



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

May 02, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-54

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: ISIS HR Work Week for FLSA Non-Exempt Employees

There are currently over 2,000 FLSA **non-exempt** employees in ISIS HR who are incorrectly set up with a "14-day work week (Monday)" on the planned working time infotype (IT0007). Since non-exempt employees must be paid overtime based on the number of hours worked in a 7 day period, they should never be set up with a 14 day evaluation period, unless they fall under the FLSA §7K exception outlined for law enforcement/security positions. Employees coded to incorrect work week values, who have worked overtime, may have been improperly compensated. In addition, the potential for contributing incorrectly to retirement and accruing leave incorrectly may also exist.

Effective immediately, all non-exempt employees set up with a "14-day Work Week (Monday)" must be changed to a more suitable work week in ISIS HR. The work week value must be "7-Day Work Week (Mon-Sun)" for any employee who does not qualify under the FLSA §7K or §7O exemption. The work week value for those with special exemptions will vary, so read the work week value explanations in the [Maintain Planned Work Time](#) script carefully. FLSA §7K and §7O provisions can be found on the following website: [http://www.dol.gov/dol/allcfr/ESA/Title\\_29/Part\\_553/toc.htm](http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_553/toc.htm).

Agencies should obtain a list of all non-exempt employees by running ZT01 with variant /SOL\_NE, to determine which employees must be maintained. Once data is retrieved, filter for work week equal to "80". **All work week changes must be made by the end of pay period 11/2006.** All changes should be made using the begin date of the **current** period (e.g. enter 04/24/06 if being changed for PPD 10/2006 or enter 05/08/06 if being changed for PPD 11/2006). Changes for PPD 10/2006 must be completed no later than Monday, May 8, 2006, and changes for PPD 11/2006 must be completed no later than Monday, May 22, 2006.

Agencies must review employee records to determine if retroactive processing is necessary. However, **retroactive changes should not be processed until further information is provided by OSUP** (reference sheet and/or workshop).

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-54

May 02, 2006

Page 2

Please be reminded that any employee set up with a "7-Day Work Week (Mon-Sun)" who works less than 40 hours in a 7-day period (e.g., 36/44 schedule), must have absence hours coded to bring the total attendance/absence hours to a minimum of 40. This is in accordance with Civil Service rule 11.1(a). In the example of a 36/44 schedule, annual leave (LA) would be coded for 4 hours in week 1 and Z001-Z003 (or ZA02-ZA05) coded for 4 hours in week 2. It may be necessary to select another **work schedule** value (e.g., M-F 8HR, 24H 7DAY) that allows the coding of these absence hours if the current work schedule does not.

Any questions regarding maintenance of the Planned Working Time record should be addressed to the ISIS HR Help Desk at (225) 342-2677. For additional assistance with determining the appropriate work week value, contact Andrea Hubbard at (225) 342-0715.

JWC:APH/kmb