



How can I ensure a smooth transition from this fiscal year into next fiscal year? Are there any reports I should be running now?

➤ **ZP22 – Payroll Projection Report**

This report projects payroll expenditures for the remaining pay periods of the current fiscal year.

Projected Cash Paid is the sum of **Projected Base Pay + Projected Merit Pay + Projected Career Progression Group Pay + Emoluments**. *This reports also projects ER Ret, ER OSDI and ER Medicare. While the report provides the monthly ER Health and ER Life (as hidden fields), it does not provide the actual projection.*

NEW

Emoluments - This new column was recently added to ZP22 and is soon to be added to ZP116. On ZP22, Emolument costs are projected if the emolument is active on the date for which you are executing the report. Wage types reported include:

- 0101 - Taxable Cash Housing/Utility
- 0105 - Taxable Cash Meals
- 0110 - Taxable Cash Personal Vehicle Use
- 0114 - Taxable Cash Uniforms
- 0153 - Taxable Cash Cell Phone

➤ **ZF73 – Employee YTD Wage Type Results Report**

Provides actual (both calendar and fiscal) year to date expenditure amounts.

➤ **ZP151 – OGB Interface Log**

Agencies can use this report to verify that annual enrollment changes made in OGB's eEnrollment have been interfaced to ISIS HR.

Now is a good time for Fiscal offices to inform their EA staff as to cost centers, reporting categories, etc. that will be replaced next FY.

Remember, ISIS HR DOES allow future dated changes, so it is not too early to begin making changes necessary for next fiscal year.

➤ **ZF09 - Default/Override Cost Distribution Report**

Once EA's know which particular cost centers and reporting categories will be invalid next FY, this report should be run to determine which employees have Cost Distribution records (IT0027) that must be maintained. These record changes can be done NOW, using a future effective date.

Continue to run **ZF09**, report option: 'IT0027 Cost Distribution (Default)', for the "soon to be" invalid values until the report no longer outputs any employees that require maintenance. *Date Parameter* used would be **Other Period = 14/2005**.

➤ **ZP94 – Org Unit Summary Report**

Run this report to identify organizational units that are linked to a "soon to be" invalid cost center. Once identified, the A011 – Cost Center Assignment relationship must be maintained.

Once this maintenance is complete, EA's can both verify the changes made to orgs and also find position records that must be maintained because the cost center value was stored on the position itself (rather than allowing it to be inherited from the org) by generating **ZP19**,

Position Data by Personnel Area, for 'Both Filled and Vacant Positions'. Enter the cost center values that must be corrected or filter the report's output for these particular cost center values.

Employees attaining age 65 or 70 will have their face value/premiums reduced automatically by OGB the July following the 65th or 70th birthday.

➤ **S_PH9_46000221 – Birthday List**

Run this report to identify employees that turned 65 or 70 during the last FY.

Date = Today, Employment Status = 3, Date of Birth 07/01/1939 – 06/30/1940 and

Date = Today, Employment Status = 3, Date of Birth 07/01/1934 – 06/30/1935.

Once the listing of personnel numbers has been obtained, upload the personnel numbers into **ZHRBEN0074 – Insurance Plan Costs** to determine those that have life insurance.

Military and Education agencies that pay teachers have FY06 leave quotas to create and other insurance-related maintenance to perform.

➤ **ZT06 - Absence Quota Report**

Run ZT06 for personnel sub areas: 1250 –1600 and 2025 –2150 (manual leave earners) and select *Report Options*: **Annual, Sick** and **Personal** to potentially identify employees and quotas that must be created for the new FY. All new manual quota records should be created with an effective date of 07/01/2005.

➤ **ZP74 – Recurring/Additional Payments/Deds Detail Report**
ZHRBEN0077 – Changes in Benefit Elections

ZP74 can be run to identify employees (9/10 month) that have active July/Aug/Sept employee and employer deductions. Due to changes in health premiums for FY06, one-time adjustments will be required during the month of June. Remember, the wage types for J/A/S employee share are non-retro relevant, so when a deduction is missed or is for an incorrect amount, a one-time deduction or refund must be created effective the current pay period to correct. As always, Employee Administrators should attach text to explain the reason for the one-time.

ZHRBEN0077 will assist in identifying employees who had a change to their FLEX status. These individuals will require wage type refunds and one-time deductions, in addition to establishing a new IT0014 record for the new plan year.

Click [here](#) for more detailed information.