



State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All Department Secretaries and Undersecretaries

FROM: Angele Davis
Commissioner of Administration

DATE: May 13, 2010

SUBJECT: New Procedures for Coding Payroll - Addendum to April 26, 2010 Memo re:
British Petroleum (BP) Oil Rig Explosion

A handwritten signature in cursive script, appearing to read "Angele Davis".

Because of the impact of the explosion of the British Petroleum (BP) oil rig on the State, it is critical to review the required maintenance of emergency-related records and documentation and the required policies and procedures as a result of this incident. Please communicate this guidance to your management and staff immediately.

NEW: National Pollution Funds Center (NPFC) guidelines allow, in certain circumstances, regular personnel costs (payroll and related benefits) to be claimed as expenses that are eligible for reimbursement.

The link to the NPFC Pollution Removal Funding Authorization (PRFA) Instructions and Forms where expenses (including payroll) are reported and initially determined to be eligible or ineligible is http://www.uscg.mil/ccs/npfc/docs/PDFs/Forms/PRFA_Instructions.pdf.

ALL PAYROLL COSTS

Activity Code to be used for Regular and Overtime Payroll Costs:

For ISIS HR Paid Agencies, the activity code "RIG1" must be utilized if the employee's **regular work hours or overtime** are related to activity associated with the BP oil rig explosion.

If the employee's **regular** work hours are related to activity associated with the BP oil rig explosion, timekeepers should code ZA01 (regular attendance) hours and MUST code these hours to activity "RIG1". Refer to ISIS HR Help for assistance in entering this data.

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Timekeepers must also code the "RIG1" activity code on all overtime hours worked if related to activity associated with the BP oil rig explosion. Refer to ISIS HR Help for assistance in entering this data.

If you are an ISIS HR Paid agency and have already incurred payroll expenditures (regular pay or overtime) related to the BP oil rig explosion that are not coded to activity code RIG1, you must retroactively add the activity code in ISIS HR. Do not use a J6 for payroll expenditures because then ISIS HR will not accurately reflect the activity code and the information would not be included on the ISIS HR reports. Contact the ISIS HR Help Desk at (225) 342- 2677, Option 2, for assistance.

Non-paid agencies must develop a mechanism for tracking this information and reporting to the Division of Administration upon request.

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation. Please contact Ms. Jill Boudreaux (Jill.Boudreaux@dps.la.gov) or Ms. Christina Dayries (Christina.Dayries@la.gov) if you have questions or need further information.