



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 06-044

To: Human Resources Directors
Employee Administrators

Subject: New ISIS HR Entry Screens

Two new entry screens are available in ISIS HR: **PPOME** and **PTMW**. Click on the transaction code below to see a sample of the new screen, its advantages and the training opportunities that exist.

- **Organization and Staffing – Transaction code: [PPOME](#)**
(Alternative to PO10, PO13, PPOM_OLD and PP01)

PPOME will quickly become a favorite of agency organizational management processors. Users can create, maintain, and delimit Org units and positions, or change reporting structure using this single transaction code.

Beginning in June 2006, all new Organizational Management trainees will be taught using PPOME. Current users can continue to maintain org objects using PO10, PO13, PPOM_OLD and PP01. However, in October 2006, we will remove all scripts that utilize these previous transaction codes and Org management-related updates will be added to the PPOME script only.

- **Time Manager's Workplace – Transaction code: [PTMW](#)**
(Alternative to PA61 & PA71)

PTMW is intended for time administrators and is used for maintaining daily time data and processing time evaluation errors.

Due to the large number of users with time administration security, we must enlist agency help with the PTMW rollout. Any agency interested in using this new transaction must first designate a PTMW liaison and alternate liaison. A separate e-mail will be sent to HR Directors and EA Managers in ISIS HR paid agencies that 1) explains more about the PTMW liaison role, 2) outlines the 3 hour PTMW Workshop, and 3) includes a form that can be used to designate their choice for primary and alternate PTMW liaisons and their preferred training dates.

PTMW Liaison names will be added to the [Agency Contacts](#) list which is available on the DOA/OIS website. Time Administrators can use the list to determine who to contact for their Time Manager's Workplace questions.

Unlike PPOME, we do not plan to modify our Time Administration training to utilize PTMW at this time. We want to give agencies time to become comfortable with this new view, before we begin using it as our primary teaching tool. We will, however, add a demonstration of PTMW to our Time Administration course beginning with the June 28, 2006 class.

PPOME and PTMW both offer users a means to maintain multiple records for one or more employees (or orgs or positions) from a single screen. Take a minute to review these new scripts to learn more about the potential each offers.

MO/ef