



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 06-051**

To: Human Resources Directors  
Employee Administrators  
Fiscal Officers  
Time Administrators

Subject: FY 2007 Position Cost Distribution "Go Live"

On **June 20, 2006** at 4:00 pm, ISIS HR staff will begin creating Position Cost Distribution records (IT1018) and delimiting IT0027 records. Position Cost Distribution records will be created with an effective date of 06/19/2006. Cost values on the new records will mirror what currently exists on IT0027 (Cost Distribution) for the position's current holder.

Our testing indicates that there will be a small number of record creation rejects. These rejects will be communicated to agency HR Directors and EA Managers on Wednesday, June 21<sup>st</sup> via e-mail. Agencies are then responsible for creating the Position Cost Distribution record and delimiting the old IT0027 record for positions that failed. This must be done no later than 6:00 p.m. on **Monday, July 3<sup>rd</sup>**. Keep in mind, that July 3<sup>rd</sup> has been declared a holiday.

The following are some of the reasons that creation rejects will occur and how the error will be referenced in the e-mail:

- *Code C: Employee has no infotype 0027.* To correct the error now and avoid rejection you can run ZP45 and look for (0027) MISSING INFOTYPE.
- *Code F: Future dated infotype 0027.* The conversion program will not create the position infotype 1018 for any position whose holder has an infotype 0027 with a start date between 06/20/2006 to 12/31/9999.
- *Code H: Position has more than one holder relationship.* By running ZP36 now you can identify which positions will fail for this reason and correct.
- *Code R: Employee has no active holder relationship.* To identify those with no active holder relationship, run ZX02 and look for the message: "Active Status with Position Number 99999999".

Also remember that 1018 records will not be created for any vacant positions. Agency staff must create these 1018 records, but not prior to July 3<sup>rd</sup>. Authority to maintain Position Cost Distribution records will be granted to Organizational Management processors on the morning of June 21<sup>st</sup>. All other users with Organizational Management display capability can utilize PPOSE, PP01\_DISP or PPOS\_OLD to view 1018 records beginning on this date. Time Administrators can view these records using PPOSE only.

The following reports were modified or added to accommodate Position Cost Distribution:

Report Num	Report Name	Mod/New	Comments	PRD Availability
ZP171	Logged Changes in Infotype 1018	New	Audit log for 1018 only. Purpose is similar to that of ZP111. Converted 1018's will not be logged.	06/21
ZF09	Default/Override Cost Distribution	Mod	1018 option added, plus you can now select any combination of options.	06/21
ZP31	Position Audit/Exception Report	Mod	Added 1018 and redefined what infotypes/relationships must exist to consider a position record complete.	06/21
ZP45	Potential Payroll/FI Audit Error Report	Mod	New error messages: <i>(1018) INFOTYPE MISSING</i> – output if position is not equal to all 9's and there is no active 1018 record. <i>CONFLICT WITH IT1018 AGENCY/COST CTR</i> – output if first 3 numbers of Cost Center on the 1018 do not equal the Agency# on employee's Org Assignment record (IT0001). <i>(0027) MISSING INFOTYPE</i> –this message was removed.	06/26
ZX02	Mismatch Report	Mod	New message: <i>Position Cost Dist Missing</i> . Will be output for PAID agencies only when a position, whether vacant or filled does not have an active 1018 record.	06/21
ZP115	Position Form	Mod	Added Cost Distribution values, Safety Sensitive and Disaster Essential indicators, if active.	06/21
ZP116	BR9B Report	Mod	Details to be announced later.	

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Infotype 0027 (Cost Distribution) records will no longer be presented during the following PA40 actions: Hire, Rehire, Org Assignment, Position Characteristics Change, Transfer Gaining Non Paid to Paid and Transfer Gaining Paid to Paid. If an Employee Cost Distribution record (IT0027) is required to temporarily override costing stored on the position, it must be added or maintained outside of the action using PA30.

Agencies should always run ZF10 (Potential Errors from Cost Center Closures) and ZF14 (Potential Errors Due to Rpt. Cat. Closures) on payroll Monday to identify closed cost centers and closed reporting categories. Position distribution records or employee Cost Distribution or time records that contain these “bad” values should be corrected prior to the biweekly payroll run.

If you have any questions regarding the 1018 record creation or reports affected by this change, please contact the ISIS HR Help Desk at (225)342-2677 or submit an [HR Help Desk ticket](#).