

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

May 9, 2006

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General Circular No. 001654

To: Heads of State Agencies and Human Resource Directors

Subject: Recording Attainment of Permanent Status in the ISIS HR System

Issue Date: May 9, 2006

Effective immediately, Attainment of Permanent Status will no longer have to be recorded in the ISIS HR system through the Position Characteristic Change (PCC) action. Instead, agencies must only maintain the contract elements info type and permanent status date on the employee's record when an employee is granted permanent status.

In consultation with the Human Resources community and the ISIS HR team, it has been determined that maintenance of the contract elements and permanent status date will provide adequate information for reporting and recording purposes. This will eliminate agencies having to perform an additional action in the system. Agencies should discontinue the practice of entering the PCC action for attainment of permanent status.

It is important that these two pieces of information continue to be properly maintained. The Civil Service Accountability division will continue to monitor recording of attainment of permanent status; however, agencies will no longer be cited for the absence of the PCC action. Instead, agencies will be cited for employee records with incomplete or incorrect permanent status data. Agencies should also continue to provide the employee a copy of the Employee Notification Form and maintain Certification of Compliance documentation for this change.

Prior to this change, a review was conducted of permanent status date issues currently in the ISIS HR system utilizing the ZX02 Mismatch Report. Representatives from the Department will be contacting agencies with identified discrepancies. Agencies will be

required to correct any errors within two weeks of being notified. We will continue to monitor this area and notify the Employee Administration contact for your agency via email, if any concerns are identified.

Please ensure that you communicate this change to all of your Human Resources staff. If you have any questions, please contact your Assistance Coordinator at (225) 342-8274.

Sincerely,

s/Anne Smith Soileau
Director