



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF INFORMATION SERVICES**

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**ISIS Memorandum 06-008**

To: Employee Administrators  
Human Resources Directors

Subject: Quota Maintenance Procedural Change

Rather than reduce active quota balances (e.g., annual, sick, personal, compensatory) when an employee **separates, transfers to a non-paid ISIS agency or changes leave earning groups** (manual to regular or regular to manual), the validity and deductibility of these quotas must, instead, be delimited.

- **In the case of separations and transfers to a non-paid ISIS agency**, these quota delimitations will be performed automatically by the system. The same nightly program that currently delimits selected infotypes (e.g., IT0014, IT0027, IT0167, IT0168) when an employee separates or transfers to a non-paid agency, will now also delimit the employee's quota records as of their last day worked. Records maintained by this program can be viewed via ZP151.
- **When an employee moves to a position that results in a change also to their leave grouping** (regular leave earning to manual leave earning or manual to regular), quota maintenance will not be automatic; delimitations must be done by the Employee Administrator. A new help script was created to explain how this must be done, [Delimit Quota](#). If then necessary to create new quota records, as in the case of an employee going from regular leave earning to manual leave earning, refer to [Create or Maintain Quota Entitlement for Manual Leave Earners](#).

A special job was run Monday, August 22, 2005 to delimit quota deductibility and validity for all employees who separated since 06/21/04. Employees maintained will appear on ZP151. As a result of this maintenance, there are several new ZT04 errors. When researching these errors, look first to see if the employee was rehired by your agency. If so, it will be necessary for a Quota Correction (IT2013) to be created to post the leave hours that could be re-credited at time of rehire. The effective date of the 2013 record must be the employee's rehire date.

Our research indicates that many agencies, at time of employee separation, failed to either reduce or delimit remaining quota hours, thus enabling the employee, once rehired, to continue to deduct from old quota balances. The job run last night, properly ended those quotas and consequently exposed over-deducted quotas.

Please make note that several quota-related scripts were recently maintained:

Script title and content changes:

**Create or Maintain Quota Entitlement for Manual Leave Earners** replaced Create  
Absence Quota for Annual or Sick Leave for Manual Leave Earning Employee.

**Maintain Quota Entitlement for Regular Leave Earners** replaced Maintain Quota  
Corrections

New scripts:

**Delimit Quota**  
**Leave Payout**

Deleted scripts:

**Final Leave Payout and/or Reduction**  
**Creating a 1.5/ST Compensatory Quota Compensation**

Be sure that these scripts are accessed and followed the next time you must create or maintain a quota record, perform a quota correction or create a leave payout.

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