



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 07-031

To: Human Resources Directors
Employee Administrators
Time Administrators

Subject: Retroactive Processing

As of period 06/2007, the ISIS HR system will no longer automatically calculate retroactive pay and/or benefits for changes made to an employee's record that are prior to calendar year 2004 (pay period beginning 12/22/2003). If retroactive payroll processing is needed for 2001, 2002, and/or 2003, the ISIS HR Help Desk must be contacted.

Users will be allowed to update and save changes with an effective date prior to 12/22/2003 on some infotypes. However, these changes will not impact payroll without manual intervention.

When making changes to an employee's record with a date prior to 12/22/03, you will receive either the warning message "**Change too far in past. Retroaccounting only to 12/22/2003**" or the hard error message "**Change too far in payroll past (12/22/2003).**"

If you receive either of these messages and the change requires the employee's pay or benefits for 2001, 2002, or 2003 to be re-calculated, you must contact the ISIS HR Help Desk before payroll runs (Ex: Medicare, retirement changes etc). If the change is for informational purposes only and no retroactive payroll processing is needed, then no additional action is required by the user and it is not necessary to contact the Help Desk (Ex: changing the pay reason on Infotype 8).

Please distribute this information to all ISIS HR users within your organization. If you have any other questions, please contact the ISIS HR help desk at (225) 342-2677.

KS

c. Barbara Goodson, Asst. Commissioner of Management & Finance