

REQUEST FOR INFORMATION:
Office of the Secretary
Automated Time and Attendance System
Procurement

April 11, 2012

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SECTION I: GENERAL INFORMATION

A. Background

The mission of the Department of Health and Hospitals (DHH) is to protect and promote health and to ensure access to medical, preventive, and rehabilitative services for all citizens of the State of Louisiana. DHH is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.

DHH is comprised of the Bureau of Health Services Financing (Medicaid), the Office for Citizens with Developmental Disabilities, the Office of Behavioral Health, the Office of Aging and Adult Services, and the Office of Public Health. Under the general supervision of the Secretary, these principal offices perform the primary functions and duties assigned to DHH.

DHH, in addition to encompassing the program offices, has an administrative office known as the Office of the Secretary, a financial office known as the Office of Management and Finance, and various bureaus and boards. The Office of the Secretary is responsible for establishing policy and administering operations, programs, and affairs. The Center for Health Care Innovation and Technology (CHCIT), the division issuing the RFI, is under the Office of the Secretary and provides technical and computer support for all offices within DHH. CHCIT supervises the DHH computer network and interfaces with the Department of Children and Family Services to provide mainframe services to DHH. The division also provides limited hardware maintenance/repair services to the department.

B. Purpose of RFI

This RFI is issued by the Department of Health and Hospitals for the purpose of gathering information and costs for purchasing a complete time and attendance system with a functional web-based application and equipment offering flexible methods of recording and tracking time and attendance that is available 24/7/365 to provide for automated time reporting for its approximately 7,000 employees who work in approximately 1,100 buildings located throughout Louisiana. **Note: The number of time clocks required for each facility is unknown. Therefore, we have listed the number of buildings above. Some buildings may require multiple time clocks whereas other buildings may not require a time clock at all. In the event that this project proceeds, the vendor may be required to perform an analysis to determine how many time clocks will be required.**

The main goal of the proposed project is to replace the current manual system in order to provide an accurate feed of time and leave requests directly into the Division of Administration's (DOA) LaGov ERP SAP payroll system allowing for accurate payroll calculations while

eliminating the need for manual time entry that is labor-intensive and prone to human error. DHH currently uses ISIS-HR (a SAP application) for payroll. It is expected that ISIS-HR will be replaced in 2015 with the Division of Administration's LaGov ERP system, also a SAP application. When responding to this RFI, it is with the intent that the new application will integrate with the future LaGov ERP SAP system.

The Department welcomes all responses to this RFI which will be utilized to learn of potential interest, expertise, and the estimated cost of contracting for these services.

C. RFI Coordinator

RFI responses must be directed to the RFI coordinator listed below:

Amy Landry
Department of Health and Hospitals
Office of the Secretary
628 North 4th Street
Baton Rouge, LA 70802
Phone: 225-342-5492
Email: Amy.B.Landry@LA.gov

D. Schedule of Events

Activity	Date
Public notice of RFI	April 11, 2012
Deadline for receipt of RFI	May 9, 2012 4:00PM CT

Note: DHH reserves the right to deviate from this Schedule of Events.

E. The Department will not pay for the preparation of any information or response submitted in reference to this RFI. Nor will the Department pay for any use of response information. This Request for Information (RFI) is for planning purposes only and should not be construed as a Request for Proposal (RFP). Issuance of this RFI does not constitute a commitment by DHH to award a contract or contracts. Should the Department decide to move forward with this project, a formal Request for Proposals will be released.

F. Proprietary Information – Only information which is in the nature of legitimate trade secrets may be deemed proprietary or confidential. Any material identified as such must be clearly marked.

SECTION II: REQUIREMENTS

A. Goals and Objectives

Objectives that must be successfully met during implementation include, but are not limited to the following:

1. Recording time entries via the various methods such as Web-based, interactive voice response (IVR) by telephone, and power over Ethernet biometric/keypad devices.

2. All entry methods must be capable of displaying accrual balances, supporting work schedules, requests for time off and labor distribution.
3. Translating the “from” and “to” time entries into the hours worked and exchanging the data with the LaGov ERP SAP system.
4. Negative time entry employees’ daily time will default to the number of hours scheduled to be worked. Time entries will be collected in the time and attendance application in order to verify that employees are working their scheduled hours. An employee’s supervisor will be automatically notified by the system in the event of a discrepancy between daily number of scheduled hours and hours collected by the system.
5. Verifying that the security profiles from the LaGov ERP SAP application are being adopted in the Time and Attendance application.
6. Verifying that Employees are not able to modify their time entries once they are recorded.
7. Verifying that supervisors can approve the time entries for only their subordinates. They should not be allowed to access data for employees reporting to someone else.
8. Verifying that Supervisors are only capable of printing time entries for their subordinates.
9. Increase supervisor oversight of employees’ time and attendance related actions.
10. Verifying that the department head is/are capable of printing a report on a single supervisor and their subordinates as well as a report on all supervisors under the department head and their supervisors.
11. Verifying that the Payroll calculations are accurately reporting amounts based on input from the Time and Attendance application.
12. Verifying that the DOA LaGov ERP SAP interface exchanges Leave balances for each employee into the Time and Attendance application.
13. Verifying that the Time and Attendance application interface exchanges Leave balances/requests, with state LaGov ERP SAP’s leave codes, for each employee into the DOA LaGov ERP SAP.
14. Verifying when an employee changes levels that his/her revised security information is exchanged from LaGov ERP SAP into Time and Attendance.
15. Verifying when an employee is terminated his/her revised (revoked) security information is exchanged from LaGov ERP SAP into Time and Attendance.
16. Verifying that during disaster circumstances such as a hurricane, time recording may revert back to manual input only for employees working in affected areas and only in the event of a total system shutdown statewide. Current manual efforts used to record information for FEMA will be automated in the new Time and Attendance application and allow various rules and entry points to record data required by FEMA.(See attachment D for details on this item). DOA must also have a business continuity plan to deal with State wide outages.
17. Verifying that the recording of time up to 6 minutes after the work schedule for an employee does not record that employee as being late.
18. Verifying that employees setup not to allow for overtime are not allowed to clock in greater than 6 minutes before their designated work schedule.
19. Verifying that employees clocking in earlier than preset schedules generate an alert to their reporting supervisor when they do clock in.
20. Verifying that employees staying later than defined schedules generate an alert to their supervisors when they do not clock out on time.
21. Verifying that employees secured from using IVR methods to record time are not capable of utilizing this method to clock in/out.

