



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

September 8, 2005

ISIS Memorandum 06-010

To: Employee Administrators
Human Resources Directors
Time Administrators

Subject: Hurricane Katrina-related Time Entry

Activity Code: KATR

In accordance with Commissioner of Administration, Jerry Luke LeBlanc's memorandum issued Tuesday, September 6, 2005, all overtime related to Hurricane Katrina is to be PAID overtime (code as Z002, rather than Z001 or Z003) and should be costed to the appropriate Cost Center value and Activity code: KATR. Expensing the overtime to a specific reporting category and/or Sub Object is left to the discretion of the agency. Time administrators who are unfamiliar with how to cost time entries can refer to the ISIS HR Help script [Time Administrator Records Time, Step 12](#).

PA71 – Fast Entry of Time Data

A new transaction code, **PA71**, is now available to assist time administrators with entry of Office Closure (**LSOC**) absence hours. This transaction facilitates creation of **full-day** absence entries for multiple employees from a single screen. It is critical that time administrators retrieve and follow the [Fast Entry of Time Data](#) script when executing this transaction. This new functionality can greatly speed up this entry process, but also has many options that are best to avoid. If a time administrator inadvertently attempts to create a full-date LSOC absence for an employee's "OFF" date, an error will be generated. LSOC entries should not be costed to Activity code: KATR.

Once all LSOC entries have been created, it is recommended that time administrators run ZP136, Total Attendance and Absence Report, selecting Time Parameter, Attendance Type: LSOC, to validate that entries exist for necessary employees.

Updates to ZX01, Employment Summary Report

And finally, agencies may be concerned about time reporting for employees whose positions are domiciled in a "closed" parish. **ZX01**, Employment Summary Report, has been modified and now outputs an employee's Time Management status value (1= Positive, 9 = Negative, 0 = No time eval). ZX01 can be run for the specific Personnel Area/ Work Parish values that an agency is interested in assessing. Please remember, that as of August 29, 2005, those employees who display a value of "1" for Time Management status **must** have attendance (or absence) hours

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entered in order to be paid. In regard to absence reporting, Civil Service General Circular 001617, dated September 6, 2005, includes information regarding Special Leave and Office Closures.

Time Administration questions should be addressed to agency Employee Administration (EA) units. EA staff will contact the ISIS HR Help Desk if necessary to obtain resolutions for questions they are unable to answer.

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