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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

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ISIS Memorandum 10-009

To: Human Resource Directors
Employee Administrators
Time Administrators
Training Coordinators

Subject: New ISIS HR Time Administration Course

A new **Basics of Time Administration** e-learning course is available in LEO (Louisiana Employees Online) under My Work > Training. As with any e-learning course, it can be taken from the employee's workplace at a time that's convenient to them. Students must have completed HR- Basic Navigation prior to booking this course.

Materials covered are primarily intended for new time administrators, however, the course can also serve as a reference guide for existing time administrators or provide an overview of time entry requirements for management. As with any web course available in LEO, all modules must be completed to get credit for the course and it can be rebooked as many times as desired.

Optional 'Hands on' Time Entry workshops have been added to the ISIS Human Resource training schedule as well. After completing the Basics of Time Administration course, if the time administrator feels they need additional 'hands on' practice, they can book themselves into one of our 3 hour Time Entry workshops: ***Practice using PA61*** or ***Practice using Time Managers Workplace (PTMW)***. The workshops offer typical scenario cases to practice with or the time administrator can bring actual time entry work from their own office.

This restructure of Time Administration training program will allow time keeping staff quicker access to training and should also reduce travel costs. It is intended to teach the basic skills of time entry using either PA61 or PTMW, how to create temporary schedule substitutions, creation and maintenance of absence quotas, while also including an overview of all time-related reports. This course will also be useful for Managers/Administrators who need an overview of the time entry process.

Please encourage students who take this new course to complete the course appraisal as well as to utilize the Comments field on that same form to provide further suggestions.

MOH/lwn

Basics of Time Administration course includes the following modules:

- Overview of Time Administration
- Attendances (Infotype 2002)
- Absences (Infotype 2001)
- Time Entry Methods
- Using PA61 for Time Entry
 - How to access PA61
 - Search and Selection in PA61
 - Creating and Viewing Employee Lists
 - Reviewing PA61 Time Entry Fields
 - Creating Substitutions
 - Creating Absence Quotas
 - How to logoff
 - Summary

- PTMW – Introduction/Getting Started
 - Screen Layout
 - Create an Employee List
 - Time Data and Detail
 - Additional Screen Views
 - Substitutions
 - Creating Absence Quotas
 - Process Messages
- Time Reports/Transactions
- Objects on Loan
- Support