22. Verifying that employees secured to use specified phone numbers to record time entries are not allowed to record time from another number.
23. Verifying that Group profiles assigned to groups of employees are secured to the appropriate levels of access (i.e. IVR, Web, Time Clocks, Reports). Testing will require validation of group level access and that appropriate restrictions apply only for that group.
24. Verifying that appropriate pay rules are applied to the entries posted from the Time and Attendance application and exchanged with the LaGov ERP SAP interface (e.g., Shift Differentials, Overtime, Holiday, etc.).
25. Verifying that appropriate labor distribution codes are applied to the entries posted from the Time and Attendance application and exchanged with the LaGov ERP SAP interface, when applicable.
26. Verifying that the appropriate file layouts are created from LaGov ERP SAP and from Time and Attendance for the Interface files. This will require validating that the fields within the file are the correct length and the correct format where applicable.
27. Verifying that the Work Schedules are defined for each employee and that the Time and Attendance application utilizes these appropriately when validating the start/end times to determine if an employee is late or on overtime (OT).
28. Verifying that the Work Schedules can be published to the appropriate staff. (i.e., Hourly Employees such as nurses, etc.).
29. Verifying that a non-exempt employee can work 8 hours and not necessarily be tied to a specific schedule even though one may be designated.
30. Verifying that OT above 8 hours/day is applied to K-Time (unless other rules apply to the employee).
31. Verifying that Holiday hours are posted properly for all employees.

B. Overall Requirements:

1. The system must be able to perform these basic functions:
 - a. Time entry: provide multiple methods for capturing the start and end times for each DHH employee electronically and eliminate the manual process currently used. Data collection methods should at least include web-based using computers, interactive voice response (IVR) using telephones, and power over Ethernet using biometric/keypad devices. All entry devices must be capable of displaying accrual balances, supporting work schedules, requests for time off and labor distribution.
 - b. Authentication: provide a method to digitally authenticate the time entries for each employee and track all changes.
 - c. Management: prevent unauthorized clock-in prior to scheduled work schedule, have the ability to notify supervisors when attendance deviates from employees' schedules, allow for creation of work schedules and ability to publish them to employees, provide a limit on time worked in a given work week and allow for flexibility in applying rules to accommodate various time requirements.
 - d. Interface: provide an interface of time entries and leave balances/requests into the LaGov ERP SAP payroll system and eliminate inaccurate payroll calculations. This will be a bi-directional interface with the state's LaGov ERP SAP payroll system. The vendor system must be a certified SAP application.
 - e. Reporting: provide a method of obtaining real time figures for time worked and provide report functions to detail all time information.

2. The contractor must provide instructor-led training on site at a headquarters location in Baton Rouge. DHH may arrange for the training to be delivered by distance learning technology. Training should include training manuals for the application.

C. System Requirements:

1. The LaGov ERP SAP system was launched on Monday, November 15, 2010. The Department of Transportation and Development (DOTD) is serving as the system's pilot agency for the full suite of LaGov SAP business applications, though the SAP/HCM component is already in use statewide for HR/Payroll, using the account code structures found in the current statewide ERP financial system, ISIS/AFS, as it provides summary data to that legacy financial system. Project work on the statewide implementation of the full LaGov ERP system is expected to begin in January of 2014 (FY14-15), and DHH will be included. In preparation for statewide implementation, the HCM HR/Payroll component will be changed to integrate with the new financial structure being established for all state agencies in LaGov. Any HR/Payroll interfaces that might be developed in the interim would need to be changed to accommodate the new financial structure in time for the anticipated LaGov statewide go-live on 7/1/15 (start of FY15-16).

The proposed Automated Time and Attendance application must provide a bi-directional interface with the state's future LaGov HCM HR/Payroll application, allowing, at minimum, download of data from LaGov to the time entry system, upload of time transactions into the LaGov HCM system based on employee personnel number in LaGov HCM, and acceptance of an error file for rejected transactions to be corrected and resubmitted. Data to be provided includes, but is not limited to:

- a. Pay Information
 - b. Prior Period Adjustments (to make changes to time entries after the pay period)
 - c. Overtime Earned/Balance
 - d. Leave Balances/Requests
 - e. Absences
 - f. Security
 - g. FLSA Status
2. The application must eliminate the manual process currently used and not necessitate redundant data entry. Current manual processes require time administrators to input and/or verify hours worked and leave taken from paper and system records using their computers for data entry into the current system (ISIS-HR.)
 3. The application must provide different methods to record and manage time for a workforce of approximately 7,000 employees statewide with diverse needs for access (including networked computers, home-based PC's, time clocks, mobile PC's and mobile devices).
 4. Software updates must be available as per the Maintenance Contract.
 5. The application must meet standard Federal, State, and Louisiana Civil Service payroll and time entry requirements. These are set forth in the Federal Fair Labor Standards Act and in Louisiana Civil Service Rules.
 6. The application must provide a solution that allows for flexibility in applying Payroll rules. All Payroll rules to implement the contractor software must be defined at no additional cost above and beyond costs approved for purchase and implementation

of software. Subsequent rules as needed should be provided under the application maintenance agreement for any future rules that may be required. A cap of 100 hours will be included in addition to the normal maintenance for additional rule definitions for any given maintenance year, and anything over that cap will be billed to DHH at a predetermined hourly rate as quoted and agreed upon in the application maintenance agreement. There are a total of 98 total Payroll Rules today and they are broken down as follows:

- a. Premium Pay Extra Duty – 7 Rules
- b. Premium Pay Hazardous Duty – 7 Rules
- c. Premium Pay Retention/Recruitment – 20 Rules
- d. Premium Pay Shift Differential – 11 Rules
- e. Premium Pay On Call Pay – 1 Rule
- f. Leave – 34 Rules
- g. Attendance – 9 Rules
- h. Overtime – 7 Rules
- i. FLSA – 2 Rules

See Attachment E for a sample of the top 10 rules used today.

