



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

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ISIS Memorandum 06-050r

To: Employee Administrators
Human Resources Directors

Subject: Disaster Essential Preparation

Commissioner of Administration Jerry Luke Leblanc recently issued a directive to Cabinet Secretaries, Elected Officials, Agency Heads, and Undersecretaries requiring them to utilize the “disaster essential” description subtype in ISIS HR to identify positions that are critical in times of disaster. These designations must exist in ISIS HR by end of the day on **June 16, 2006**.

The following scripts can assist you: [Add Position Description](#) or [Maintain in PPOME](#) and [Maintain Addresses](#). Below are other tips or suggestions:

- When adding this Description record to a position, be sure to select subtype = Disaster Essential. You must enter a minimal text description in order to save the record. This area can be used as the agency wishes. One use might be to indicate the type of role this position would perform in a disaster. Only the first 79 characters of this description are reportable, so keep this in mind.
- A new report option was added to ZP120, Employee Address Report: “Disaster Essential Staff Info”. Once selected, contact information is output for holders of positions that have an active Disaster Essential designation on the Position Description infotype (subtype 0007). Information displayed includes:
 - position holder’s home telephone number, plus any other telephone numbers stored on the employee’s Address Infotype **Permanent Residence** subtype.
 - position object (this very often is job title)
 - disaster essential description
 - several hidden fields are available for selection including Org unit and text, Residence parish text, City and Personnel Area text.
- Department employees should be reminded to verify the accuracy of their personal data in ISIS HR. This includes address, telephone numbers and other means of communication.

Employees can review, add or update their phone numbers themselves using LEO ([Phone Number Update Tip Sheet](#)) or Employee Administrators can maintain these changes on the employee’s Address Infotype (IT0006) **Permanent Residence** subtype. The *Telephone* field is intended to contain the primary number where an employee can be reached when not at work. There are 4 additional *Communication* fields where alternate phone numbers can be stored.

- It is recommended that agencies specify how the various communication types (i.e., WORK, CELL, TEL2, TEL3, VOICE) should be utilized. For example, *Communication: Tel2* might be used to store beeper numbers, *Communication: Work* could be the employee's desk number or their work cell phone number. This ensures that reports that include this information, generated from R/3 or MSS, can be easily interpreted. **Please note that a new communication type has been added: CELL.**

Questions regarding disaster essential positions and/or reporting should be directed to the ISIS Help Desk via phone (225-342-2677) or [web ticket](#).

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