



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

February 14, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-39

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: U.S. Department of Labor, Bureau of Labor Statistics Reports

Agencies may receive inquiries from the U.S. Department of Labor, Bureau of Labor Statistics, requesting statistical information on employees in their agency. The Current Employment Statistics (CES) survey requests the number of employees, the number of women employees, and details ("comments") about changes in the data. This report requests statistical data to be reported on a monthly basis. Due to the nature of the "comments" section, ISIS HR is not able to provide this information to the Department of Labor for the agencies.

Agencies should complete the CES survey monthly by telephone using the provided instructions for touchtone reporting of the data. The instructions also include telephone numbers to call if the agency has questions.

In order to complete the CES survey, agency personnel should utilize ZP203, "State Workforce Distribution Report". Follow the Online Help when executing ZP203.

Questions on ISIS HR reports should be directed to the ISIS HR Help Desk at (225) 342-2677. Questions regarding the CES survey should be directed to Helen Hilliard of the Louisiana Department of Labor at (225) 342-3200. Any other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

Rachel Bryant	342-1651	Wendy Eggert	219-0191
Tiko Ary	342-1652	Chelette Jarrett	342-0714
Rhonda Desselle	219-0338		

JWC:RB:kmb