7. Time clock devices must be repaired or replaced within 5 calendar days from receipt in the event of failure as per the maintenance agreements. Maintenance agreements must conform to Louisiana Property Assistance Association (LPAA) property guidelines concerning transfer and documentation of equipment. LPAA mandates that inventoried items be tracked via an internal sticker that must not be removed or transferred unless an inventoried item is to be disposed of or replaced with a subsequent item. In any event the Property Management office must be notified of any change relating to the replacement of an inventory item.
8. The application must capture the start and end time for each employee.
9. The application must not allow employees to edit their start and end times once they are recorded.
10. The contractor must not download any portion of DHH data to any system that is not under the control and supervision of DHH.
11. The production database will not be changed at any time without the consent or supervision of DHH.
12. The application must store employees' work schedules and compare them to the employee's time punches.
13. Work schedules must be available in the system to determine an employee's shift. This will be used to determine if an employee is clocking in on time or tardy.
14. The application must provide the ability to create work schedules and publish them to employees. These schedules must be stored in the Time and Attendance application.
15. The application must meet the accessibility standards of Sec. 508 of the Rehabilitation Act as amended, and permit the reasonable accommodation of employees according to the Americans with Disabilities Act as amended.
16. Professional Services rates shall include but not be limited to the following:
 - a. Installation support
 - b. Travel, per diem, and all associated costs
 - c. Onsite and online training
 - d. Time clock configurations
 - e. Rule definitions
 - f. Phone support as needed
 - g. All other tasks required to successfully implement the system

17. The Time and Attendance system must allow for Positive and Negative Time entry scenarios. Under our existing system (ISIS-HR) Negative time employees default to work schedule hours. These employees enter leave requests to account for deviations from the assigned work schedule. Positive time entry employees do not have a defaulted schedule and timekeepers enter the time worked for these employees. We anticipate a change in this process when implementing a Time and Attendance system as all employees will be entering time via their time recording methods, as detailed in section 1.1.2 of the RFI. The specifics of this will be determined during the analysis phase. Refer to Attachment E for additional 'rules'.
18. If software upgrades are applied for the Time and Attendance application, the time clocks must still function without DHH having to purchasing new clocks.
19. Time clock devices must allow employees to view/verify time statements, enter leave requests, enter overtime and other attendance requests, check work schedules, and receive messages.
20. The application must include Web/computer-based training.
21. The application must have the ability to retain and report on history for at least seven (7) years.
22. The application shall have documentation manuals that can be copied and distributed within DHH to its employees.
23. The contractor must provide file layouts for all data exchanged between LaGov ERP SAP and the time and attendance applications. The files contained in these layouts will include all required fields necessary for the time and attendance and LaGov ERP SAP payroll applications to perform their functions as needed. Examples of standard current (ISIS-HR) outbound interfaces are contained in Attachments B (Org Position Interface) and C (Personnel Data Interface Fields).
24. The contractor must provide a Disaster Recovery plan for Hosted and Disaster Recovery recommendations for Non-Hosted Scenarios where any of the primary Servers experience issues which would render them unusable for any period of time. These plans and recommendations must include scenarios where access to the data, application, IVR etc. is not possible on primary servers.

D. Functional Requirements Desired:

Below is a list of functional requirements desired and should be included in the Time and Attendance application offered by the contractor.

1. The application should provide a method to digitally authenticate the time entries for each employee.
2. The user ID for the system should be the employee's 8 digit personnel number generated by the LaGov ERP SAP payroll system. The format for this number is 'P99999999' whereby the 9's make up a unique numeric identifier.
3. The application should provide real-time management notifications through work flow for approaching overtime and schedule deviations.
4. The application should be compatible with Microsoft Exchange Server.
5. The application should allow administrative overrides by authorized users.
6. The application should accommodate flexible work schedules.
7. The application should allow download of data to spreadsheets in Microsoft Office Excel 2007 and later versions.
8. The application should have the ability to record time in/out for numerous employees in a short period of time; specifically, as many as 50 in 12 minutes at each shared time collection device, and as many as 5000 within all of DHH in 12 minutes.

9. The application should allow for time entry or recovery in the event of a system failure or the connection to the server is lost.
10. The application should provide alternate methods of access for employees temporarily working away from their usual work stations.
11. The application should allow authorized users to generate exception reports such as no time in/out, early in/out, late in/out, etc.
12. The application should provide report functions to detail all time information.
13. Security roles in LaGov ERP SAP should be easily transferrable to the Time and Attendance application.
14. The application should have safeguards against fraud and sabotage.
15. The application should have secure access methods for each employee to prevent employees' punching in/out on an unauthorized device.
16. The application should allow a 6 minute window before and after the scheduled start and end time of an employee's work schedule to be "on time."
17. The application should allow authorized users to print application reports locally that are generated by the system.
18. The application should allow authorized users to customize, generate, and print reports.
19. The application should automatically deduct time for the unpaid meal period for employees not required to sign in/out for mealtime.
20. The application should accommodate shifts that span over midnight from one day to the next.
21. The application should automatically accommodate changes from standard time to daylight savings time and vice versa.
22. The application should provide a time limit to cap the amount of time worked in a given work week.
23. The application should be easy for all employees to use, including those who are functionally illiterate.
24. The application should allow a grouping of rules to a single code with that code being assigned to an employee group.
25. The application should track all transactions entered by all users to identify the user who made the entry and the time the entry was made.

SECTION III: RESPONSE FORMAT

1. Provide summary information about the contractor's organization.
2. Provide information stating contractor's understanding of the needs and objectives of the automated time and attendance system project as related to the scope of this RFI.
3. Provide summary of contractor's ability to perform the services described in the RFI.
4. Provide contractor's functional approach in providing services and identify the tasks necessary to meet the requirements.
5. Provide an estimated project schedule which includes assessment and implementation.
6. Is the contractor able to provide a solution encompassing all mandatory requirements described in this RFI? Indicate any mandatory requirements that cannot be met.
7. Indicate any non-mandatory requirements that cannot be met.
8. Provide examples and references of similar work completed for implementing an automated time and attendance system. The information submitted should provide an organizational chart displaying its overall structure. The information submitted should indicate the firm and its employees to be assigned to the project have a record of prior

successful experience in the design and implementation of the services sought indicated in this RFI.

- a. Indicate whether the vendor has had three (3) or more years of experience in operating and hosting web-based software and providing training and technical assistance in software use which would demonstrate to DHH that the contractor has sufficient knowledge in the requirements in this RFI.
 - b. Provide at least three (3) customer references for similar projects completed. References should include the name and telephone number of each contact person.
 - c. Indicate whether the vendor has had past relevant experience with other government agencies in the United States.
9. Describe how the contractor will provide training.
 10. Provide information on hardware and software requirements including licenses and quantities.
 11. Include information on providing redundancy.
 12. Provide suggested training plan.
 13. Information regarding provisions for customer service, including number of personnel assigned, toll-free number, account inquiry, etc.
 14. Using Attachment A, include a detailed breakdown of all costs and services.
 15. Provide hardware specifications for each device (time clocks, servers, etc.)
 16. List any other hardware or software requirements.
 17. We understand that time clock costs may be determined by amount purchased.
 - a. Please indicate maximum cost for one (1) time clock.
 - b. Additionally, please provide information on time clock discounts, if any, due to bulk purchases. Include quantity requirements for discounting.

