



ISIS HR  
**Quick Tips**

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## **Data Integrity Initiative: ZP135 Flexible Employee Data Report**

*The next step in the Civil Service Data Integrity Initiative will involve reviewing employee information and date related data from the ZP135 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 HR Directors a list of possible personnel record errors from the ZP135: Flexible Employee Data Report using the 'CS Data Integrity 1' report variant. We will review the employee information for both the classified and unclassified service. The following items will be considered to identify any areas of concern:

1. Anniversary Dates without an end of time (9999) designation,
2. Merit dates that are not consistent with the Anniversary Date, and
3. Any missing information.

For additional information, please refer to the following links:

[ZP135 Report Descriptor in the ISIS Online Help](#)

[C.S. ISIS HR Entry Guidelines: Data Items Required for each Employee](#)

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