

Creating a Tickler System for HR related matters through ISIS HR *Issued 02/23/06*

ISIS HR provides a way to set up tasks that can be monitored and reported against. Through the creation of one infotype (IT0019 Monitoring of Tasks) and one report (ZP08 Date Reminder Report), this tickler system can evolve.

Some of the most common dates tracked with IT0019 are:

- pending permanent status
- next PPR date
- class detail end date

When properly entered and maintained, IT0019 can also track other important dates such as:

- DROP end date
- Medical recertification date
- Defensive driver training

While most entries are dynamically prompted during an action, records can be created directly from the infotype as well.

IT0019 (Monitoring of Tasks)

Personnel No 09990010 Name MARGARE... Status Active
EE group A Full Time Salary Personnel ar 0124 Trn-Blue
EE subgroup 01 Class Ex

Item due date

Task
Task Type 48 DROP End Date
Date of Task 03/01/2006 Processing indicator New task

Reminder
Reminder Date 02/01/2006

Comments
Ms. Smithye elected to participate in DROP for only one year.

You control when you want to be reminded by entering a date in the “reminder date” field of the record.

Special instructions or specific explanations can be entered in the “comments” field provided.

Once tasks are created, ZP08 (The Date Reminder Report) can be utilized daily or with a date range to identify pending tasks. By using a combination of the effective date of the item and the “reminder date” entered on the IT0019, ZP08 serves as a “tickler” to remind you that some type of activity must be conducted.

ZP08 (Date Reminder Report)

Run ZP08 using a “one month” range to get all pending tasks for that particular month.

A particular “task” type can be specified, if necessary.

A specific personnel number can be entered or your specific personnel area.

The ZP08 outputs results to identify what task needs to be done, the date that the task is due and who requires the task.

Run Date: 02/22/2006
Run Time: 08:26:56
Report ID: ZP08

STATE OF LOUISIANA
ISIS HR SYSTEM

Task Due

DATE REMINDER REPORT

PersNo.	Org Unit	CoC...	PA	PSA	Last na...	Emp F Na...	EG	E...	Pos Num	Task Type	Text	Due Date	Reminder	Proc Indic
89990010	89999004	0010	0124	0050	SMITHYE	MARGARET	A	01	89999013	DROP END DATE	03/01/2006	02/01/2006	NEW TASK	

Who requires task

Due Date

See the help script for [Create Monitoring of Tasks](#) or [Maintain Monitoring of Tasks](#) for additional information on the infotype. Visit the [ZP08-Date Reminders Report](#) descriptor for further information on the tickler report.