Attachment A:
Cost Worksheet

The quantities for time clocks and replacement time clocks may be greater than or less than quantity specified in table. The exact quantity will be determined during the assessment phase.

	Quantity	1 st FY	2 nd FY	3 rd FY	Total
Site Assessment / Requirements Gathering					
Software Application					
Software Licensing					
Interfaces					
Software Maintenance & Support					
Servers					
Server Maintenance					
Biometric Time Clocks with Battery Backup and Power Over Ethernet	1,100				
Total for Installation of Biometric Time Clocks with Battery Backup and Power Over Ethernet at Facilities (approximately 1100 buildings)					
Replacement of Biometric Time Clocks with Battery Backup and Power Over Ethernet <i>*DHH is estimating that 10% of clocks may fail each year.</i>	110				
Hardware Maintenance for Biometric Time Clocks with Battery Backup and Power Over Ethernet	1,100				
Training					
Implementation					
Other Professional Services (please specify)					
Hosting, if applicable					
Other Costs (please specify)					
Total by Year:					
Grand Total:					

Attachment B:
Current "Org Position" Outbound SAP Interface

Field Name	SAP field name	Length	start pos. #	SAP table edit	Format	Description
Header record:						
Group ID	non-SAP field	4	1		9999	Interface group ID = Personnel Area for single agency interfaces; = Primary Personnel Area for multi-agencies grouped into a single interface.
date	non-SAP field	10	5		"MM/DD/YYYY"	Date of computer run that created interface output
Interface type	non-SAP field	3	15	ORG	AAA	Identifying interface constant= "ORG"
Interface Direction	non-SAP field	3	18		AAA	SST
Detail records:						
1 Interface Record Code	non-SAP field	2	1		AA	Blank
2 Effective Date (begin date)	P1000-BEGDA	10	3		"MM/DD/YYYY"	Effective (or begin) date of position/org
3 Effective End Date	P1000-ENDDA	10	13		"MM/DD/YYYY"	end date; default for current status is 12/31/9999 (infinity)
4 Recording Date	AEDTM	10	23		"MM/DD/YYYY"	Date change made in ISIS system
5 Changed by	USRname	8	33		AAAAAAAA	Username or "interface"
6 Organization Unit #	PMOD1-SEARK	8	41		99999999	ISIS Object ID of Organization Unit
7 Org Inbound Foreign Key	non-SAP field	10	49		A(10)	blank
8 Org Unit Name	P1000-STEXT	40	59		A(40)	Name of organizational unit
9 Org Unit Abbreviation	P1000-SHORT	12	99		A(12)	Identifying abbreviation (use major grouping + subgrouping; e.g. "LSU-BR")
10 Org Unit # to which reports	P1001-SOBID	8	111		99999999	ISIS Object ID of Org Unit which is to be the next higher in organization hierarchy
11 Moved from Org Unit #	P1001-SOBID	8	119		99999999	Blank
12 Personnel Area	P1008-PERSA	4	127	T500P	9999	Personnel area (also Business area; zero + AFS number)
13 Position #	PMOD1-SEARK	8	131		99999999	Position # with leading zeroes
14 Position Inbound Foreign Key	non-SAP field	8	139		AAAAAAAA	Blank
15 Position Name	P1000-STEXT	40	147		A(40)	Position Name (will default from JOB if blank)
16 Position Abbreviation	P1000-SHORT	12	187		A(12)	Abbreviation of position name (will default from JOB if blank)
17 Org Unit # of Position	P1001-SOBID	8	199		99999999	Object ID of Organization Unit to which position belongs
18 Prior Org unit #	P1001-SOBID	8	207		99999999	Blank
19 Employee Group	P1013-PERSG	1	215	T501	A	Employee Group (See ref table for appropriate value)
20 Employee SubGroup	P1013-PERSK	2	216	T503	99	Employee SubGroup (see ref table for appropriate value)
21 Work Parish	P1028-BUILD	2	218	T777A	99	Code for Louisiana Parish where work in this position is performed.
22 Position Priority	P1003-Zzpriority	2	220	DD07D	AA	"CO"=court ordered; "FD"=Federal;"CA","DA" for Comm/Director approved;"FZ"=frozen;"WA"=WAE
23 Part of a training series	non-SAP field	1	222	"Y" or blank	A	"Y" = training series; blank = not in training series
24 Job	PMOD1-SEARK	8	223		99999999	"00" + Civil Service Job Code # by which position is described (related)
25 Prior Job	PMOD1-SEARK	8	231		99999999	Blank
26 Special Entrance rate	P1005-ZZSERRATE	17	239		9(14).99	Special Entrance Rate Amount
27 Special Entrance rate type	ZZSERTYPE	1	256		9	SER type code: 1 = "Normal", 2 = "Flexible Rate", 3 = Flexible max hire rate"
28 Position to which reports	P1001-SOBID	8	257		99999999	ISIS position # to which this position reports (Civil Service requires for classified)
29 Prior Reporting Position #	P1001-SOBID	8	265		99999999	Blank
30 AAP Code	AAPC	2	273		AA	Agency AAP code assigned by agency to position
31 Base Supplement level	FILL	2	275	T710	9	
32 Position Filled	non-SAP field	1	277		A	Y or N / Indicate whether or not position is filled
33 Name of person filling position	PA0001-ENAME	40	278		A(40)	Char(40) / Name of Person associated with position, if exists
34 Premium Pay Code	P1001-SOBID	8	318		99999999	Object # of premium pay code (use reference table to select object)
35 Premium Pay Rate & frequency		42	326		A(42)	Premium pay rate #1 amount and frequency (all text)
(Premium codes/rates repeats 9 more times)		450	368		(9(8) + A(42)) x 9	9 more pay codes/ rate for Total of 10 premium pay code/rate pairs.
36 Personnel Subarea	P1008-BTRTL	4	818		9999	A
37 Career Group	P1005-ZZCGRP	4	822		9999	A
38 Error code	errcd	2	826		99	00
39 Vacant date	vdate	8	828		YYYYMMDD	20080401
	Total record length		835			
Trailer record:						
EOF marker		3	1	"EOF"	AAA	Marks end of transaction file

