

### **Personnel SubArea - ISIS HR Paid Agencies (cont.)**

**Corrections Officer** – Employees in specific correction job titles that contribute to LASERS at a different contribution rate from other state employees.

**Contract/Certified** – Employees who are on a contracted period of appointment and maintain certification to teach in the State of Louisiana, i.e., certified teachers at state educational facilities such as the special schools.

**Contract/Non-Certified** - Employees who are on a contracted period of appointment but do not maintain teacher certification, i.e., non-certified teachers at state educational facilities such as the special schools.

**Non-Contract/Certified** – Employees who are on an indefinite appointment and maintain certification as a teacher in the State of Louisiana, i.e., unclassified staff at state educational facilities such as Coaches and Principals who also maintain certification for teaching.

**Non-Contract/Non-Certified** – Employees who are on an indefinite appointment and do not maintain certification as a teacher in the State of Louisiana, i.e., unclassified staff at state educational facilities such as Coaches and Principals who are not certified to teach.

**Paraeducator** – Employees who are the support staff members to teachers in the state's educational facilities, i.e., teacher's aides, tutors, etc.

**Evening Instructors** – Persons who are employed as instructors to teach evening classes at the various educational facilities, i.e., Louisiana Technical College.

**DA/ADAs** – Persons who are District Attorneys and Assistant District Attorneys. These individuals must be included in the **Other/Non State** employee subgroup.

**State Troopers-Leave Earned** – persons in the State Police Service in a leave earning status governed by the State Police Commission Rules.

**Clients** – Persons who are clients or patients of state facilities/programs (primarily, but not limited to DHH) who are paid for tasks performed. These individuals must be included in the **Other/Non State** employee subgroup.

### **Personnel SubAreas - Non ISIS HR Paid Agencies**

**Non ISIS HR Paid** – Employees in a Non ISIS HR Paid agency.

**WAE Non ISIS HR Paid** - Employees in a Non ISIS HR Paid Agency who are employed only when needed by the employer. Employees work for specific time periods during the year and the hours worked are sporadic.

### **Organizational Management Overview**

#### **Information that exists on the Organization**

- Organization Name & Abbrev. (Object Infotype)
- Relationships (reports to org unit; org units supervised; cost center)
- Company Code; Personnel Area; Agency (Account Assignment Features Infotype)
- Addresses

#### **Information that exists on the Job**

- Job Title & Abbreviation (Object Infotype)
- Job Specification (Description Infotype)
- Relationships (training series – active in or previous job or next job; positions described)
- Pay grade/scale (Planned Comp. Infotype)
- Career Group (Planned Compensation Infotype)
- EEO Category (US Job Attributes Infotype)

#### **Information that exists on the Position**

- Position Title & Abbreviation (Object Infotype)
- Position Description (Description Infotype)
- Relationships (org unit; holder; job; participate training series; position attributes/special pays; cost center; positions - report to or supervises)
- Special Entrance Rate & Base Supplement (Planned Compensation Infotype)
- Work Parish (Address Infotype)
- Special Authority Status (Dept/Staff Infotype)
- Employee Group & Employee Subgroup
- AAP Code (Emp Group/Subgroup Infotype)
- Personnel area & personnel sub-area (Account Assignment Features Infotype)

#### **Quick Tips**

- Review the period dates on the Maintain Infotype. Be sure to set a broad search range of the record
- Review the relationship dates in Organizational Management. Be sure that organizations, positions, and other items exist on, or prior to, the specific effective date. Review the record for delimitation (end) dates.



## **ISIS HR ORGANIZATIONAL MANAGEMENT & POSITION HIERARCHY QUICK REFERENCE CARD**

#### **Internet Address:**

<http://www.doa.louisiana.gov/ois>

**ISIS Help Line:** 225/342-ANSR (2677)

This reference card contains the hierarchy for ISIS HR positions.

Maintenance on most positions is performed from the **Maintain Position** system tasks accessed using the menu path **Human Resources >> Organizational Management >> Expert mode >> Position**.

Refer to On-line Help for specific maintenance details for a position.

#### **How to Access On-Line Help**

- Within ISIS HR, follow the menu path: **Help >> StLA Help**
- Outside of ISIS HR, access the on-line help via the internet. Use Internet Explorer and enter the following URL in the Address field:

**<http://www.doa.louisiana.gov/hrhelp/nav/index.htm>**



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## Hierarchy Elements

### Employee Group

Currently, there are four types of employee groups in the ISIS HR hierarchy.

**Full Time Hourly** - Full time but requires the number of hours worked to be recorded on the time record (e.g., agencies using time clocks that specifically record all hours, some employees on Restricted Appointment, WAE, or student appointment that require exact hours worked to be recorded.)

