



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

January 10, 2006

ISIS Memorandum 06-024

To: Employee Administration Managers
Human Resource Directors
Time Administrators

Subject: ISIS HR Enhancements

The following enhancements, to ISIS HR, are either already available or will be available soon:

1) A new date option has been added to IT0041: E2 Renewal Date (43 in drop down list). If desired, agencies can now begin storing E-2, Louisiana Second Injury fund Post Offer, Pre-existing Conditions, Injuries or Illnesses Medical Inquiry form renewal dates.

2) Security has been enhanced to allow the current "owner" of an employee to display all historical records for that employee, even records with effective dates outside of their ownership period. In the case of an employee transfer, once update authority is obtained, the gaining EA can utilize PA20 to view all infotype records. The losing agency can view and update only those records that exist within their period of ownership, thus no change for the losing agency. Insurance-related transfer adjustment amounts will be viewable by the gaining agency, thus when discrepancies exist between the losing and gaining amounts, research can be conducted prior to contacting the losing agency.

This security enhancement was requested by the ISIS HR Influence Group, with the understanding that agency staff will access information on a "need to know" basis, adhering to existing policies and ethics related to sharing and accessing information for business purposes.

3) A new employee time statement will be available on Friday, January 13, 2006. This statement contains up-to-date time-related information for an employee. Employees can generate the statement in **LEO (Louisiana Employees Online)** or have their Time Administrator (TA) or Employee Administrator (EA) generate the statement for them in ISIS HR using transaction code ZT24. Selection parameters, within ISIS HR, allow the user to request the statement for one or multiple employees for the Present period, Last period or Other desired period. Each week of a pay period is output and totaled separately.

A sample time statement is attached. Please also take time to review the report descriptor, once it is available in Online Help. It can be found under **HR- Time Administration>Reports-Time Administrator** on Friday, 1/13.

Questions related to any of these enhancements should be directed to the ISIS HR Help Desk at (225) 342-2677.

[Attachment](#)