Attachment C:
Current "Personnel Data Interface Fields" Outbound SAP Interface

<i>Field Name</i>	<i>Info-type</i>	<i>Inbound ABAP Field Names</i>	<i>SAP name</i>	<i>Start Position Number</i>	<i>Size</i>	<i>Reference table</i>	<i>Format / Comments / Edits</i>
Header Record:							
Group ID			non-SAP field	1	4		9999 (Number which groups several agencies, or single Personnel area)
date			non-SAP field	5	10		MM/DD/YYYY
Interface type			non-SAP field	15	3		PER
Interface Direction			non-SAP field	18	3		SST
Detail Transaction Record:							
Employee SSN#	0002	perid	Q0002-PERID	1	9	PA0002	999999999
ISIS Employee Personnel number	0002	pernr	P0000-PERNR	10	8	PA0000	99999999
ISIS Reference Employee Personnel Number	0031	refpernr	P0031-RFP01	18	8	PA0031	99999999 (indicates dual employment)
Effective Date (begin date)	0000	begd1	BEGDA	26	10	date	MM/DD/YYYY
Effective Ending date	0000	endd1	ENDDA	36	10	date	MM/DD/YYYY (default = 12/31/9999 if blank)
Action Code	0000	massn	P0000-MASSN	46	2	T529T	AA / Reference Table edit
Action Reason	0000	massg	P0000-massg	48	2	T530T	99 / Reference Table edit
Infotype to Modify	0000	infy	non-SAP	50	4	non-SAP	9999 / must be in the set of interface infotypes
Recording Date	0000	aedtm	AEDTM	54	10	date	MM/DD/YYYY
changed by (Username or interface)	0000	uname	P00XX-UNAME	64	8	PA00XX	99999999 (ISIS Personnel Id) or "Interfac"
Position #	0001	plans	PSPAR-PLANS	72	8	PA0001	99999999
Personnel area	0001	werks	PSPAR-WERKS	80	4	TGSBT	9999 / Reference Table edit--Agency number
Employee group	0001	persg	PSPAR-PERSG	84	1	T501T	A / Ref. Table edit, only use if different than position
Employee subgroup	0001	persk	PSPAR-PERSK	85	2	T503T	99 / Ref. Table edit, only use if different than position
Position # retained on Detail to Special Duty		plan2		87	8		99999999 / Valid position #; usually prior position #
Last name	0002	nachn	P0002-NACHN	95	30	PA0002	A(30)

First name	000 2	vorna	P0002- VORNA	12 5	3 0	PA0002	A(30)
Initials	000 2	inits	P0002- INITS	15 5	1 1	PA0002	A
Date of Birth	000 2	gbdatt	P0002- NAME2	15 6	1 0	PA0002	MM/DD/YYYY
Gender key	000 2	gesch	Q0002- GESC2	16 6	1 1	PA0002	A "M" or "F"
Nationality	000 2	natio	P0002- NATIO	16 7	2 2	T005T	AA / Reference Table edit
Marital status	000 2	famst	FATXT	16 9	1 1	T502T	9 / Reference Table edit
Address type=1, permanent	000 6	anssa	P0006- ANSSA	17 0	1 1	PA0006	constant of "1"
Privacy indicator	000 6	name2	P0006- NAME2	17 1	1 1	PA0006	non-blank= privacy requested
House number and street	000 6	stras	P0006- STRAS	17 2	3 0	PA0006	A(30)
2nd address line	000 6	locat	P0006- LOCAT	20 2	3 0	PA0006	A(30)
City	000 6	ort01	P0006- ORT01	23 2	3 0	PA0006	A(30)
LA Parish	000 6	ort02	P0006- ZZBUILD	26 2	2 2	T777A	99 / Reference Table edit
State	000 6	state	P0006- STATE	26 4	2 2	T005U	99 / Reference Table edit
Postal code	000 6	pstlz	P0006- PSTLZ	26 6	1 0	PA0006	99999-9999 / valid zip code edit
Country key	000 6	land1	P0006- LAND1	27 6	2 2	PA0006	99 / Reference Table edit
Area Code	000 6	areac	Q0006- AREAC	27 8	3 3	PA0006	999
Telephone number	000 6	telnr	Q0006- TELNR	28 1	7 7	PA0006	99999999
Address type=5, mailing	000 6	anss2	P0006- ANSSA	28 8	1 1	PA0006	If mailing address used, must be 5
Privacy indicator	000 6	nam22	P0006- NAME2	28 9	1 1	PA0006	non-blank= privacy requested
House number and street	000 6	stra2	P0006- STRAS	29 0	3 0	PA0006	A(30)
2nd address line	000 6	loca2	P0006- LOCAT	32 0	3 0	PA0006	A(30)
City	000 6	ort21	P0006- ORT01	35 0	3 0	PA0006	A(30)
LA Parish	000 6	ort22	P0006- ZZORT02	38 0	2 2	T777A	99 / Reference Table edit
State	000 6	stat2	P0006- STATE	38 2	2 2	T005U	AA / Reference Table edit
Postal code	000 6	pstl2	P0006- PSTLZ	38 4	1 0	PA0006	99999-9999 / valid zip code edit
Country key	000 6	land2	P0006- LAND1	39 4	2 2	PA0006	99 / Reference Table edit
Area Code	000 6	area2	Q0006- AREAC	39 6	3 3	PA0006	999
Telephone number	000 6	teln2	Q0006- TELNR	39 9	7 7	PA0006	99999999
Appointment Status Code	000 16	cttyp	P0016- CTTYP	40 6	2 2	T547S	99 / Reference Table edit
Contract end date	000 16	ctedt	P0016- CTEDT	40 8	1 0	DATE	MM/DD/YYYY, required if status code supplied
Certificate Number	000 16	zccertifi cate	ZZCERTIFI CATE	41 8	1 0	PA0016	9999999999
Pay Change Reason	000 8	preas	P0008- PREAS	42 8	2 2	T530F	AA / Reference Table edit
% FTE in position	000 8	bsgrd	P0008- BSGRD	43 0	3 3	PA0008	999

