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State of Louisiana
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Office of Information Services

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ISIS Memorandum 10-011

To: Human Resource Directors
Employee Administrators

Subject: Additions to ISIS HR Qualifications Catalog

The ISIS HR qualification catalog now includes entries for all professional licenses and certifications that are listed as qualifications for classified jobs. Employee Administrators have access to transaction code **PPPM** which can be used to credit any of the new qualifications to employees once they have completed the requirements. Certificate and license qualifications have a default end date of '12/31/9999'. This date, however, can be changed to reflect an expiration date, if necessary.

New fields are also available to further define any qualification linked to an employee's record, including training-related qualifications. These fields include certifying personnel number, document number, certificate/license provider, and an additional space for comments. This additional information can be entered at the time the qualification is created or at a later time using transaction **ZP187 (Additional Qualification Information)**.

Qualifications can be viewed using transaction code **PPPD** or by executing [ZP174, Employee Qualification Report](#). Information from this report is also available in LEO > My Work to Organization Unit Managers.

For more detailed entry information, review the [Create Qualifications](#) or [Maintain Qualifications](#) help script. Any agency that has a need for other additions to the Qualification catalog can submit their request via an [Enhancement / Change Request \(ISF001\)](#) form.

MOH/lwn