



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

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ISIS Memorandum 06-030

To: Employee Administration Managers
Human Resources Directors

Subject: Revisions of the Technician and Skilled Trades (WS) Pay Grid

Civil Service has completed their updates of all Technician and Skilled Trades Pay Schedule (WS) jobs. This is done in ISIS HR by the creation of a new *Job Planned Compensation* Infotype with the effective date of 02/13/2006 to 12/31/9999. Please follow Civil Service's instructions on the proper walkover of employees.

NOTE: Employee basic pay records (IT0008) will not be programmatically adjusted.

Tasks you must perform in ISIS include the following:

- 1) Determine what *Position Planned Compensation* Infotypes exist and whether or not they are still applicable. Remember, the only reason a *Position Planned Compensation* Infotype should exist is if the position has a SER. We recommend that you complete all Position maintenance before you begin updating any employee records.
 - If a SER or Base Supplement existed that is no longer valid for the position, DELIMIT the Planned Compensation infotype effective 02/12/2006.
 - If a new SER or same SER exists for a position, DELIMIT the old Planned Compensation infotype with an effective date of 02/12/2006. Then, CREATE a new *Position Planned Compensation* Infotype that includes the new valid data to be effective 02/13/2006 to 12/31/9999. NOTE: When creating a *Position Planned Compensation* Infotype, the data in the Salary Structure Box does **NOT** default from the *Job Planned Compensation* Infotype and must be directly entered. The pay grade entered must match the pay grade on the job.
 - If minimum and maximum dollar amounts appear incorrect, change the KEY DATE field to a date after the pay implementation and validate. This will update the dollar amounts.
- 2) Run ZP17 (Pay Scale Group Exception – Job vs. Position report) with the option “Pay Scale on Job not equal to Pay Scale on Position” selected to identify mismatches between *Job Planned Compensation* Infotype data and the *Position Planned Compensation* Infotype data.

- 3) The employee's Basic Pay Infotype (IT0008) inherits the information "P" Scale Type; "P" Scale Area, "PS" Group, and Level from the *Position* Planned Compensation Infotype (if one exists). Otherwise, these data values are inherited from the *Job* Planned Compensation Infotype. **For this reason, it is imperative that if a *Position* Planned Compensation Infotype exists, it reflects complete and correct data in the Salary Structure Box; otherwise, the employee's IT0008 will have problems.**

Useful definitions:

Ctry Grouping **USA**.

Pay Grade Type **02** for Classified.

Pay Grade Area **L1** for State of Louisiana.

Pay Grade of Job (e.g., WS-201).

Pay Grade Level Number should be left blank (System will default 00 after validating).

- 4) The Mismatch Report (ZX02) can be used to identify employees below the new minimum. Select the radio button for OTHER DATE and then key in "02/13/2006" as the value. The following checks are made:
- **IT0008 amount outside of pay grid MIN** – The pay AMOUNT on IT0008 is below the minimum for the employee's pay grade.
 - **IT0008 amount outside of pay grid MAX** – Employees listed are above the published maximum of the pay grid and pay level for the pay grade recorded on IT0008. The master records for these employees should be reviewed for accuracy. This does not always represent an error, as in the case of an employee who has been red-circled.

ISIS HR staff continues to notice problems with missing data on the *Position* Planned Compensation record. ZX02 identifies these errors. In addition, ZP19 (Position Data by Personnel Area) identifies some of the problems since it retrieves data from the Position Planned Compensation Infotype. For example: when viewing ZP19 report output, if there is data present in the SER Type column; the SER Rate Type Text column, the SER column, or the "P" Scl Lvl column is blank, then the "Salary Structure Box" information is missing from the *Position* Planned Compensation Infotype. Remember, once you correct the Position Planned Compensation infotype, you must create a new Basic Pay (IT0008) record in order for your Basic Pay to properly inherit these new data values. (NOTE: Only CREATE triggers the inheritance of this data, CHANGE or COPY does not.)

Please contact the ISIS HR Help Desk at (225) 342-2677 with questions or comments.

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