PROGRAM SUPPORT HR TIPS

UPDATING UNCLASSIFIED EMPLOYEES PAY IN ISIS

While we have collectively made tremendous progress in the accuracy and timeliness of the Paper Agencies employee data being reported and entered into the ISIS HR system, there is still some outdated employee information in the system. Our focus in this tip will be on the unclassified employee whose pay in ISIS is inaccurate.

Since an unclassified employee is not employed in the state's classified service, it is unnecessary to enter into ISIS as with the classified employees a detailed account of every pay action.   If there is a gap in the unclassified employees pay history, all that is required from the agency is **one** Employee Change Form to bring the unclassified employee's salary up from what is currently in ISIS to his or her present day salary. *Note: If you are not sure of the last salary reported to Civil Service, you can review the employee's pay information on the latest ISIS HR Employee list, you are currently receiving bi-weekly from Civil Service, or you may contact your Program Support Analyst for assistance.* By eliminating the number of change forms and the individual actions being entered into ISIS, this is both a cost and time efficient measure.   Below is an example of how to bridge the gap between the employee's current salary to the last reported salary in ISIS.

Example

An Assistant Director's pay has not been reported to Civil Service for entry into ISIS since 2003, even though he has received a regular pay increase every year since 2004. To bring this pay record up to date in ISIS, the HR representative for the agency would either check their ISIS HR Employee list for the current salary in ISIS or contact their Program Support analyst at Civil Service for assistance.   Once they have obtained the information, they would submit to the Program Support Unit **one** Employee Change Form to bridge the gap between 2003 and 2010. The agency would report the salary under the Current Pay Rate column on the Employee Change Form as the salary last reported to Civil Service and under the Proposed Pay Rate column the employee's most recent salary. The Program Support analyst would note on the employee's record that this salary includes pay increases from 2004 to 2010.

We hope this **HR Tip** has been helpful to you.   If you have any questions please contact Betty Davis at (225) 342-8295 or betty.l.davis@la.gov