



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-57

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Changes to TRSL Full-Time Earnings Definition and Reporting

Teachers' Retirement System of Louisiana (TRSL) has modified the definition of "full-time earnings" and how those earnings must be reported. With this modification, service credit will be calculated using the ratio of actual earnings to full-time earnings as reported by the employer. As defined by TRSL, actual earnings are all earnings meeting the definition of "earnable compensation" that the employee was actually paid for the period being reported. Full-time earnings are the compensation that would be payable if the employee worked full-time for the full normal working period. Full-time earnings equal the employee's full-time base pay (regardless of whether this amount is actually paid) plus any additional payments made to the employee within TRSL's definition of "earnable compensation". Full-time earnings must be equal to or greater than actual earnings.

ISIS HR is currently reporting to TRSL the same amount for actual earnings and full-time earnings. To comply with TRSL's new requirements, beginning in August (for July reporting) the full-time earnings amount reported by ISIS HR will change. The amount reported will equal the actual earnings plus the value of all LWOP hours. This includes the special TRSL Unpaid code (e.g. XFAC – Educators Faculty UNPD) plus wage type 0136 payments for personnel area 0653. In order to comply with all situations outlined in the TRSL's Employer Procedures Manual (Index 4.1), some manual corrections/coding to TRSL/ISIS HR will be required by agencies.

Agencies must make the following changes in ISIS HR beginning June 19, 2006 (Pay Period 14/2006). These changes will ensure the reporting to TRSL is correct.

❖ **Part-time Employee**

- On IT0007, Planned Working time, assure that:
Time Mgt Status = **Positive Time Reporting**
Work Schedule Rule = **24H 7DAY**
Part-time indicator is selected
Employment Percent is correct
- On IT0008, Basic Pay, verify:
Cap. util. lvl and WkHrs/period values agree with IT0007. If not, create a new Basic Pay infotype record with the same effective dates.
- Effective Period 14/2006 and forward, in addition to entering regular attendance and absence hours, some form of unpaid leave (e.g., XFAC) must be entered to bring the employee to the equivalent of full-time. Example: An employee is in a part-time position designated at 50% (the employee in this position would work 20 hours per week). The employee actually works 15 hours per week. The agency must enter 15 attendance hours and 25 **XFAC** hours.
- Employee will be reported correctly to TRSL; no Contributions Corrections Report (CCR) is needed.

❖ **Full-time Employee on LWOP**

- If reported on positive time record, record XFAC hours equal to the number of hours that are unpaid.
- If reported on negative time record, record XFAC or LWOP hours equal to the number of hours that are unpaid.
- Employee will be reported correctly to TRSL; no CCR is needed.

❖ **Employee on LWOP for an entire pay period**

- No retirement will be withheld, and the employee will not be included on the ISIS HR monthly file.
- Agencies must follow TRSL guidelines in Index 4.3 to complete a CCR and manually report full time earnings to TRSL for these employees.

❖ **Employee is out on Sabbatical Leave and contributing on 65% of his salary**

- Full-time earnings amount reported by ISIS HR will be the same as the actual earnings.
- Agency will have to complete a CCR (TRSL index 4.3) outside of ISIS HR to report the correct 100% full-time earnings amount. If the employee

contributes on 100% of his salary, ISIS HR will report the correct amount, so a CCR will not be required.

- ❖ **Employee terminates due to resignation, retirement, death or enters DROP**
 - Agency must follow the procedures in Index 4.4 of TRSL's Employer Procedures Manual to report the termination to TRSL.

- ❖ **Employee transfers, terminates or was hired on a day other than the beginning of the payperiod**
 - Agency must complete a CCR (TRSL index 4.3) to report what the full-time earnings would have been if the employee had worked the entire pay period.

Questions on coding in ISIS HR should be directed to the ISIS HR Help Desk at (225) 342-2677. Questions or problems with reporting requirements should be directed to Emma Webb with TRSL at (225) 925-3911. Any other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

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