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No. 10

Civil Service Related Errors on the ZX02 Mismatch Report

Per General Circular 1673, Civil Service will use the ZX02 Mismatch Report to check data integrity in the ISIS HR system. Which errors will be of interest?

Following is a chart that outlines the specific errors from the ZX02 report that Civil Service will be contacting agencies to address in the first round of Data Integrity reviews. Although all exceptions listed in the report output for a personnel area should be investigated, these are the exceptions that Civil Service will focus on in the first review.

Please keep in mind that Civil Service will also be reviewing the accuracy of Contract Types using the ZP44 report, Detail to Special Duty information using the ZP28, Date information for classified employees using the ZP135 variant "CS Data Integrity 1" and PPR data using the ZP117 report. Agencies should begin reviewing these reports for their employees to ensure accurate information in the ISIS HR System.

Questions? Call your Assistance Coordinator at (225) 342-8274.

ISIS HR ZX02 Mismatch Report

Errors of Concern for Civil Service Data Integrity Initiative

See the ISIS HR On-Line Help Report Descriptor for the ZX02 Mismatch Report to get a detailed list and definition of each error on the report. Below is only an explanation of certain errors related to Civil Service interests in particular pieces of data.

Error	Explanation
Active Status with Position No 99999999	Active employees should have a position number tied to an SF-3 or unclassified authority from Civil Service.
Classified ESG but Job Code not Classified	Self-explanatory.
Date of Birth missing	Self-explanatory.
EE Does not have a personal data infotype	Certain demographic information must be maintained for all state employees per the Entry Guidelines.
EG=Full time salary or hourly & FTE not 100%	In order to obtain an accurate count of state employees, it is important that agencies maintain the proper FTE.
EG=Part Time hourly and FTE=100%	In order to obtain an accurate count of state employees, it is important that agencies maintain the proper FTE.
Error-Perm Status Date	If an employee resigns his permanent status, the permanent status date record should be delimited.
ESG=Student but job code not=00507100	There is only one job code for students. Students are often excluded from statewide reporting, so agencies must be sure they are recorded correctly.
ESG=Student but PSA not for Student	Incorrect Personnel subareas for students could afford them benefits not allowed under the rules such as holiday pay or leave accrual.
Gender Incorrect	Each employee should have a unique gender identifier. This message appears for those who have "TBD" on their gender record.
IT0008 Amount Outside of Pay Grid Max	Agencies are generally not allowed to pay employees above the maximum amount of the allocated pay range.
IT0008 Amount Outside of Pay Grid Min	Agencies are not allowed to pay employees below the minimum amount of the allocated pay range.
Job Code Classified but ESG not Classified	Self-explanatory.
Merit Eligible Date Missing	Required for all classified employees.
Mismatch EG or Mismatch ESG	ESG or 'employee subgroup' is the ISIS indicator on a position for appointment status (classified or unclassified). A position and employee should have the same status.
Mismatch Job Code	Attributes between a position and person must match.
Mismatch PA or Mismatch PSA	One aspect of a position's allocation is the agency in which it is located. The employee who occupies it must be in the same in the agency for which it was allocated.

Error	Explanation
Mismatch Planned Comp/IT0008 Pay Grade	The pay grade allocated to a position should match the pay grade indicated on the employee's record.
Mismatch PSA/Pay Type/Pay Scale Grp	Employee's pay information should reflect the information established for the position.
No IT0007	Agencies are required to report a planned work schedule to the Department.
No IT0008	Agencies are required to report pay information for all employees to the Department.
No IT0016 Exists	Contract type data is required per the Entry Guidelines for all classified employees.
No Pay Scale Level found on IT0008	If a position has base supplement, the level should reflect the percentage above the maximum that has been approved. If there is no base supplement, then the level should be 00.
No Perm Status Date	All permanent employees must have a permanent status date.
No Permanent Address on File	All employees are required to have a permanent address on file according to the Entry Guidelines.
No Planned Comp Record	All positions should have a planned compensation record stored in Org. Management.
Working Hours Do Not Match	This refers to mismatches between the Capacity Utilization Level field and the Employment Percent field which are important in reporting accurate FTE information.