



# PROGRAM SUPPORT HR TIPS

January 27, 2010

No. 2

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## **PAYROLL COMPARISONS**

It is the Program Assistance Division's responsibility to ensure that all personnel and position data being received from Program Support agencies and entered into the statewide computer system (ISIS), is received in a timely and accurate manner. All actions must be reported to the Department of State Civil Service within 30 days per the [Documentation and Reporting Requirements](#).

One of the methods in which this is handled for Program Support agencies is by a request of the employment records of every classified and unclassified employee for your agency. This payroll data is then compared to the data in ISIS to ensure that what has been reported to us is accurate. Please note, the names and job titles of each board member is required for comparison as well.

We review these records on a semiannual cycle, once in the spring and then again in the fall. Each agency's data is requested only once per year unless the overall compliance score is not acceptable. In these cases, we will request the data until the agency receives an acceptable overall compliance rate. Agencies are generally given two weeks to return the requested information. Extensions are given upon request.

*If you have any questions regarding this information, please call Betty L. Davis at (225) 342-8295.*