



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

DATE: September 24, 2002
TO: All State Department Undersecretaries and Elected Officials
FROM: Whitman J. Kling, Deputy Undersecretary
Division of Administration *Whitman J. Kling*
SUBJECT: ISIS HR Payroll Direct Deposit Notices (Earnings Statements)

Beginning with the October 18, 2002, payday, a new earnings statement (ZP114) format will be printed and mailed by the Division of Administration (DOA) for all employees utilizing direct deposit.

Although the new remuneration statement (ZP114) is a single page document, is easier to read, and contains all of the current pay period information that the current pink earning statement contains, some information (YTD Leave Taken and Year to Date Compensation Amounts) will no longer be provided due to single page spacing parameters. A sample of the ZP114 is attached for your review. The new remuneration statement (ZP114), is printed on one side of an 8 ½ x 11 pressure sealed laser paper, folded and sealed in a "Z fold" format for immediate mail distribution and provides a better means to print and distribute statements to employees who are unable to utilize Employee Self Serve (ESS).

In addition to continuing to provide printed earning statements, employees will also continue to have access to ESS for compensation and benefit information. It is recommended that agencies educate employees about using ESS to obtain additional payroll related information available to the employee. The Office of Information Services (OIS) has developed an ESS quick reference card with step-by-step instructions and added it to the ESS website to assist employees and agencies in the transition to ESS.

In addition, OIS will, in the very near future, be undertaking an upgrade to ESS that will provide additional functionality and access to the employee and additional alternatives for delivery and obtaining compensation and benefit information for employees. Although no operational changes are expected to occur prior to FY 03-04, you will be provided information on this project as the project progresses.

Should you have any questions, please contact the Office of State Uniform Payroll, at (225) 342-0713, regarding the change in the new earning statements.

WJK/sm

Attachment