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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 6, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-13

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: LaGov ERP Conversion and ISIS HR System Availability

The LaGov ERP conversion is scheduled to begin on November 4, 2010 with "go live" on November 15, 2010. In order to prepare for this it will be necessary for the ISIS HR system to be unavailable beginning Thursday, November 4, 2010. Note the following schedule for November 1, 2010 through November 15, 2010:

- November 1, 2010 – Payroll processing as usual for PPD 22/2010
- November 2, 2010 – Election Day Holiday - Off-cycle will be available. The Help Desk staff will be available to assist agencies, and the Office of State Uniform Payroll (OSUP) staff will be available from 12:30 – 4:30.
- November 3, 2010 – Off-cycle will be available. Note: This will be the last day for off-cycles and travel processing/payments until ISIS HR becomes available again.
- November 4, 2010 – November 10, 2010 - There will be **no ISIS HR access, including LEO**. Travel entry and processing will also be suspended until ISIS HR becomes available again.
- November 11, 2010 – Veterans Day Holiday – This is the earliest date that ISIS HR may be available. A listserv message will be sent once ISIS HR is available. Off-cycle will be available if ISIS HR is available. The Help Desk staff will be available for assistance.
- November 12, 2010 – Travel payments will be processed if ISIS HR is available.
- November 15, 2010 – LaGov ERP "go live" and payroll processing for PPD 23/2010

Payroll Processing for PPD 22/2010 (11/5/2010):

Although payroll will be run as usual on Monday, November 1, 2010, agencies are encouraged to review data entry very carefully throughout the pay period, run

system reports, correct errors, and run payroll simulations to ensure an accurate payroll run. Particular attention should be given to bank detail changes. Direct deposits returned from an employee's financial institution cannot be processed until ISIS HR becomes available.

Although Tuesday, November 2, 2010 is a State holiday, off-cycle will be available. Agencies are strongly encouraged to review payroll results on this day and make necessary corrections in order to process off-cycles. Corrections to employee pay or master data during this time must be completed by Wednesday, November 3, 2010 prior to off-cycle closing at 5:00 p.m. Agencies should utilize the reports available on the "[Agency's Critical Reports Calendar](#)" located on the OIS website to identify potential problems.

OSUP will accept requests for reversals on Tuesday, November 2, 2010, and until 2:30 p.m. on Wednesday, November 3, 2010. All reversals approved by OSUP must have an off-cycle correction stored by 3:30 p.m. on Wednesday, November 3, 2010. Please refer to the procedures outlined in OSUP [Memo #2010-17](#) to request a reversal. Reversal requests received after 2:30 p.m. on Wednesday, November 3, 2010 will not be processed in ISIS HR until the system becomes available after the conversion.

Payroll Processing for PPD 23/2010 (11/19/2010)

Agencies are encouraged to begin master data and time entry transactions as soon as ISIS HR becomes available for PPD 23/2010 (including on the November 11, 2010 Veterans Day holiday if ISIS HR is available). Users may experience a slow response time due to LaGov system resources and the number of users expected to be accessing ISIS HR during the shortened entry period. Because of this possibility, agencies are requested to limit retroactive processing for this pay period, if possible.

Agencies should anticipate payroll processing to extend past the normal time for this pay period. After payroll processing has been completed, information regarding ISIS HR system availability will be sent by the Help Desk.

Requests to the OSUP Garnishment Administration unit for PPD 23/2010 offsets/payment plans for overpayments must be received by 12:00 p.m. on Friday, November 12, 2010.

Agencies should advise employees of the following:

- LEO will be unavailable during conversion. Employees should access LEO prior to 11:59 p.m. Wednesday, November 3, 2010. Beginning October 19, 2010, there will

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be a message on the LEO Welcome screen to advise employees of the upcoming LEO unavailability.

- If bank detail changes are needed for the November 5, 2010 payday, these must be entered in LEO prior to Monday, November 1, 2010. November 5, 2010 direct deposits to incorrect bank accounts cannot be corrected until ISIS HR becomes available again.
- The OSUP Garnishment Administration unit will only be able to provide limited assistance to employees during the period ISIS HR is unavailable.

Attached is a calendar illustrating the processing changes and deadlines outlined above. Agencies should begin planning accordingly for these changes.

Questions related to ISIS HR system availability should be directed to the [ISIS HR Help Desk](#). Questions regarding OSUP processing deadlines should be directed to Paula Rotolo by e-mail: Paula.Rotolo@LA.GOV or by phone: (225) 342-5337 or Lawanna Green by e-mail: Lawanna.Green@LA.GOV or by phone: (225) 342-5333.

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Attachment: LaGov ERP Conversion Calendar

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 *Payroll processing for PP 22/2010	2 *Election Day Holiday (on ISIS Holiday calendar) *Off-cycle available *ISIS HR Help Desk available *OSUP staff available 12:30 pm – 4:30 pm	3 *Off-cycle available *Reversal requests by 2:30 pm *Off-cycle corrections for reversal requests must be stored by 3:30 pm *NOTE: last day for off-cycles & Travel payments until ISIS HR becomes available	4 ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE	5 PAYDAY ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE	6 ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE
7 ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE	8 ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE	9 ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE	10 ISIS HR UNAVAILABLE LEO UNAVAILABLE TRAVEL UNAVAILABLE	11 *Veterans Day Holiday (on ISIS Holiday calendar) *Fed Reserve Holiday *Off-cycle will be available if ISIS HR is available *ISIS HR Help Desk will be available	12 *Offset/payment plan requests to OSUP by 12:00 pm Travel payments will be processed if ISIS HR is available.	13
14	15 *Payroll processing for PP 23/2010 *LaGov "Go Live"	16	17	18	19 PAYDAY	20
21	22	23	24	25	26	27
28	29	30				

2010