



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

June 20, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-53

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: House Concurrent Resolution 28 – Medicare Divided Vote Referendum  
Periodic Review of Hire Activity

As discussed in the June 2, 2005 Medicare Referendum meeting, agencies must monitor hiring activity to assure that all eligible employees are allowed to vote in the referendum. The attached procedures will assist agencies in identifying employees hired after the mailing of notification documents (see OSUP memo [#2005-50](#)) and are set up with non-Medicare tax models in the ISIS HR system. Agencies must research these records to assure that the employees are eligible to vote in the referendum and have been given the required 90 day notification period.

Any questions regarding these procedures should be directed to Laura Odom at (225) 342-5332. Any questions regarding the referendum process should be directed to Linda Yelverton at (225) 342-0026.

JWC:LAO

Attachment: [Divided Vote Medicare Referendum  
Periodic Review of Hire Activity](#)

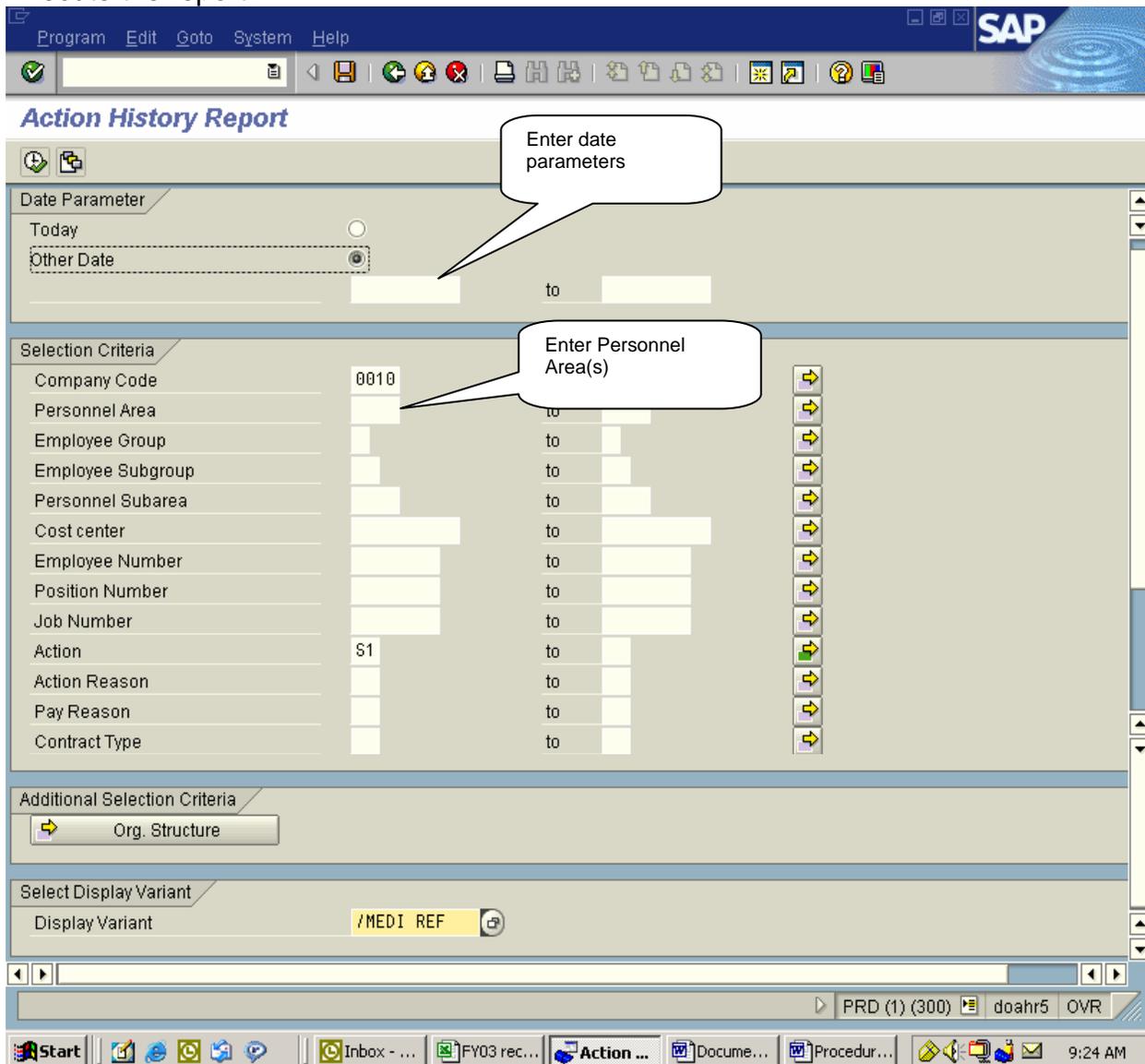
# Divided Vote Medicare Referendum Periodic Review of Hire Activity

