



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Documentation and Reporting Requirements

Employee Notification

State Civil Service recommends that agencies provide notification to employees with basic information and each time an official, reportable action is effected on the employee. An example of basic information includes but is not limited to, personal information, address information, employment related dates, organizational information, personnel action, job information, position information, status, and salary information.

In the LaGov HCM system, the Employee Notification Form (ENF) is generated using the ZMDSHEET transaction. This document can be generated at any time for any date or range of dates. A sample Employee Notification Form can be found [here](#). Variations may be used, provided the essential information is communicated.