State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

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COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Department Secretaries, Undersecretaries, Agency Heads, Fiscal Officers, and Human Resource Directors

FROM: Jerry Luke LeBlanc, Commissioner of Administration

DATE: February 9, 2006

RE: ISIS/HR Data and Budget Development

Through ISIS/HR, you have been given the power to enter and control human resources information for your organization. Please remember that information from ISIS/HR plays a critical role in the Office of Planning and Budget's analysis of your organization's operating budget request and significantly affects executive budget decisions for your organization.

Personnel costs account for a significant portion of most operating budgets. As a result, Office of Planning and Budget (OPB) analysts scrutinize data on positions and personnel costs throughout the budget cycle. The OPB uses ISIS-HR reports to track filled positions, project current fiscal year salary expenditures, and calculate future fiscal year salary costs. This includes:

- ZP39 - Position/Employee Statistical Report Summarized, which reports the total number of positions, employees and FTE by salary object, as defined by ISIS/HR Personnel Subarea. Mathematically, OPB simply subtracts the total FTE for all the Table of Organization (T.O.) salary objects (2100, 2130, 5200) from the authorized T.O. to obtain the number of funded vacancies.

- ZP116 – BR9B, which:

    - for filled positions, projects the salary and related benefits based upon the actual data of each incumbent identified by salary object;

- for vacant positions, selects only the vacant positions designated with the "X" in the planned vacancy field. To project salary and related benefits, it uses the midpoint of the job's pay range associated with the position and predefined specific amounts for the employee shares of retirement, health and life insurance.

  If you have not designated planned vacant positions in ISIS/HR, then OPB analysts generally must associate an average salary figure with vacant positions. This can lead to underfunding or overfunding of vacant positions included in the budget or overcharging for salary and related benefits when vacant positions are eliminated as part of the executive budget recommendation.

  Maintenance of information on funded and unfunded vacant positions throughout the fiscal year can be time consuming. You must weigh the time and effort of such a commitment against the potential negative funding impacts of not doing so. However, designation of planned vacant positions certainly should be done prior to submission of your ZP116 – BR9B in your annual operating budget request.

- ZP22, which projects salary expenditures for the remainder of the current fiscal year.

In prior budget deliberations, valuable time has been spent debating the reliability of data extracted from ISIS/HR—despite the fact that data in ISIS/HR are entered and controlled by you. However, henceforth, executive budget decisions will be based solely on the data reflected in reports from the ISIS/HR system. There will not be, as has happened in the past, adjustments in analysts' recommendations to accommodate inaccurate and untimely ISIS/HR data entry. Therefore, failure to ensure accurate and timely ISIS/HR data entry could, in a material way, negatively impact the funding level for your organization.

It is recommended that:

- your fiscal officers and human resource directors and/or employees administration managers run ISIS/HR reports regularly to monitor data and ensure accuracy and completeness;

- communications among fiscal and human resource managers be improved to develop a shared understanding of ISIS/HR reports and the fiscal impacts of ISIS/HR data; and

- you contact the Office of Information Services in the Division of Administration for ISIS/HR training and user support.

In addition, confusion regarding other Civil Service position and T.O. issues has been observed. Therefore, we offer the following clarifying information:

- Details to Special Duty/Leave of Absence Classified to Unclassified: The ZP116 - BR9B projects salary requirements based upon the incumbent's current position not his/her Civil Service "property right owned position".

  If the employee has been detailed to a position that is still a T.O. position but **not** a funded vacancy, the employee's Civil Service "property right owned position" is **not** shown as a funded vacancy.

- Delimiting Positions: There is **no** requirement to delimit positions in ISIS/HR just because an agency's T.O. was reduced. Nor has there been any requirement by the OPB to delimit positions in ISIS/HR.

- Salary Object: In ISIS/HR, the Personnel Subarea as defined in the Account Assignment Infotype for the Position determines the salary object. The employee (incumbent of the position) inherits this salary object from his position.

  All agencies should review OPB Director Ray Stockstill's General Appropriations Letter of July 14, 2005, for guidelines on Appropriation Accountability and the appropriate use of object codes.

JLL:csl/rf