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HUMAN RESOURCE MEMORANDUM NO. 01-020

March 16, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: New ISIS HR Payroll System and Employee Self Service (ESS)

The payroll portion of ISIS HR goes live March 19, 2001. The first pay day using ISIS HR will be April 6, 2001. With this implementation, ISIS HR will replace the State Uniform Payroll System (UPS) and the other statewide systems that were used to manage Louisiana State Government human resources and payroll.

What changes will employees see?

With ISIS HR, employees will see three new pay documents; a new check and check stub; a new direct deposit statement and the new remuneration statement. The new check stub has much less information than the current UPS check stub, the direct deposit statement has about the same information and the new remuneration statement has significantly more detail. *After three months the State plans to discontinue printing and mailing direct deposit statements.*

Employees will be able to access their own pay information by using the Employee Self Service (ESS) component of ISIS HR. ESS uses Internet technology to allow employees to view personal information as well as current and past pay information. Employees will even be able to make limited changes to their personal data. *Employees should take notice of the message on their initial ISIS HR check stub or direct deposit statement which identifies the ESS web location and employee user identification and password. Employees can then access their information immediately via the Internet.*

The ISIS HR payroll system will use the biweekly or hourly salary that is on employees' basic pay records as opposed to UPS which uses monthly or hourly salaries. Due to changes in rounding calculations, some employees may see minor differences in pay of less than \$1.00 in HR Memo 01-020

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their paycheck. *Employees with garnishments could experience a change in the amount withheld for various reasons.* Employees can discuss these changes with Human Resources on an individual basis.

Where should employees go if they have questions or problems with pay or Internet access?

Anyone having any questions should call the Human Resources office at 342-0880.