



ISIS HR
Quick Tips

March 31, 2008

No. 25

Data Integrity Initiative: ZP28 DSD/LOA Audit Report

The next step in the Civil Service Data Integrity Initiative will involve reviewing detail to special duty related data in the ZP28 report to ensure consistent and accurate information is maintained in the ISIS HR system.

In order to expand our ongoing personnel record Data Integrity Initiative outlined in [General Circular 1673](#), we will be emailing a list of possible errors from the ZP28: DSD/LOA Audit Report to the HR Directors of all ISIS agencies. We will review the Detail to Special Duty information for ISIS records with a 'Perm Class Detail' or 'Prob Class Detail' contract type and those with a BOWN relationship. The following items will be reviewed to identify any areas of concern:

1. Detail contract types with no existing BOWN relationship,
2. Expired Valid Until Dates and/or Next Merit Dates,
3. Original positions with an old pay scale group,
4. Unclassified positions with a BOWN relationship, and
5. Any missing information.

For additional information on Detail to Special Duty, please refer to the following links:

[ZP28 Report Descriptor in the ISIS Online Help](#)

[C.S. Rule 8.16\(d\) Detail to Special Duty](#)

[C.S. ISIS Entry Guidelines: Appointments-Detail to Special Duty](#)

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