



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-027

To: Employee Administration Managers
Human Resources Directors
Time Administrators

Subject: New Reports And Job Aids

New (or updated) reports and job aids are now available to Employee Administration staff and Time administrators.

▪ **ZP106: Form ZP2P – New employee remuneration form**

A new employee remuneration form is now available. ZP2P outputs Prior Period Adjustment and Claim information for the employee/pay period specified. This information is retrieved using transaction code: **ZP106**, selection variant: **/SOL_ZP2P** (Prior period adj/Claim info).

This new remuneration form details by pay period and wage type, all adjustments to prior period earnings that occurred during the processing cycle requested. A positive adjustment amount indicates the employee was previously underpaid (is owed money); a negative adjustment amount indicates the employee was previously overpaid (money must be recovered). In the case of an overpayment, this form will also include how much of the overpayment was recovered or offset and, if money is still owed, the amount remaining to be recovered (claim).

Please take a minute to review the report descriptor for form [ZP106-ZP2P](#), as it contains additional information that will help you better understand the information output. It is our intent to allow time for Employee and Time Administrators to use and become familiar with this form, before eventually adding it to LEO (Louisiana Employees Online), so that employees can generate the adjustment detail information themselves.

▪ **ZP106: Form ZP1P – Default remuneration form has been revised**

Changes have been made to the ZP106 default remuneration form, ZP1P. These changes include the relocation of the /553 (period recalc diff) amount and all non cash earnings from the Earnings/Paid absences section of the form to new areas reserved for these specific wage types. Please refer to the [ZP106 – ZP1P](#) report descriptor for more information.

As there are now two remuneration forms, each of which require different parameter settings, we suggest that you select the appropriate /SOL variant (i.e., /SOL_ZP1P, /SOL_ZP2P) when switching

between the 2 forms. These variants will populate the necessary parameter values automatically and you will only need to complete the payroll period and employee selection areas.

- **Reports calendar for time administrators**

To assist Time Administrators, we have created a critical Reports Calendar specifically for them. We will begin distributing this calendar in the Time Administration classes. It is also available on the [OIS/HR website](#), along with an updated version of the Time Administration Quick Reference Card.

Questions regarding any of these items should be directed to the ISIS Help Desk via phone (225-342-2677) or [web ticket](#).