	000		Q0008-	43			H =Hourly; A=Annual; {B=biweekly outbound}; D=Per Diem; P=Part-time Period
Basic Pay Frequency Basis	8	styp	LGART	3	1	PA0008	
Annualized Basic pay rate	000	betrga	Q0008-	43	1	PA0008	
	8		BETRG	4	8	/calc	9(15).99
Hourly/Per Diem/Part-time period Basic pay rate	000	betrg	Q0008-	45	1	PA0008	
	8		BETRG	2	8	/calc	9(15).99
Biweekly Basic pay rate	000	betrgb	Q0008-	47	1	PA0008	
	8		BETRG	0	8	/calc	9(15).99
Informational Wage type #1	000	itwt1	Q0008-	48			AAAA / Reference Table edit
	8		LGART	8	4	PA0008	
Informational Wage type #1 pay rate	000	itwt1r	Q0008-	49	1		
	8		BETRG	2	8	PA0008	9(15).99
Informational Wage type #2	000	itwt2	Q0008-	51			AAAA / Reference Table edit
	8		LGART	0	4	PA0008	
Informational Wage type #2 pay rate	000	itwt2r	Q0008-	51	1		
	8		BETRG	4	8	PA0008	9(15).99
Informational Wage type #3	000	itwt3	Q0008-	53			AAAA / Reference Table edit
	8		LGART	2	4	PA0008	
Informational Wage type #3 pay rate	000	itwt3r	Q0008-	53	1		
	8		BETRG	6	8	PA0008	9(15).99
Anniversary Date	004	andat		55	1		MM/DD/YYYY
	1		13	4	0	date	
Next merit Eligibility Date	004	medat		56	1		MM/DD/YYYY
	1		14	4	0	date	
Extended Leave Begin Date	004	eldat		57	1		MM/DD/YYYY
	1		16	4	0	date	
Extended Leave Return Date	004	erdat		58	1		MM/DD/YYYY
	1		18	4	0	date	
Adjusted Service Date	004	asdat		59	1		MM/DD/YYYY
	1		10	4	0	date	
Ethnicity	007	racky	P0077-	60			E1, E2,, E3 or space: see Ref File T505S E1/2/3
	7		ETHEN	4	2	T505S	
Military Status	007	milsa	P0077-	60			99 / Reference Table edit
	7		MILSA	6	2	T505N	
Medicare	007	medic	P0077-	60			"Y" or "N"
	7		MEDIC	8	1	PA0077	
Special Disabled Veteran	007	vets2	Q0077-	60			"Y" or "N" One of next fields 76-78 req'd if any are used
	7		VETS2	9	1	PA0077	
Vietnam-Era-veteran	007	vets3	Q0077-	61			"Y" or "N"
	7		VETS3	0	1	PA0077	
Non-veteran	007	vets1	Q0077-	61			"Y" or "N"
	7		VETS1	1	1	PA0077	
disability	007	disab	P0077-	61			"Y" or "N"
	7		DISAB	2	1	PA0077	
Disability date	007	disdt	P0077-	61	1		MM/DD/YYYY
	7		DISDT	3	0	PA0077	
Disability learned date	007	disle	P0077-	62	1		MM/DD/YYYY
	7		DISLE	3	0	PA0077	
Residence Status	009	resis	P0094-	63			A / Reference Table edit
	4		RESIS	3	1	PA0094/T 505U	
Id type	009	fpncd	P0094-	63			AA / Reference Table edit
	4		FPNCD	4	2	T509G	
Issuing authority	009	auth1	P0094-	63	3		A(30)
	4		AUTH1	6	0	PA0094	
ID number	009	docn1	P0094-	66	2		A(20)
	4		DOCN1	6	0	PA0094	
Issuing Date	009	dat94	P0094-	68	1		MM/DD/YYYY
	4		DATE1	6	0	date	
ID expiry Date	009	expid	P0094-	69	1		MM/DD/YYYY
	4		EXPID	6	0	date	
Work Permit type	009	fwocd	P0094-	70			AA / Reference Table edit
	4		FWOCD	6	2	T509I	
Issuing Authority	009	auth2	P0094-	70	3		A(30)
	4		AUTH2	8	0	PA0094	

Work permit Number	009 4	docn2	P0094- DOCN1	73 8	2 0	PA0094	A(20)
Issuing Date	009 4	da294	P0094- DATE2	75 8	1 0	date	MM/DD/YYYY
Expiration of work permit	009 4	expdt	P0094- EXPDT	76 8	1 0	date	MM/DD/YYYY / Blank for US Citizens
Educational establishment type	002 2	slart	P0022- SLART	77 8	2 2	T517T	99 / Reference Table edit
Institute/location of training	002 2	insti	P0022- INSTI	78 0	5 0	PA0022	A(50)
Certificate/level achieved	002 2	slabs	P0022- SLABS	83 0	2 2	T519T	99 / Reference Table edit
Duration of training course-number	002 2	anzkl	P0022- ANZKL	83 2	3 3	PA0022	999
Duration of training course-units	002 2	anzeh	Q0022- ANZEH	83 5	3 3	T538T	999 / Reference Table edit
Branch of study-1	002 2	sltp1	P0022- SLTP1	83 8	5 5	T517X	99999 / Reference Table edit
Branch of study-2	002 2	sltp2	P0022- SLTP2	84 3	5 5	T517X	99999 / Reference Table edit
Begin Period of Study	002 2	zzbeg	ZZSBEG	84 8	1 0	PA0022	MM/DD/YYYY
End Period of Study	002 2	zzend	ZZSEND	85 8	1 0	PA0022	MM/DD/YYYY
Specialized Course Work	002 2	zzscw	ZZSCW	86 8	2 2	ZD07T	99 / Reference Table edit
Institution Location - State	002 2	zzsta	ZZSTAT	87 0	2 2	DD07T	AA / Reference Table edit
Appraiser	002 5	bwnam	P0025- BWNAM	87 2	2 5	PA0025	A(25)
Appraisal Date	002 5	dat25	P0025- DAT25	89 7	1 0	PA0025	MM/DD/YYYY
Performance Rating	002 5	summe	Q0025- SUMME	90 7	3 3	calculated	9V99
Disciplinary Action Result	102	grres	P0102- GRRES	91 0	2 2	T505L	99 / Reference Table edit
Correction Flag		acorr	non-SAP	91 2	1 1	non-SAP	Correction; "D"=delete;"C"=change /overwrite
Org Unit name		stext	P1000- STEXT	91 3	4 0	T527X	field=ORGTX
Org Unit number		seark	PMOD1- SEARK	95 3	8 8	PA0001	field=VDSK1
Position Name		stex2	P1000- STEXT	96 1	4 0	PA0001	field=PLANS
Pay Grade (GS / MS level) + supplement		slgrp	P0008- TRFGR + P0008- TRFST	10 01	8 8	T710	format AAAAA-NN
Job title		stex3	PMOD1- SEARK	10 09	4 0	T513S	field=STLTX
Job number		sear2	PMOD1- SEARK	10 49	8 8	PA0001	field=STELL
Company Code		bukrs	P0001- BURKS	10 57	2 2	PA0001	10=Paid on ISIS Sstem;20=non-ISIS paid
Job appointment text		ctty2	P0016- CTTYP	10 59	2 0	T547S	field=CTTXT; text to match Job Appointment code
Cost Center		kostl	P0001- KOSTL	10 79	1 0	PA0001	field=KOSTL
Permanent Status Date	001 6	permdt	ZZPERMDA TE	10 89	1 0	PA0016	MM/DD/YYYY
Personnel Subarea		btrtl	P0001- BTRTL	10 99	4 4	PA0001	Outbound Snapshot only
Work Parish		build	BUILD	11 03	8 8	HRP1028 pos	Outbound Snapshot only