**Full Time Salary** - Full time working on a set schedule. Agencies may elect to setup some of their temporary employees on Full Time Salary, such as Restricted Appointments, who will work on a set schedule for a given period of time, e.g., restricted appointments work Monday - Friday, 8 - 5 for a 3 month time period.

**Part Time Hourly** - Part time and scheduled to work less than 40 hours per week. This group would include students and WAEs.

**Per Diem** - Members of a Board or Commission who are paid an amount to travel to or attend Board or Commission meetings.

### Employee Time Mgmt status

**Negative Time Entry** - Only exceptions are added to the time file, i.e. absences (leave taken), overtime hours worked.

**Positive Time Entry** - All hours must be added to the time file, i.e. attendance hours (regular hours worked); absences (leave taken) and overtime hours worked.

**Note:** Even if employee is indicated as Full Time Salary, if Time Mgmt status is Positive Time Entry, **all** hours, including work hours, must be added to the time file for the employee to be paid correctly.

*For Non ISIS HR Paid employees the Employee Time Mgmt status is **No time evaluation**.*

### FLSA Types

**Exempt** - Employees who are exempted or omitted from rules in the Fair Labor Standards Act (FLSA). Overtime consideration for these employees is in accordance with state or agency rules.

**Nonexempt** - Employees who must adhere to or comply with the FLSA rules. Overtime consideration for these employees is governed by FLSA.

### Employee Subgroup

Each category below has an Exempt and Nonexempt designation.

**Classified** - Employees of the state in the classified service governed by Dept. of State Civil Service (DSCS) or the State Police Commission (SPC).

**Classified Restricted** - Temporary employee of the state in classified service specifically appointed to a Restricted Appointment governed by DSCS.

**Elected Officials Exempt** - Employees elected to an office via the statewide election process. These employees are always exempt from the overtime rules in the Fair Labor Standards Act.

**Student/Intern** - Persons who are employees of the state and bona fide students or interns in accredited educational institutions.

**Unclassified Appointees** - Employees who are appointed by the Governor, elected officials and/or provided by the constitution. These appointments are in the unclassified service and may be heads of departments or board/commission members.

**Unclassified Temps** - Employees not governed by DSCS or SPC and are on temporary appointments.

**Unclassified Regular** - State employees who are not in the regular classified Civil Service or State Police Service. An example may be Instructors, persons assigned to special projects, etc.

**Substitute Unclassified** - Employee appointed as a substitute teacher or substitute para-educator (replacement) and is in unclassified service. The substitute can replace a teacher or para-educator on day-by-day basis or a specified period of time.

**Other/Non State** - Persons who are not considered employees of the state, but provide some form of service to the state such as employees of the District Attorney's Office, Assistant District Attorneys, Clients, Contractors, Professional Service Contracts, etc.

**9 mo. Unclass** - Unclassified emp. whose salary is paid over a 9 month period of time within a year.

**10 mo. Unclass** - Unclassified emp. whose salary is paid over 10 month period of time within a year.

**12 mo. Unclass** - Unclassified emp. whose salary is paid over the 12 month period and the period is not necessarily the calendar year, i.e., 4/15/99 – 4/14/00.

*The Personnel Sub-area options were pre-configured in ISIS HR for each agency. Therefore, all Personnel Sub-areas are NOT available for every agency.*

### Personnel Sub-area - ISIS HR Paid Agencies

**NOTE:** *The first two sub-areas listed are the most commonly used designations. Any employee not assigned to other sub-areas – Clients, Contractors, DA/ADAs, etc., will generally be assigned to one of these designations. In the hierarchy, each Personnel Sub-area has the AFS financial system salary object to be charged listed. The user will select the sub area based on the correct AFS salary object.*

**Regular Leave Earned** – Employees in a leave earning status and earn leave. This personnel sub-area may be combined with several emp. subgroups, i.e., Classified, Unclassified, 9 month, etc.

**Regular Non-Leave** – Employees not in a leave earning status and do not earn leave. This personnel sub-area may be combined with several employee subgroups, i.e., Classified, Unclassified, Classified Restricted, etc.

**WAE (When Actually Employed)** – Persons employed only when needed by the employer. Employee may work for specific time periods during year and hours worked are sporadic. They may fall in Unclassified Temps or Classified employee subgroups.

**Board/Commission Members** – Persons who are members of boards and commissions and paid on per diem. The board or commission membership/appointment is in the unclassified service. Some employees may be members of the classified service and are appointed or selected for membership on boards and commissions.

**Contractors/Other Charges Prof. Serv.** – Individuals employed to provide services in specialized or highly technical fields outside of state government through an approved contract or professional services agreement. These individuals must be included in the **Other/Non State** employee subgroup.

**Contracts/Medical & Dental** – Individuals outside of state government providing professional medical and dental services, other than veterinary. These individuals must be included in the **Other/Non State** employee subgroup.