



ISIS HR
Quick Tips

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Maintaining Detail to Special Duty Entries in ISIS HR

How do I properly create and maintain ISIS HR entries related to Detail to Special Duty?

According to [Civil Service Rule 23.12](#), an appointing authority can assign an employee to a different position in the same department for up to a month without changing the employee's classification or pay. However, after a month the appointing authority shall detail the employee in accordance with Civil Service Rules that is not to exceed a year without prior Civil Service Director's approval or return the employee to the employee's regular position.

Prior to executing the Organizational Assignment transaction of Detail to Special Duty, it is important to [Create Position - Detail to Special Duty Relationship](#), which establishes an ownership relationship to the incumbent's original position with an infinite end date. This 'B OWN' relationship can be done via [PPOME](#) or [PO13](#). Once the ownership relationship is established, a PA40 Organizational Assignment Action- Detail to Special Duty is executed in ISIS HR.

When executing a Detail to Special Duty action, it is important to maintain the incumbent's [Basic Pay Screen \(0008\)](#) and [Contract Elements \(0016\)](#). The Basic Pay Screen (0008) should include the appropriate Informational Wage type that reflects the incumbent's pay in his regular permanent position. For example if the employee is detailed up 1 pay level, the Informational Wage type entered would be '9515 Info WT Detail Up 1 Pay Level.' In the event the incumbent has a basic pay change to his regular permanent position while still in the detailed position, the Informational Wage Type should be updated to show the change on incumbent's regular pay. In addition to Basic

Pay (0008), the Contract Element (0016) must also be updated to reflect the incumbent's temporary appointment and "Valid until" date.

Upon the conclusion of the detail, the "B OWN" relationship must be delimited by way of [Delimit Position-Detail to Special Duty](#) in PO13. Once the "B OWN" relationship is delimited, the [Organizational Assignment Action](#) transaction Return from Special Duty will be executed. During this action, the incumbent's Basic Pay (0008) and Contract Elements (0016) will be updated to reflect the status of the employee's permanent position. The informational wage type should be deleted from the basic pay screen and the contract element screen will also need to be updated to reflect the contract type of the employee's permanent position.

If the employee is separating from your agency prior to their detail ending, the detail must be ended the day before the employee separates. The b-own relationship will need to be delimited. The employee's contract type and basic pay record will need to be returned back as well. Since the employee's pay will decrease for one day, the employee will need to be compensated for the difference in their detail pay and their original pay on for the last day worked. Wage type 0157 'Return f/Detail Last Day Pay' on [Additional Payments \(0015\) infotype](#) is available to make a one-time payment to the employee to compensate the difference in pay. The amount reflected should be the difference owed to the employee after being returned to the permanent position, while still working in the detail.

In an effort to identify inconsistencies related to temporary appointments such as details to special duty, Civil Service issues the monthly [ZP 44 Contract Audit](#) and [ZP 28 Detail to Special Duty](#) reports that identifies inconsistencies with employee contract elements, date specifications, and 'B OWN' relationships.

Questions? Call the HRIS Program Consultant at (225) 342-8282