



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

November 30, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-34

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: New Worker's Compensation Law Enforcement Codes

In accordance with Civil Service Rule 11.21.1a:

(a) When an employee engaged in law enforcement work is disabled while in the performance of duty of a hazardous nature, and because of such disability is unable to perform his usual duties, his appointing authority may, with prior approval of the Director, grant such disabled employee a leave of absence with full pay not to exceed six months during the period of such disability without charge against the employee's accumulated sick or annual leave, provided such employee must pay to his Department all amounts received by him as Workmen's Compensation benefits. Requests for such leave shall be submitted in writing by the appointing authority and shall include all information necessary to determine whether an employee is covered by this Rule.

(b) If a request, made in accordance with the provisions of Subsection (a) of this Rule, is found to be questionable or if the leave requested exceeds or later extends beyond six months, the Director shall submit such request to the Commission for its review and approval.

To accommodate this rule, the following new codes have been established in ISIS HR effective November 21, 2005:

Absence Type:	LDLE	Worker's Comp Law Enforce
Quota Type:	89	Worker's Comp Law Enforce

A quota record must be created prior to using the leave type. It's important when creating the quota to specify both begin and end date on the HR Master Data screen, if the user wants the deduction from/to and record from/to dates to default in correctly. The defaulted quota value of 1040 hours can be changed, if necessary. Use of this absence type will not reduce any annual, sick, or compensatory leave quotas. As this absence type performs quite differently from

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LD, please be careful to utilize it only for worker's comp events that qualify under the provisions of the aforementioned rule.

The new quota type, Worker's Comp Law Enforce, has been added as an option to the Absence Quota Report (ZT06).

Wage Type:	0677	Law Enfrcmnt Workers Comp-LV
Wage Type:	0678	Law Enfrcmnt Wokers Comp

0677 is the system wage type that identifies worker's comp law enforcement earnings.

0678 is the wage type used to reduce the employee's taxable wages once the worker's compensation check is returned to the agency. This is modeled after the current worker's compensation wage type 0670.

A new ISIS HR help script entitled "Worker's Comp Law Enforcement" directs the user on quota creation, time entry and the reduction of taxable wages.

Questions regarding the applicability of the Civil Service rule should be directed to Civil Service. Questions regarding entries in ISIS HR should be directed to the ISIS HR Help Desk. All other questions should be directed to a member of the OSUP Wage and Tax Unit at (225):

Chelette Jarrett	342-0714	Rhonda Desselle	219-0338
Rachel Bryant	342-1651	Wendy Eggert	219-0191
Tiko Ary	342-1652		

JWC:APH:kmb