



ISIS HR  
**Quick Tips**

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## **Impact of Changes to ISIS HR Action and Pay Reasons**

*Why does a reason that was correct when I saved it last week read “do not use” today?*

Previous ISIS HR Quick Tips editions have discussed the fact that many action and pay reasons are being updated. Since May 15, 2006, users should be seeing many changes to commonly used reasons. ISIS HR is a “real time” system. When changes are made to existing reasons, all of the previous entries of that reason are affected.

For example, previously agencies were told to use “Other Non-base Pay” when entering information on premium pays. The users asked for something more descriptive. So, now there are the options of “Start other non-base pay,” “Stop other non-base pay,” and “Change other non-base pay.” The old reason is no longer valid. At Civil Service’s request, ISIS HR added “Do Not Use” to lead agencies to the use of the new reasons. When the change was made, it affected all selections of “Other Non-Base Pay” that had ever been made in the system. The key is the effective date of the pay change. If “Other Non-base Pay (DoNotUse)” is on a record that was effective prior to May 15, 2006, it is correct. If the effective date is after May 15, 2006, then the new reasons should be used.

Civil Service’s Accountability Division will begin citing incorrect reasons based on the changes when the new Entry Guidelines are officially issued. Until then, they will continue to audit according to the current Entry Guidelines.

Questions? Call your Civil Service Assistance Coordinator at (225) 342-8274  
or the HRIS Policy Consultant at (225)219-9422.