



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-026

To: Fiscal Officers
Human Resources Directors
Employee Administrators

Subject: Cost Assignments

Effective for fiscal year 2007, ISIS HR will be implementing new functionality that provides for direct cost assignments (cost centers; reporting categories, sub-objects) to **positions**. Currently cost assignments must be directly assigned to employees. With this new functionality, employees will inherit the cost assignment information from the position they occupy. Of course, these cost assignments can still be overridden at the employee or in time entry.

For those knowledgeable about ISIS HR, the Position's *Cost Distribution Infotype* (record) has exactly the same appearance and format as the Employee's *Cost Distribution Infotype* (IT0027).

While there will be much more information and instructions to come as we begin this change, here are some highlights.

- Conversion:
 - The initial Position *Cost Distribution Infotype* will be created automatically from the Employee's (incumbent) *Cost Distribution Infotype*. The Employee's *Cost Distribution Infotype* will also be delimited.
 - For positions with multiple incumbents, it will be the agency's responsibility to create the Position's *Cost Distribution Infotype* and delimit all Employees' *Cost Distribution Infotypes*.
 - For all vacant positions, it will be the agency's responsibility to create the Position's *Cost Distribution Infotype*.
- Documentation – all necessary reports and all online documentation will be modified to accommodate this enhancement.
- It would be beneficial for each agency to review all vacant positions across all object categories to see which ones are not necessary and could be delimited. This preparation will ultimately reduce agency work.

If you have any questions or would like additional information, please feel free to contact me at Sylvia.vaught@la.gov.