIS HR related 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.

MO/dak

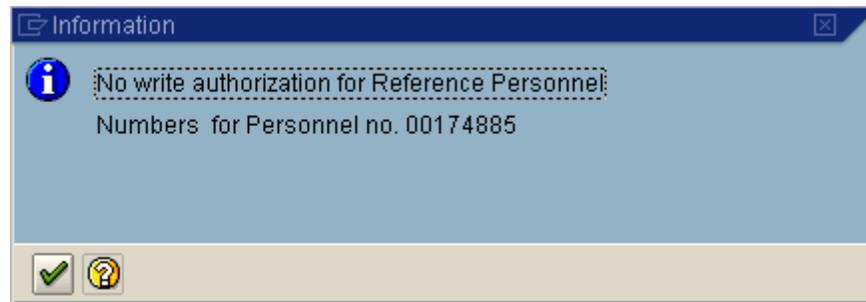
Changes resulting from 04/19/05 System Updates

- **ZPREHIRE (when executed as the first step of a REHIRE action) now changes the employee's status to ACTIVE, rather than Inactive.**

Until the actual Rehire action is performed, even though the employee's status is active, ISIS HR paid employees will appear on ZP45 - Potential Payroll/FI Audit Error Report and not process through payroll.

- **To create a listing of employees that require a REHIRE action (ZPREHIRE only has been done), execute ZP13 and select action type = ZC. ZP82 was previously recommended for this use.**
- **When performing a Dual Employment Hire action, users may receive a new informational pop up window.**

After entering the employee's SSN in the Employee Recognition pop-up box, the system will search for and present the user with a name and personnel number that already exists in ISIS HR as an active employment record. Users are instructed through online help to double-click on the employee they want to Dual-employ. A pop-up box MAY appear before the New Work Relationship pop-up is displayed. This pop-up is only an informational message (shown below).



When received, the user should simply validate the message (click on the green check mark) and continue their action.

To review the dual employment process in its entirety, use either of the following links:

[Execute Dual Employment Hire – ISIS HR Paid](#)

[Execute Dual Employment Hire – Non-ISIS HR Paid](#)