



State of Louisiana
Division of Administration
Office of Information Services

July 24, 2009

ISIS Memorandum 10-001

To: Human Resource Directors
Employee Administrators

Subject: New Succession Planning Report

A new report has been added to ISIS HR that should prove helpful to ISIS HR Paid Agency Human Resource offices and Managers who have access to LEO – Managers Self-Service. **ZP185** is the new transaction code that generates a report called, '5-Year Succession Planner (Unaudited Earliest Retirement Date provided by Retirement Systems)'. As entitled, the report will help agencies identify those employees who can retire during the next 5 fiscal years, in addition to those currently in DROP, working after DROP or working as rehired retirees.

Projected retirement dates are provided by the retirement system(s) only once a year and are based on unaudited years of service. DROP Start and End Date information as well as actual Retirement Dates output are as of the employee's Last Updated date. LASERS is the only system currently interfacing data, but we anticipate getting information from other systems in the coming months. A detailed [ZP185 report descriptor](#) has been created that further explains the report.

This report will also be made available to Organization Unit Managers (Org Chiefs) effective August 3, 2009. The MSS (LEO > My Staff > Reporting) rollout is being delayed slightly to allow agency Human Resource staff members time to become familiar with this workforce planning tool prior to releasing it to other agency staff.

These dates should **not** be provided to individual employees, as they are intended for workforce planning purposes only. Employees, instead, should be instructed to consult with their respective retirement system to verify their exact retirement eligibility date. Questions, if any, should be forwarded to ISIS HR Help Desk via [web ticket](#).

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