



Methods of Reporting

Agencies must report actions to State Civil Service according to a method approved by the Director. Examples of approved reporting methods include direct entry into the LaGov HCM statewide database or electronic interface approved by State Civil Service. While unclassified employees do not fall under the jurisdiction of the State Civil Service Rules, [La. R.S. 42:290](#) requires certain data to be reported to State Civil Service on unclassified employees specifically for inclusion in the State Employment count. Results of this data can be found [here](#).

Specific information on the data elements that must be reported for Classified and Unclassified Employees can be found:

- [Job Aids and Resources: Classified Employee – Required Data Items](#)
- [Job Aids and Resources: Unclassified Employee – Required Data Items](#)

Any change in an agency's reporting mechanism can be made only with the prior approval of the Director.