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## HUMAN RESOURCES MEMORANDUM NO. 03-087

September 24, 2003

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** Payroll & ISIS HR/Payroll System Policy

The Human Resources (HR) Section is charged with the responsibility of developing and maintaining policies and procedures for entering personnel data into the ISIS HR/Payroll System and for producing a timely and accurate payroll for all employees. Since the implementation of the ISIS system, we have issued numerous human resources memos and guidelines, and conducted training sessions for employees who participate in the payroll process. Developing a comprehensive policy to include all of the processes involved in the ISIS system has come about through the evolution of continuing education, trial, and error. We hope that this policy will help to eliminate the errors and enable us to succeed in one of the most important components of our goals, that of producing a timely and accurate payroll for all employees.

Each agency within the department must establish a Time and Attendance Policy. The requirements are outlined within this policy. In conjunction with time and attendance, agencies must also establish policies on overtime. Both of these policies must be submitted to HR for review of accuracy and consistency prior to approval by appointing authorities or designees.

Many sections of the policy contain procedures implemented primarily by HR staff. However, in most cases, these processes also depend on information received from others. The Time and Attendance section is an area of primary concern for managers and timekeepers; however, managers need to also be aware of other sections in the policy that contain information that affect them as well.

Please read the policy, become familiar with it, and begin immediately to develop the agency policies mentioned above. Once all of the agency policies are in place, we will begin to conduct random audits to see how the systems are working and to provide assistance.

If you have any questions or need immediate assistance, please call our office at (225) 342-0880.  
Attachment

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