Career Group		cgrp	ZZCGRP	11 05	4	HRP1005 job	Outbound Snapshot only
Race1 - Declined to State	007 7	r1	RAC01 - 06	11 09	1	T505R	X or space - see Reference File T505 R1
Race2 - American Indian or Alaskan Native	007 7	r2	RAC01 - 06	11 10	1	T505R	X or space - see Reference File T505 R2
Race3 - Asian	007 7	r3	RAC01 - 06	11 11	1	T505R	X or space - see Reference File T505 R3
Race4 - Balck or African American	007 7	r4	RAC01 - 06	11 12	1	T505R	X or space - see Reference File T505 R4
Race5 - Native Hawaiian or Other Pacific Islander	007 7	r5	RAC01 - 06	11 13	1	T505R	X or space - see Reference File T505 R5
Race6 - White	007 7	r6	RAC01 - 06	11 14	1	T505R	X or space - see Reference File T505 R6
Error Code		errcd	non-SAP	11 15	2	reference table	99 / Reference Table edit (outbound 'ERR' file only)
Record length				11 16			
Trailer record:							
EOF marker				1	3	"EOF"	
Legend: (All fields are output fields)							
Hire Action (S3) = can represent Hire, Rehire, or Dual Employment							
Position Characteristic Change is used for reallocations, job corrections and FLSA Status changes.							

Attachment D:
“Special Disaster Scenario”

DHH Employees are required to work 12 hour shifts during declared disasters at several sites (Special Needs Shelters, Emergency Operations Centers, Etc.) The declaration of a disaster can involve hundreds of employees’ work schedules changing at a moment’s notice from 8 hour days to 12 hour days, in addition to work week changes. At the end of the event the employees revert back to their regular work schedules. To change these employees’ work schedules in the current ISIS-HR system (or any time management system) would be a massive undertaking particularly given the fact that human resources employees are frequently assigned to disaster work themselves. In addition to the work schedule issue, human resources must capture information for FEMA Reimbursement purposes that is beyond that typically required.

For example, FEMA requires information regarding not only the hours worked by each employee, but also the specific work location and the tasks performed by the employee. To capture this information, DHH has created a special timesheet (Attachment F) that is only used during declared disasters and only by employees directly involved in the response.

1. Revert to manual entry for the employees involved in the Disaster Response only in the event of total statewide shutdown (Using the special timesheet).
2. During Implementation define necessary rules for work schedule changes and FEMA data recording as well as FEMA reporting.
3. Revert back from manual to automated (business as usual) entry once systems become available. Address both the time clock system as well as the reconciliation with payroll.

Attachment E:
Sample of "Current Rules"

The following rules can apply to either Negative or Positive Time Entry employees. Negative time entry employees have a defaulted work schedule and only enter deviations from this in our current system. Positive time entry employees do not have a default work schedule in our current system and time is entered by the timekeepers for these employees. Pay codes must be interfaced with LaGov ERP SAP in situations where Special Pay rules apply.

Wage Type 0031
Description Retention/Recruiting Longevity Actual Hrs
Explanation Special Pay approved for longevity (Based on years of State service)

Example: Accountant with 15 years of service receives premium pay of \$3.50 per hour for all hours worked based on the following approved premium pay rates:

0 – 1 year agency service: \$1.50
1 – 3 years agency service: \$2.00
3 – 5 years agency service: \$2.50
5 – 10 years agency service: \$3.00
10+ years agency service: \$3.50

Wage Type 0027
Description Retention/Recruiting Certification Actual Hrs
Explanation Special Pay possessing special certifications

Example: Corrections Captain/Therapeutic receives \$0.15 per hour for all hours worked based on Live Fire Certification and Fire Brigade Membership

Wage Type 0051
Description Shift Diff 2nd Shift
Explanation Shift Differential approved for actual hours worked on 2nd shift(weekday)

Example: Food Service Specialist scheduled to work 11:00 a. m. to 7:00 p. m. on Tuesday receives \$0.50 per hour for all hours worked on the 11:00 a. m. to 7:00 p. m. shift (Shift 2).

Wage Type 0052
Description Shift Diff 3rd Shift
Explanation Shift Differential approved for actual hours worked on 3rd shift(weekday)

Example: Health Standards Certification Specialist is on the Survey Team and is scheduled to work 12:00 a. m. to 8:00 a. m. (nursing home survey). Shift differential of \$3.23 per hour work for hours worked at the survey site is in effect. The employee works from 12:00 a.m. to 6:00 a.m. at the survey site and then travels to his home office and works there until 8:00 a.m. (travel time from the nursing home to the home office is counted as working time).

Wage Type 0053
Description Weekend Shift Diff
Explanation Shift Differential approved for actual hours worked on 1st shift(weekend)

Example: Weekend Shift Differential of \$1.00 per hour for hours worked is in effect for Practical Nurses (weekend is defined as 2:00 p. m. Friday through 6:00 a. m. Monday). Practical Nurse works on Saturday from 6:00 a. m. to 2:00 p. m. (1st shift).

Wage Type 0054
Description Weekend Shift Diff 2nd
Explanation Shift Differential approved for actual hours worked on 2nd shift(weekend)

Example: Weekend Shift Differential of \$1.00 per hour for hours worked is in effect for Practical Nurses (weekend is defined as 2:00 p. m. Friday through 6:00 a. m. Monday). Weekend Shift Differential for the 2nd shift on weekends is \$1.50 per hour for hours worked. Practical Nurse works his regular shift from 6:00 a. m. to 2:00 p. m. on Saturday (1st shift) and then works four additional hours on Saturday from 2:00 p. m. to 6:00 p. m. (2nd shift).

Wage Type 0055
Description Weekend Shift Diff 3rd
Explanation Shift Differential approved for actual hours worked on 3rd shift(weekend)

Example: Weekend Shift Differential of \$1.00 per hour for hours worked is in effect for Practical Nurses (weekend is defined as 2:00 p. m. Friday through 6:00 a. m. Monday). Weekend Shift Differential for the 2nd shift on weekends is \$1.50 per hour for hours worked. Weekend Shift Differential for the 3rd shift on weekends is \$2.00 per hour for hours worked. Practical Nurse scheduled to work 10:00 p. m. Sunday through 6:00 a. m. Monday (3rd shift) works from 10:00 p. m. Sunday to 2:00 a. m. Monday and then is on sick leave from 2:00 a. m. Monday through 6:00 a. m. Monday.

