



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 Unclassified Employees can be found at [Job Aids and Resources: Unclassified Employee Reporting](#).

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

Required Data Items for Classified Employees

- Agency Identification
- Nature of Action or "Action Type"
- Civil Service Rule Authority for the action or "Action Reason"
- Civil Service Rule Authority for the level of pay or "Pay Reason"
- Employee Status or "Contract Type" (Probational, Permanent, WAE, etc.)
- Employee Group (Full-time, Part-time, etc.)
- Effective Date of the Action ("from" date)
- End Date of the Action ("Valid Until" date)
- Employee Name
- Social Security Number
- Salary & Pay Grade Level
- Job Title & Job Code
- Position Number
- Position Location
- Full-time Equivalent ("FTE") of position
- Performance Evaluation System (PES) ratings
- Highest Level of Education Achieved
- Type of Degree/Certification Obtained
- Major Field of Study (if degree is indicated)