For All Agencies Reporting Classified Salary Information

Effective October 2, 2000, Performance Adjustments, Promotions, Reallocations, Demotions and other pay related actions for ALL underline classified employees must be calculated from the employee's HOURLY RATE of pay.

All Salary Amounts must be reported to Civil Service as a BIWEEKLY RATE for full time employees and an HOURLY RATE for part time employees. Salary reporting requirements are the same for agencies entering directly into LA Gov HCM, those sending information via electronic interface, or those sending information on paper documents.

Normal mathematical rounding will apply to all HOURLY RATES. Rounding should be done from the 3rd decimal place.

Example 1: $10.524 = $10.52

Example 2: $10.525 = $10.53