



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## GENERAL CIRCULAR NUMBER 2020-042

---

**DATE:** June 15, 2020

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Annual Reporting of Payments Made Per Rules 6.16(h), 6.16.1, and 6.16.2

---

State agencies that have promulgated any of the policies listed below shall report to State Civil Service by July 31, 2020, all payments granted to classified employees in the fiscal year ending June 30, 2020. State agencies that did not grant any monetary awards under their policies shall also report such inactivity to State Civil Service by the deadline.

- State Civil Service Rule 6.16(h), Payment for the Attainment of an Advanced Degree
- State Civil Service Rule 6.16.1, Rewards and Recognition
- State Civil Service Rule 6.16.2, Optional Pay Adjustments

State Civil Service has developed a new procedure for Annual Pay Reporting in the spirit of proactively optimizing and delivering strategic solutions for state agencies. Agencies that use the LaGov-HCM system for payroll purposes will not be required to use the Annual Pay Reporting workbook this year. Instead, State Civil Service will run the necessary pay reports using the LaGov-HCM system and will contact state agencies for verification of the information during the month of August. State agencies shall ensure that all payments effective during FY19-20 are entered into the system within 30 days of the effective date in accordance with SCS Rule 15.3(a).

Agencies that do not use the LaGov-HCM system for payroll purposes will still need to use the Annual Pay Reporting workbook to submit completed reports to State Civil Service by July 31. The Annual Pay Reporting workbook can be obtained by clicking [HERE](#) and contains the following separate worksheets:

- Rewards and Recognition (R & R)
- Optional Pay – Lump Sum Adjustments (OPA--Lump)
- Optional Pay – Base Pay Adjustments (OPA--Base)
- Advanced Degrees (Adv Deg)

Completed reports shall be emailed to [compreports@la.gov](mailto:compreports@la.gov) in Excel format only. Reports submitted in .pdf format may accompany the Excel document, if desired. Please do not include non-monetary awards or any payments made to unclassified employees.

If you have questions regarding Annual Pay Reporting, you may contact your SCS Agency Relationship Manager or Janelle Haynsworth, SCS Compensation Program Manager, at (225) 342-8266 or [janelle.haynsworth@la.gov](mailto:janelle.haynsworth@la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director