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GENERAL CIRCULAR NUMBER 2021-019

DATE: May 13, 2021

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 established any of the policies listed below shall report to State Civil Service by July 31, 2021, all payments granted to classified employees in the fiscal year ending June 30, 2021. 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 Attainment of Advanced Degree
- State Civil Service Rule 6.16.1, Rewards and Recognition
- State Civil Service Rule 6.16.2, Optional Pay

LaGov Agencies Process

Agencies that use the LaGov-HCM system for payroll purposes will not use the Annual Pay Reporting workbook. Instead, State Civil Service will run the necessary pay reports using the LaGov HCM system. State agencies shall ensure that all payments effective during FY 20-21 are entered into the system within 30 days of the effective date in accordance with SCS Rule 15.3(a).

The LaGov HCM pay reports will be formatted to collect the same information as the Annual Pay Reporting workbook. State Civil Service Consultants will begin contacting LaGov agencies in August to verify payment information along with the associated payment details. To help expedite the verification process, agencies are encouraged to enter text in the LaGov HCM system that provides the details about their payments as follows.

- Attainment of Advanced Degree – enter text about the degree received
- Rewards & Recognition – enter text that aligns with the provision of the agency's policy
- Optional Pay
 - Matching a Job Offer – enter text about the verified job offer to include company name, offer job title and offer amount
 - Compression Pay – enter text about the employee, the comparable employee(s), reason for the payment, and any merit factors used to determine that the compression payment is justified

- Additional Duties – enter text briefly summarizing the additional duties
- Difficult to Recruit – enter text about why the job is difficult to recruit such as critical operations hindered or shut down, responses to prior internal postings produced no suitable candidates, undesirable work location or conditions, etc.

Non-LaGov Agencies Process

Agencies that do not use the LaGov HCM system for payroll purposes will use the Annual Pay Reporting workbook to submit completed reports to State Civil Service by July 31, 2021. The Annual Pay Reporting workbook can be obtained by clicking [HERE](#) and contains the following separate reporting worksheets:

- Payments for Rewards and Recognition (R & R)
- Payments for Optional Pay – Lump Sum for Additional Duties (OPT--LUMP)
- Payments for Optional Pay – Base Pay Increases (OPT--BASE)
- Payments for Attainment of Advanced Degrees (Adv Deg)

Completed reports for Non-LaGov agencies shall be emailed to 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, payments made to unclassified employees or payments made under other rules.

If you have questions regarding annual pay reporting, you may contact your SCS Agency Relationship Manager or SCS Compensation Program Manager Janelle Haynsworth at (225) 342-8266 or janelle.haynsworth@la.gov.

Sincerely,

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