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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: State Civil Service Reporting Requirement Change for Classified Employees

Louisiana Revised Statute 42:290 and Civil Service Rule 15.8 establish the requirements for agencies to report employee data to State Civil Service; these requirements are explained in detail in Chapter 15 of the HR Handbook. In an effort to improve the ability of SCS to respond to requests for the educational makeup of the classified workforce, SCS is amending its statewide reporting requirements for classified employees, effective August 2, 2021. As such, agencies will now be required to maintain the following education-related information for all classified employees:

- Highest level of education achieved
- Type of degree/certification/diploma awarded
- The major field of study is also required (if a college degree is indicated)

In addition to allowing SCS to provide detailed information on the educational makeup of the current classified workforce at a given point in time, this data requirement change will increase the ability for SCS to provide enhanced transactional reporting to include educational makeup of new hires and subsequent career movements of classified employees within an agency as well as potentially identify hiring trends in a particular classified job title.

While this requirement is effective August 2, 2021, SCS will not begin auditing for completion of this requirement change until FY 2022-2023. This timeframe will allow all state agencies time to complete all necessary entry to be made on existing classified employees and all classified new hires beginning on August 2, 2021. Additionally, SCS strongly encourages agencies to maintain this data for unclassified employees.

LaGov HCM Agencies (Paid and Non-Paid):

In order to fulfill this reporting requirement, LaGov HCM Paid and Non-Paid Agencies will be required to maintain the Education Infotype (IT0022) on both their current classified workforce and all new classified hires. For assistance in the creation of this record for an existing or new classified employee, please click [here](#).

Agencies can run the ZP41 Employee Educational/Prior State Service Report to monitor/audit any LaGov maintenance of this infotype. Additionally, SCS has created a display variant “/SCS ZP41” to assist with the audit of these entries.

Interface Agencies (Agencies that report to SCS via data transfer):

In order to fulfill this reporting requirement, Interface Agencies will be required to maintain the following information:

- Snapshot Data Item #67 Education Establishment Code and Data Item #68 Training Certification/Level Code as listed in the Interface Agency Snapshot and Transaction Specifications.
- Report major field of study for those classified employees who possess a college degree through updated Transaction Specifications.

If you have any questions, please contact Jason Chapman, Applications & Data Management Division Administrator, by emailing Jasonk.Chapman@la.gov or calling (225) 342-8294.

Sincerely,

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