



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-040

To: Human Resources Directors
Employee Administrators

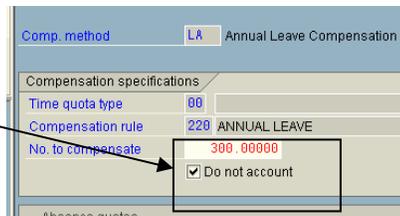
Subject: Override Cost Assignments

Changes were recently made in ISIS HR to allow for entry of a single override cost designation for payments entered on IT0015 (Additional Payment/Deductions). If necessary to cost any type of payment differently from what appears on the employee's current cost distribution record -IT0027 (or soon their position cost record), the user will select the Cost Assignment icon on the IT0015 entry screen and follow



steps outlined in the [Create One Time Additional Payments](#) script to add an override Cost Center, Reporting Category, Sub Object, Activity or Function value, as appropriate.

A second change, addresses leave payouts that require override costing. When this is necessary, agencies will create the leave payout using IT0416, however, they will select the Do Not Account box on this record.



When the leave payout is saved, an IT0015 record will be dynamically presented with both the wage type and hours fields pre-filled with values that correspond to the leave payout. The user will make no changes to the record other than, as instructed above, select the Cost Assignment icon and enter and save the appropriate cost values. Refer to updates made in the [Leave Payout](#) script for more information. This new functionality will allow agencies a means to comply with OMB Circular A-87.

It is critical that fiscal staff also be informed of these changes. Please take time to forward this memo to others that have a need to know. Questions should be addressed to the ISIS HR Help Desk at (225) 342-2677.

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