

How can I extract, from ISIS HR, information necessary to develop a layoff plan for my agency?

ZP12, the Layoff Determination Report is the answer. This report was designed to aid in layoffs and contains information such as

- employee personal data
- adjusted service date
- current work assignment information
- detail to special duty information
- work and residence domicile (parish)
- career group

This, in addition to other data that is output, but hidden, will prove helpful when preparing a layoff plan. As with any ISIS HR report, it's only as accurate as its input data.

Take time before the need arises to create a plan to validate critical layoff-related information stored in ISIS-HR. With that in mind, the following are a couple of the reports that can be run to identify missing or incorrect data:

[ZX02 – Mismatch Report](#) can be utilized for validation of employee records. ZX02 will report an employee only if the employee's data doesn't conform to cross validations that this report performs.

Examples include **NO PERM STAT DATE** (employee is a classified permanent state employee but has **no** Permanent Status Date stored on the **Contract Types** infotype (0016) and **ERROR-PERM STAT DATE** (employee is **not** a classified permanent state employee but has a Permanent Status Date stored on the **Contract Types** infotype).

Once the problem is corrected, rerun the report to verify that the employee isn't output.

[ZP28 - DSD/LOA Audit Report](#) can be run to ensure that B OWN position relationships are set up accurately.

The ZP12 report descriptor contains additional information and tips regarding report utilization, record selection suggestions, output manipulation tips and references to other helpful reports. There's much to be gained by taking a minute to review the [ZP12 – Layoff Determination Report](#) online help descriptor.

Should you need an ISIS HR Reports Class refresher, refer to the [ISIS HR Reports Manual](#). Below is the table of contents from that manual. Scan and see if there is something that you may wish to review.

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