

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

May 16, 2008

ISIS Memorandum 08-027

To: Human Resources Directors
Employee Administrators
Time Administrators

Subject: Automated Transfer Adjustment Entries

Effective Period 12.2008, ISIS HR will automatically create the necessary transfer adjustment entries for **both the employee and state (ER)** share of insurance premiums (health, life and dependent life only) when an employee transfers from one ISIS HR Paid agency to another ISIS HR Paid agency.

The transfer adjustments will be created bi-weekly during payroll processing for any current or retroactive transfer actions (Z8 and Z9) created on or after 05/19/2008. These records will reflect a Changed By value of BEN_TRAN_ADJ and will be included on ZP111 (Logged Changes in Infotype Data).

The calculation of the IT0015 entries will be based on the benefits in effect in that period. The transfer adjustment wage types will be restricted to our staff only, so please send a help ticket if retroactive adjustments to benefit plans change the amount of the transfer adjustment entry (e.g. a retroactive change to Basic Pay triggers an increase in life insurance coverage).

As a reminder, the Helpdesk must be contacted when changes to a transfer action (IT0000) are necessary.

MO/sc