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GENERAL CIRCULAR NUMBER 2022-009

DATE: February 14, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Reporting Requirement Reminder for Classified Employees

As previously announced in [General Circular 2021-033](#), State Civil Service amended the reporting requirements for classified employees to include the following education-related information:

- 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)

This information requirement was effective August 2, 2021, on all classified new hires and existing classified workforce at all state agencies. In an effort to allow human resources staff ample time to accumulate and enter this information, SCS previously stated that any data reviews for this requirement change would not take place until FY 2022-2023.

In accordance with this initial timeframe, the agency deadline to have this information reported to State Civil Service, either via the LaGov HCM System or Interface Agency data transfer, is **December 31, 2022**. The Applications & Data Management Division at SCS will begin reviewing data on the classified workforce to ensure compliance after this date.

State Civil Service has received agency feedback from the initial General Circular and would like to address the following questions below:

1. Are the reporting requirement changes applicable to classified WAE employees?

Yes; this information requirement was added to the [Classified Employees – Required Data Items](#) and applies to **all** classified employees.

2. Do the reporting requirement changes require the entire educational history for each classified employee at an agency be maintained?

No; per [General Circular 2021-033](#), only the **highest** level of education achieved is required to be reported. Additional education information may be reported at the discretion of the agency.

3. Do the reporting requirement changes apply to only those classified employees who possess a college degree?

No; as described in the [Guidance for Education Reporting Job Aid](#), the highest level of education achieved could range from Lower/Middle School level to University/College level. The level reported for a classified employee is inconsequential to the reporting requirement.

4. Will documentation to support the education information reported on a classified employee be needed for a future compliance review?

No; the educational reporting requirement is not part of a minimum qualification or a justification for use of a pay mechanism. The information entered by agency human resources staff will not be a part of a compliance review but rather will be reviewed by SCS to ensure information is entered on all classified employees. Human resources should review any information that appears incorrect prior to any entry of this information.

5. *For LaGov HCM Agencies Only:* Will classified employees eventually be able to maintain educational information themselves through LEO or will agency human resources be responsible for the system maintenance of this information?

No; employees will not be allowed to enter or maintain this information independently in LEO. SCS made a concerted effort to require this information to flow through each agency's human resources office to help ensure a level of consistency and validity to the information for use on a statewide basis. Human resources should review any information that appears incorrect prior to any entry of this information and will be tasked with the maintenance of this information should it change over time.

6. *For LaGov HCM Agencies Only:* What date range should I use for the Education Infotype entry?

The start date of the record can vary (i.e. the date HR was notified of the information, the start date of the education program, the effective date of the requirement). However, the record end date **must be entered as 12/31/9999**. Please review those classified employees who may have had a previously-entered record, as some of these older records may have an end date that coincides with the education level completion and **not** 12/31/9999. See the [LaGov HCM Entry Instructions](#) for further guidance.

LaGov HCM Agency Reporting:

LaGov HCM Agencies can utilize the ZP41 Employee Educational/Prior State Service Report to review any LaGov maintenance of this infotype. Additionally, SCS has created a display variant "/SCS ZP41" to assist with the review of these entries. To ensure only classified employees are captured on the report, users can enter "Job Key" range of "100000" to "199999". This will target only employees in the classified job code range.

There are two report options related to Education Infotype records:

1. *Only Employees With Education Infotype Records* – this option displays ONLY those employees who have an Education Infotype entered.
2. *All Employees and Education Infotype Records* – this option displays ALL employees at an agency as of the report run date. Using the “/SCS ZP41” display variant, employees without an Education Infotype entry will appear with blank education field information.

For Paper Agencies, Applications & Data Management Division will work with POD D to ensure that this information is present on all classified employees.

Interface Agency Reporting:

The Interface Snapshot & Transaction Specifications were updated in July 2021 to include most of the education requirement changes. The “major field of study” requirement for those classified employees who possess a degree will be a part of an upcoming transaction file change to be effective July 2022. The Applications & Data Management Division will issue error reports after December 31, 2022 on any missing education information for classified employees.

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

Sincerely,

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