

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

September 2, 2011

MEMORANDUM OSRAP 12-06

TO: Fiscal Officers
All State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Coding Expenditures and Tracking Lost Revenues Related to Tropical Storm Lee,
Statewide Activity Code "LEE1"

Attached is a memorandum from the Commissioner of Administration, Mr. Paul Rainwater, requiring all agencies to track all expenditures and lost revenues relating to Tropical Storm Lee. **It is mandatory that your agency use the appropriate activity code: LEE1 (LEE with a numerical one).** Please read this memorandum and follow the instructions as indicated.

If this link does not work, please use the link for Commissioner Rainwater's memo on the OSRAP memorandums page.

If you have questions on any part of the memorandum, please call the contact number for the specific functional area in the memorandum.

AA/dl

Attachment



State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All Department Secretaries and Undersecretaries

FROM: Paul W. Rainwater
Commissioner of Administration

DATE: September 2, 2011

SUBJECT: Procedures for Coding of Expenditures, Emergency Procurement, Overtime Reimbursement, etc., Relating to Tropical Storm Lee

With the possibility of flooding and/or wind damages from Tropical Storm Lee, it is critical to review the required maintenance of emergency-related records and documentation and the required policies and procedures in the event of an emergency. Please communicate this guidance to your management and staff immediately.

EMERGENCY PROCUREMENT

Emergency procurement and contract procedures can be found in the Division of Administration's emergency procurement guide, which is available on the Office of State Purchasing website (www.doa.louisiana.gov/osp/publications/emergencyprocurement.pdf) and the Office of Contractual Review website (www.doa.louisiana.gov/ocr/emergencyprocurement.doc), as well as in any executive orders that may be issued by Governor Jindal.

Any such emergency procurements and/or contracts should emphasize the following:

- Competition, where practical;
- Results-oriented contracts;
- Documentation for audit and reimbursement purposes; and
- Reporting on emergency procurements as soon as practical.

LaGov HCM PAYROLL FOR 9/9/11

Payroll processing for the September 9, 2011 payday will be processed as usual. Direct deposit transactions will be transmitted via ACH as scheduled on Wednesday, September 7, 2011. Payroll checks will be mailed on Friday, September 9, 2011. If employees are evacuated and do not receive their check or deposit, agencies should contact the Office of State Uniform Payroll for instructions. Agencies should be prepared to get pertinent information, such as alternate mailing addresses, phone numbers, banking information, and other contact information that may be useful to handle these problems and to make changes for future payroll payments.

To Secretaries and Undersecretaries

September 2, 2011

Page 2 of 3

Agencies are encouraged to have employees verify their contact information and to make updates through LEO or their Employee Administration Office. If employees relocate to a temporary address, the mailing address (not permanent residence address) should be changed in LaGov HCM.

OVERTIME

Department and agency heads should review their overtime policies. All such policies should comply with Civil Service Rules, Executive Order No. BJ 2008-64, and the FLSA. Departments should have an overtime policy in place guiding the earning and compensation of overtime.

CODING OF EXPENDITURES AND TRACKING LOST REVENUES

It is critically important that all agencies accurately capture and maintain all records and documentation related to Tropical Storm Lee expenditures in order for the State of Louisiana to successfully request and receive full reimbursement from the Federal Emergency Management Agency (FEMA).

Agencies should not, at this time, be concerned with what may or may not qualify for reimbursement; rather, any and all costs related to storm preparations or disaster relief and recovery efforts should be reported to the "LEE1" activity code. Full and complete documentation and justification of all expenditures will be critical to securing federal dollars. In addition to the impact on expenditure budgets, there will also be revenue impacts related to Tropical Storm Lee – decreases to self-generated revenues, lost revenue streams, "savings" due to office closures, etc.

Expenditures

A new "Activity Code" has been established in ISIS to track expenditures related to Tropical Storm Lee. **If your agency incurs any expenditures related to the storm, you must enter LEE1 in the ACTV field of any AGPS or CFMS document or the payment document (PV, PVQ, P1, MW, reclassification of P3, etc.).** If you have already incurred expenditures related to Tropical Storm Lee that are not coded to this activity code, please prepare a journal voucher to include this activity code so that costs can be captured in an activity report for all state agencies. This procedure is being implemented to track all Tropical Storm Lee related expenditures for the State to be used in future decisions. Invoices for these expenditures should be clearly marked 'Related to Tropical Storm Lee' and, if necessary, should have a brief explanation of why it was necessary to incur the expenditure. It is imperative that these expenditures be properly documented so we can provide substantiations during audit.

Agencies who do NOT utilize the State's Advantage Financial System (AFS) must develop their own mechanism to capture storm-related expenditures and report this information, upon request, to the Division of Administration (DOA).

Lost Revenues

If your agency has incurred a loss of revenues as a result of Tropical Storm Lee, you must begin tracking this loss. Estimating will be acceptable and can be accomplished by using the last two years average revenue received during the same period (week/month) last year versus this year. This comparison should be made on a spreadsheet with a line for each type (source) of revenue. It should begin with the last period that had "normal" revenues and then continue with subsequent periods.

To Secretaries and Undersecretaries

September 2, 2011

Page 3 of 3

Payroll

- **WBS Element (formerly referred to as Activity Code):** For LaGov HCM Paid Agencies, the newly created WBS Element “LEE1” must be utilized if the employee’s **regular work hours or overtime** are related to activity associated with Tropical Storm Lee. If the employee works overtime due to the effects of the storm, timekeepers **MUST** code these hours to WBS Element “LEE1.” Refer to LaGov HCM Help for assistance in entering this data.
- If the employee’s **regular** work hours are related to activity associated with Tropical Storm Lee, timekeepers should code ZA01 (regular attendance) hours and MUST code these hours to WBS Element “LEE1”. Refer to LaGov HCM Help for assistance in entering this data.
- Timekeepers must also code the WBS Element “LEE1” on all **overtime** hours worked if related to activity associated with Tropical Storm Lee. Refer to LaGov HCM Help for assistance in entering this data.
- **Office Closure: Costs incurred** for employees that are being compensated during office closures due to the Tropical Storm **must be identified.** For LaGov HCM-paid agencies, Special Leave Office Closure code “LSOC” must be entered in order to track these payments. The Division of Administration will execute reports to determine this cost. Agencies are **NOT** to enter the WBS Element “LEE1” on these LSOC entries.
- Agencies are **NOT** to enter WBS Element “LEE1” on any leave hours taken.

If you are a LaGov HCM Paid agency and have already incurred payroll expenditures (regular pay or overtime) related to Tropical Storm Lee that are not coded to WBS Element “LEE1”, you must retroactively add the WBS Element in LaGov HCM. Do not use a J6 for payroll expenditures because then LaGov HCM will not accurately reflect the WBS Element and the information would not be included on the LaGov HCM reports. Contact the LaGov HCM Help Desk at (225) 342-2677, Option 2, for assistance.

Non-paid agencies must develop a mechanism for tracking this information and reporting to the Division of Administration upon request.

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation. Do not hesitate to contact me if you have questions or need further information.

Sincerely,



Paul W. Rainwater