ISDS Data Management Procedural Requirements
(Attachment to Policy 40.2.1)

Reference: E – General Responsibilities-Institution Staff Deployment Coordinator

Intent of Policy – DOC Policy 40.2.1 is established to insure department wide data collection and processing consistency.   The policy is supported by the ISDS Desk Manual. All staff deployment coordinators and support staff receive standardized training in the use of ISDS and the desk manual for reference. The following procedural requirements will be followed by all institutions.

Planned Leaves - Staff Deployment Coordinators, or designees, will enter all planned leaves in ISDS, after the leave has been approved. Leaves granted after the rosters have been turned over to the OIC will be entered in the work record. (40.2.1 III H 2, ISDS Desk Manual Chapters 13, 15, and 17)

Unassignments From Rosters - Any removal of an employee from a planned work day prior to the shift must be accompanied by a leave entry to balance the employee's planned work hours. If the leave has not been approved, the employee should not be removed from the roster. (40.2.1 III H 2 c (4), ISDS Desk Manual Chapters 13, 15, and 17)

Roster Exceptions - Roster exceptions will be entered in ISDS in their entirety within no more than 72 hours of the date of the roster, barring unexpected absences, emergencies and *some* planned leaves. In the event of an extended unplanned absence (without planned back up), the ISDS coordinator or designee, will notify the staff deployment system manager to allow for additional time for the facility to catch up on record entries and notification to the director's office if necessary. (40.2.1 III H 4 d, ISDS Desk Manual Chapters 18, and 19)

ISDS/Timesheet Data Consistency - Hours recorded in ISDS will mirror the hours entered on time sheets.   Timesheet entries should be made from data entered in ISDS, and printed from ISDS reports. (40.2.1 III H 4 e, ISDS Desk Manual Chapters 18-21)

Overtime Data Entry - Overtime authorization sheets for the prior month will be reconciled with ISDS work record entries within the first 5 working days of each month. (40.2.1 III H 4 b, ISDS Desk Manual Chapters 18, & 20-22)

Use of ISDS Reports - Before making time sheet entries, the ISDS Coordinator, or designee, will run a Time and Attendance, Absenteeism, or Work History report from ISDS for verification of accuracy. (40.2.1 III 3 e-f and H 4, ISDS Desk Manual Chapters 18-21, & 24)

Updating Time and Attendance Records - Entries and changes to time sheets will be made from reports produced from ISDS. (40.2.1 III 3 e-f and H 4, ISDS Desk Manual Chapters 18-21, & 24)