



PROGRAM SUPPORT HR TIPS

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THIRTY DAYS TO REPORT

In order to monitor the state's workforce and to generate accurate employment reports, the Department of State Civil Service (DSCS) has a responsibility to ensure that personnel and position data are being entered into ISIS HR system in a timely, accurate manner in accordance with established guidelines. All actions must be reported within 30 days per the [Documentation and Reporting Requirements](#). For the data entry assisted agencies (Paper Agencies) this requires a [Personnel Data form](#) be sent to the Program Support Unit at Civil Service on or before the effective date of the action.

[Personnel Data forms](#) may be submitted to Civil Service as early as 60 days before the effective date of the action. Keep in mind that all forms received from the agencies before the effective date of an action may be inputted, but will not show up on the Bi-Weekly ISIS HR Employee List report you are currently receiving until the effective date of the action. If you need to know whether an action has been received and entered into ISIS, please contact your analyst for assistance.

*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*