



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 26, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-13

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Teachers' Retirement Annual Reporting of Sick Leave

Teachers' Retirement System (TRSL) requires the certification of sick leave used during the prior fiscal year on all employees that are members of TRSL. Beginning with fiscal year 2007-2008, the required certification will be submitted by the Office of Information Services (OIS) annually, via data file, to TRSL by August 31st. Agencies may view [TRSL Procedures Index 6.7](#) and [Index 18.2](#) page 12 for more information on the certification and required data file.

Included on the file are Employer ID, Social Security Number of the employee and the fiscal year being reported. Outlined below are additional certification items appearing on the file along with information identifying where information is being extracted from in the ISIS HR Payroll System.

|                              |  |
|------------------------------|--|
| <u>Contract Months</u>       | ISIS reads IT16 (12 month contract is assumed if no data is input to indicate 9 month, 10 month, etc.). If multiple contract types exist in the FY, the one with the most days is reported.  |
| <u>Sick Days Used</u>        | Number of sick hours taken divided by 8. Employees on 7 or 7 ½ hour per day work schedules will be calculated using scheduled work hours.  |
| <u>Summer Days Worked</u>    | ISIS reads Wage type 0143 from Payroll Results for 9 & 10 month employees. (Number entered on IT14 &/or IT 15 is reported as days worked.)   |
| <u>Summer Percent Effort</u> | The Percent Effort field contains 100% or 0%. If the employee <u>has summer days</u> worked the field will be populated with 100%, if <u>no summer days</u> are worked the field will be 0%. |

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-13

August 26, 2008

Page 2

Agencies may utilize ISIS HR ZP108 report, selecting the TRSL Sick Leave radio button, to review the information being reported.

Upon TRSL's receipt and review of the Sick Leave file, some errors may be found. Agencies must log onto TRSL Inquiry and review the Sick Leave Error Report from under the Reports heading. Any errors must be corrected via the TRSL on-line system. If necessary, ISIS HR master data must be corrected also.

If you have any questions on how to update ISIS HR or run the ZP108 report, contact the ISIS HR Help Desk using the ISIS Help Desk Ticket located on the following website <http://www.doa.louisiana.gov/ois/index.htm> or at (225) 342-2677.

If you need TRSL technical assistance, contact TRSL Help Desk support at [support@trsl.org](mailto:support@trsl.org) or (225) 925-6460. For TRSL general Sick Leave Reporting questions, contact Carolyn Forbes at [Carolyn.Forbes@trsl.org](mailto:Carolyn.Forbes@trsl.org) or (225) 925-6443.

All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

|               |          |              |          |
|---------------|----------|--------------|----------|
| Cindy McClure | 342-5346 | Gary Bennett | 342-1652 |
| Tiko Ary      | 342-1651 | Tracy Smith  | 219-0191 |
| Wendy Eggert  | 342-0714 |              |          |

JWC:CDM/ral