## A. Report ZP14 Action History Report

These procedures are to be used to identify employees hired during the 90 day notification period. This process will provide the agency with a list of the employees hired and their non-Medicare tax models. Agencies should review the employee records to determine

- if the employee is eligible to vote in the referendum.
- if the employee has received the referendum notification from another agency and the date of that notification.
- if the employee should be given a ballot on September 15, 2005 or at a later date.

1. Get variant MEDI REF HIRES (See Variant Details at end of procedures for selection and output criteria of the variant). Enter the applicable personnel area(s) and dates. Execute the report.

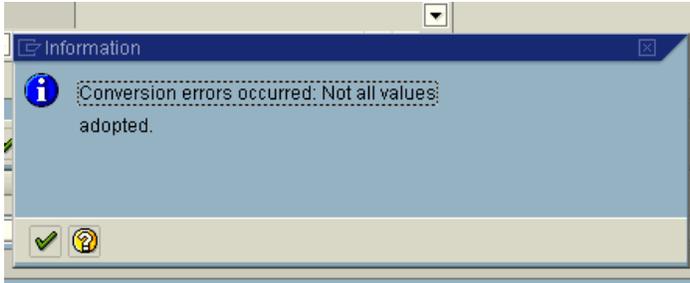


2. Highlight PersNo column and right click then select "copy text" to copy to clipboard.

## **B. Report ZP135 Flexible Employee Report**

This report is run using the personnel numbers identified in report ZP14. The report output will list the employees that were set up with non-Medicare tax models.

1. Get variant AGY MEDI REF (See Variant Details at end of procedures for selection and output criteria of the variant). Enter the applicable personnel area(s) in lieu of 0999.
2. Import personnel numbers by selecting multiple selections then paste from clipboard. If the following error message appears, click on the green check mark and the personnel numbers will import.



3. Make sure that you click on the "Fields" button under "Output Field Selection". The report will not output all of the data required if this isn't selected each time the report is run.
4. Execute the report and print the results. Review the results to determine if the tax model is correct and if the employee has received or needs to receive notification documents. Document any notification action in the ZP135 Notification Spreadsheet. If applicable, determine when the employee's 90 day notification period ends and document the date the ballot must be provided.

### **Variant Details**

#### **MEDI REF HIRES**

Selection Criteria: Date Parameter = Other date (agency entry)  
Company Code = 0010  
Personnel Area = (Agency entry)  
Action = S1, S2, S3, S4, SE, SG, Z3, Z5, Z7 and Z9

Display Variant /MEDI REF

#### **AGY MEDI REF**

Selection Criteria: Employment status = excludes 0 (withdrawn)  
Company Code = 0010  
Personnel Area = (agency specific)  
Personnel subarea = excludes 3785, 2250 and 2300 (clients)  
Employee subgrp = excludes 12 and 13 (students)  
Tax models = U3, UH, UJ, V3 and U6

Output Display: Personnel Number  
Employment Status  
Company Code  
Personnel Area  
Personnel SubArea  
Employee Sub Group  
Tax Model  
Last Name  
First Name  
Birthday  
Agency Hire Date  
Adj Svc Date  
Contract Type  
Adj Lv Svc Date