



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 07-001**

To: Human Resources Directors  
Employee Administrators

Subject: Transfer Adjustment Calculation Change

In pay period 13/2006, changes were implemented in ISIS HR to properly cost Social Security and Medicare (see [OSUP Memo #2006-58](#) dated 06/14/06). This change also modified the way transfer adjustments must be calculated for the employee share of OGB insurance premiums.

ISIS HR now splits the employee (EE) share of premiums between gaining and losing agencies in the same manner it has always split the employer (ER) portion. Consequently, the calculation method used to determine the ER transfer adjustment amount must also be used to calculate the EE transfer adjustment amount. The [Create Transfer Adjustment Entries](#) script has been updated to reflect this change. It is critical that the script be reviewed and followed.

Existing Period 15/2006 employee transfer adjustment amounts must be corrected no later than 6:00 p.m. on Monday, July 17th.

Questions, should be directed to the ISIS HR Help Desk at (225) 342-2677 or submit an [HR Help Desk ticket](#).

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