



*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 08-018**

To: Employee Administrators  
Human Resource Directors

Subject: **UNSC** – Unscheduled Absence

Effective pay period 1/2008 a new absence type, **UNSC**–Unscheduled Absence, can now be entered into ISIS. This new type gives agencies the ability to notate that a particular absence (whether partial-day, full-day or multi-day) was unscheduled.

When used, two time entries will be recorded:

- 1) the absence entry that you normally record (e.g., LA, LB, LW),
- 2) the **UNSC** entry which should have the same effective date as the absence entry, but an hours value of '1'. The '1' indicates one unscheduled absence event. Any value other than '1' will be rejected.

**Note:** If more than one unscheduled absence event occurs on the same date, **multiple** UNSC entries can be stored for a single day.

This absence type will output on several Time Reports:

- ZT02 Time Entry Audit Report
- ZT29 DOTD CATS Time Entry Audit Report
- ZP136 Total Attendance/Absence Report
- ZT24 ISIS HR Time Statement (Employee can also access this report in LEO)
- ZP97 Employee Variance Report

The UNSC absence code was developed to assist agencies in tracking unscheduled absences associated with utilization of Civil Service Rule 12.6(a)2, Non-Disciplinary Removals.

This notification is not being distributed to the Time Administrator listserv since this is an optional entry. All agencies deciding to use this new code will be required to notify their timekeepers concerning this procedural change. This absence type is not available for employee selection in LEO (Louisiana Employees Online).

Please direct any questions to the ISIS HR Help Desk at (225) 342-2677.