Wage Type 0056
Description Holiday Shift Diff

Explanation Shift Differential approved for actual hours worked on 1st shift(holiday)

Example: Holiday Shift Differential of \$0.15 per hour for hours worked is in effect for Behavior Shaping Specialists (holiday is from 12:00 a. m. to 11:59 p. m. on the date of the holiday). Behavior Shaping Specialist is scheduled to work from 7:00 a. m to 3:00 p. m. on Wednesday, December 25 (statutory holiday*) but is on Leave without Pay in Lieu of Sick Leave for the entire shift.

Wage Type 0057

Description Holiday Shift Diff 2nd

Explanation Shift Differential approved for actual hours worked on 2nd shift(Holiday)

Example: Holiday Shift Differential of \$4.00 per hour for hours worked is in effect for Practical Nurses (holiday is from 12:00 a. m. to 11:59 p. m. on the date of the holiday). Practical Nurse is scheduled to work from 3:00 p. m. to 11:00 p. m. on Good Friday (statutory holiday*). Practical Nurse works from 3:00 p. m. to 8:00 p. m. and then takes annual leave covered by the Family/Medical Leave Act from 8:00 p. m. to 11:00 p. m.

Wage Type 0058

Description Holiday Shift Diff 3rd

Explanation Shift Differential approved for actual hours worked on 3rd shift(Holiday)

Example: The Governor proclaims Wednesday, New Years Eve, a state holiday.** Holiday Shift Differential of \$8.00 per hour for hours worked is in effect for Registered Nurses on the 3rd shift (holiday is from 12:00 a. m. to 11:59 p. m. on the date of the holiday). Regular Shift Differential for 3rd shift is \$4.00 per hour for hours worked. Registered Nurse's regular day off falls on Wednesday, December 31 so the agency selects Tuesday, December 30 as the employee's designated holiday.*** The employee works from 11:00 p. m. on Monday, December 29 to 7:00 a. m. on Tuesday, December 30.

* La. Revised Statute 1:55 lists the following statutory holidays that are hard-coded in ISIS-HR: New Year's Day, Dr. Martin Luther King, Jr.'s Birthday which shall be observed on the third Monday of January of each year or in conjunction with the day of the federal observance, Mardi Gras Day, Good Friday, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day, Inauguration Day once in every four years in the city of Baton Rouge, and General Election Day every two years. Designated Holidays are coded by Time Administrators.

** La. Revised Statute 1:55 says that "The governor, by executive proclamation, may authorize the observance of such other holidays and half-holidays as he may deem in keeping

with efficient administration.” The proclaimed holidays are coded in ISIS-HR by the time administrators.

*** La. Revised Statute 1:55 says “When one or more holidays or half-holidays fall on a full-time employee’s regular day off, his/her holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency.”

Attachment F:
 "FEMA Special Time Sheet"

DO NOT ENTER IN LEO - DEPARTMENT OF HEALTH and HOSPITALS- DISASTER OPERATIONS INDIVIDUAL TIME SHEET - DO NOT ENTER IN LEO												
Employee Name/ Title/Contact Phone #: (Please Print)							Event:					
Personnel Number:		Time Adm. Name/Phone #:					Site Parish:					
Office: (Check one) <input type="checkbox"/> OS/OMF <input type="checkbox"/> MVA <input type="checkbox"/> OAAS <input type="checkbox"/> OMH <input type="checkbox"/> OCDD <input type="checkbox"/> OAD <input type="checkbox"/> OPH <input type="checkbox"/> DD <input type="checkbox"/> (Other-Specify)							Site Name & Address:					
Place of Work: (Check one)	GOHSE P ESF-8: <input type="checkbox"/> Command <input type="checkbox"/> HmSvc Br Mgr <input type="checkbox"/> Hm Svc Br Tasker <input type="checkbox"/> Support Staff <input type="checkbox"/> Other (specify)	DHH EOC <input type="checkbox"/> Exec Staff <input type="checkbox"/> Command <input type="checkbox"/> Adm/Finance <input type="checkbox"/> Logistics <input type="checkbox"/> Operations <input type="checkbox"/> Planning <input type="checkbox"/> Other-specify	Med SNS <input type="checkbox"/> DHH Emp Reg <input type="checkbox"/> Patient Care <input type="checkbox"/> Cred/Reg Prof Vol <input type="checkbox"/> Inventory <input type="checkbox"/> Non-Prof Vol Reg <input type="checkbox"/> Shelter Phones <input type="checkbox"/> Triage Phones <input type="checkbox"/> Other (specify)	REG EOC Briefly state primary task:	TMOS A Briefly state primary task:	PODS Briefly state primary task:	Other (Specify): Briefly state primary task:					
NOTE: DAYS BEGIN AND END AT MIDNIGHT							OFFICIAL TIME ADMINISTRATION - OFFICE USE ONLY					
Arri val Da y/ Date	*Travel Time (Hr, Min) See note below Home to Site	Site Arrival Time	Time for Meals/Sleep / Off Duty Total for each (Hr, Min)	Depart Day /Date	*Travel Time (Hr, Min) See note below Site to Home	Site Depart Time	Total Hours Worked	Meals/ Sleep/ Off Duty (-)	Travel Hours (+)	Regular Hours (-)	Overtime Hours (=)	HR/ Time Adm . Initials Daily
Mon./		a.m. () p.m. ()				a.m. () p.m. ()						
Tues./		a.m. () p.m. ()				a.m. () p.m. ()						
Wed./		a.m. () p.m. ()				a.m. () p.m. ()						
Thurs. /		a.m. () p.m. ()				a.m. () p.m. ()						

DHH Automated Time & Attendance System

Fri. /		a.m. () p.m. ()				() a.m. () p.m. ()						
Sat. /		a.m. () p.m. ()				() a.m. () p.m. ()						
Sun ./		a.m. () p.m. ()				() a.m. () p.m. ()						
						TOTAL						
<i>I certify that I have worked the hours and times as indicated above.</i>				Employee Signature/Date								
Signature of EOC/Shelter/Other disaster oper. mgr or appt. authority / Date / Job Title												
*Travel Time is for those employees traveling outside of their official work parish/domicile and/or for work-related travel while on work time.									HR- 48 (Replaces HR 45, 46, & 47) Rev.4 /29/10			