



ISIS HR
Quick Tips

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Tracking Position Expiration Dates Using ISIS HR

If an agency is granted temporary authority to establish a position, how can they track the expiration date in ISIS HR?

Temporary unclassified authority is granted to agencies on a regular basis using Civil Service Rules 4.1(d) 1 and 2. Agencies can use the “Department/Staff” infotype in Org. Management to track the effective dates of these positions and should record the rule authority using the “Position Priority” field.

Agencies would create the infotype with the start and end dates of the authority that has been granted. Then, select the appropriate priority from the drop down (usually Commission Approved or Director Approved). Finally, the agency would mark the planned vacancy information if needed and save the record. The end date of this infotype would be the expiration of the time the authority has been granted. This information can be output using the ZP19 – Position Data by Personnel Area report. Users will have to “show” the Position Priority Begin Date and/or End Date to review these dates.

For example, an agency may be granted authority under CS Rule 4.1(d)2 for a Coordinator position at the February 20, 2008 Commission meeting with an expiration date of February 19, 2011. That agency would create a position in ISIS HR with the correct attributes. Then, create the Department/Staff infotype with a position priority of “Commission Approved,” a begin date of 2/20/2008, and an end date of 2/19/2011. If that authority is extended, the agency would change the end date of the record to the new later date.

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