



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-034

To: Human Resources Directors
Employee Administrators
Time Administrators

Subject: ISIS HR System Changes Effective 03/14/2006

As we get closer to the FY 2007 activation of position costing through Organizational Management, we must begin moving other preparatory changes into production. The first set of these changes, effective March 14, 2006, are listed below:

- The **Percentage** value on an employee's Organizational Assignment record (IT0001) must be 100%, for the Position's Cost Distribution (IT1018) to process correctly. ISIS HR staff members recently corrected any IT0001 record that was not 100%. After which, steps were taken to protect the Percentage field on IT0001 from user update.

(Note: Guidelines for coding FTE Percent remain the same. An employee's full time equivalency (FTE) is stored as the "Employment Percent" on Infotype 0007, Planned Working Time. This value defaults to "Cap Util. level" on Infotype 0008, Basic Pay. These values should always be the same and, in each case, represent the employee's FTE percent.)

- Reports such as ZP56 (Dual Employment) and ZP36 (FTE Percent Audit) have been modified to remove this value from their output. ZP36 also underwent other changes, the details of which are outlined in an article that can be found on the [ISIS HR Bulletin Board](#). ZX01 (Employment Summary) now outputs Cap Util as a hidden field, rather than the Percentage value from IT0001. ZP02 (Agency Hierarchy report) has been deleted.
- The Cost Center value from IT0027, line 1, has been removed from the header of PA61 (Time screen) and other time-related infotype screens (i.e., 2002, 2003, 2006, 2013 and 0416).
- An Activity value of "**TECH**" will no longer be defaulted into the time screen under any circumstance. Whenever cost information is entered for absence or attendance hours on the time file and the Activity value of **TECH** is required, **TECH** must be entered. Please make sure that this change is communicated to all time administrators that have a need to know.

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

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