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DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 07-020**

To: Employee Administrators  
Human Resource Directors

Subject: New ISIS HR Payroll Locks Report – ZP169 Available

A new report transaction, ZP169 - Payroll Locks, is available for use by paid ISIS HR employee administrators. This transaction can display a list of currently locked employees instead of sequentially running the following error reports:

- ZP42 – Potential Separation/Transfer Error Report
- ZP45 – Potential Payroll/FI Error Audit Report
- ZP129 – High Salary Payroll Lock Report
- ZT04 – Absence Quota Error Report
- ZT11 – Time Evaluation Error Report

Agencies will find this transaction quite helpful on Tuesday of pay week, as it can quickly provide them with a list of employees who were locked from biweekly payroll processing due to a lockable error on one of the previously mentioned reports.

There are two primary processing options available for the ZP169 transaction:

- **Display Locked Employees** - should be run on Payroll Tuesday morning for Last Period. It will output all employees with errors, who consequently do not have a payroll result for that period.
- **Execute Error Checks** - Once the list is obtained, the option can be run once the list of locked employees is obtained to identify the specific error that must be fixed.

Each of the reports above will present the errors just as if the report had been executed from its individual transaction code (e.g., ZP42, ZP45). The output from each can be viewed, printed or exported before exiting, which then triggers the execution of the next report. The final screen will summarize, in condensed format, all lockable errors detected. This same Execute Error Checks option can be re-executed after master data changes are complete to verify that the error is no longer present.

These same error reports are run nightly. What this means to you is that a call to the Help Desk to unlock a record is no longer necessary. Each night “locked” records are unlocked if

found to be error-free. The only time the Help Desk must be contacted is if an off cycle payment must be stored on the same day that the error is corrected.

Take a minute to read the [ZP169 report descriptor](#) for more detailed information. **ZP169 does not include ZY01 (Payroll Simulation Errors), identifying employees that will “fail” payroll.** Agencies must still monitor and correct failures identified by this report.

Please contact the ISIS HR Help Desk at (225) 342-2677 with questions or comments.

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