



**State of Louisiana**  
Division of Administration  
**Office of the Commissioner**

**MEMORANDUM**

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

**FROM:** Angele Davis, Commissioner of Administration 

**DATE:** July 1, 2010

**RE:** ISIS/HR Data and Budget Development

Through ISIS/HR, you are responsible for entering and managing 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 (OPB) analysis of your organization's operating budget request and significantly affects executive budget decisions for your organization.

As outlined in the Civil Service General Circular 1799 <http://www.civilservice.la.gov/progasst/gencirc/GENCIRC10/001799.htm>, the Civil Service Commission approved adoption of Rule 6.14.1 *Suspension of Merits* effective July 1, 2010 through June 30, 2011. No classified employee will be eligible for a merit increase during this period or gain eligibility for a merit increase. Civil Service "ISIS HR Quick Tips" #47 <http://www.civilservice.la.gov/ISISHR/Quick%20Tips/47%205-21-10.pdf> instructs the process for recording "Next Merit Eligibility Date" during FY 2010-2011.

A critical data field used by the BR9B (ZP116) is this "Next Merit Eligibility Date" which is defined for each classified employee on their ISIS HR Data Specification Infotype (0041). The field is processed in the BR9B as follows: if this date falls within the date range of the first fiscal year, one year is added to that date to calculate the year 2 merits. If this date falls within the date range of the second fiscal year, ONLY the year 2 merits is calculated.

If the "Next Merit Eligibility Date" is not advanced, the BR9B will incorrectly calculate a merit increase for FY 2010-2011 and thus overstate the projections for FY 2011-2012. Therefore, due to the impact on the personnel reports, ISIS HR paid agencies are directed to advance the "Next Merit Eligibility Date" from FY 2010-2011 to FY 2011-2012 no later than August 13, 2010.

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Personnel costs account for a significant portion of most operating budgets. As a result, OPB analysts evaluate 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. OPB calculates the funded vacancies by subtracting the total FTE for all the Table of Organization (T.O.) salary objects (2100, 2130 and/or 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, select 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 average salary figures 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 or other budget related recommendations throughout the year.

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.

It is recommended that:

- your fiscal officers and human resources directors and/or employee administration managers run ISIS/HR reports regularly to monitor data and ensure accuracy and completeness;
- communications among fiscal and human resources 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.

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In addition, confusion regarding other Civil Service positions 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 Assistant Commissioner Ray Stockstill’s Letter of General Appropriation issued annual, for guidelines on Appropriation Accountability and the appropriate use of object codes.

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