



ISIS HR
Quick Tips

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Data Integrity Initiative: ZP44 Contract Audit Report

The next step in the Civil Service Data Integrity Initiative will involve reviewing basic information in the ZP44 report to ensure consistent and accurate data is maintained in the ISIS HR system.

In an effort to continue with our ongoing personnel record Data Integrity Initiative outlined in General Circular 1673, we will be emailing a list of exceptions from the ZP44: Contract Audit Report to HR Directors of all ISIS agencies. We will be reviewing several fields for any inconsistencies. The following items will be reviewed to identify any areas of concern:

1. Any expired 'Valid Until' dates,
2. Missing 'Valid Until' dates for employees who have Contract Types that are not permanent in nature,
3. Employees with a Contract Type of 'Permanent' that should have 'Permanent Status Dates' and no 'Valid Until' dates,
4. Employees in classified Job Codes should have classified Contract Types, PS Groups and EE Subgroup Texts, and
5. Employees in unclassified Job Codes should have corresponding unclassified Contract Types, PS Groups and EE Subgroup Texts.

For additional information on the ZP44: Contract Audit Report please review the Report Descriptor in the ISIS Online Help under State of Louisiana Reporting>> Personnel Management and see the Entry Guidelines for information on recording contract types in ISIS HR.

Questions? Call the HRIS Program Consultant at (225) 219-9439.