



Louisiana
SCS
State Civil Service

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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Statutory Required Reporting – Student Employee

Pursuant to Louisiana Revised Statutes 42:290 and 291, the appointing authority of each agency, board, commission, department, or other entity in the executive branch of state government is required to report certain employee information to State Civil Service and State Civil Service is required to produce a standard report on state employment utilizing categories as specified in the statutes. In accordance with these statutes, State Civil Service has produced and distributed the Report on State Employment since 1988.

These statutes require the number of classified and unclassified employees and the associated full time equivalency (FTE) that those employees represent to be reported. Employees are categorized into four groupings for each state agency or “personnel area”: students, board members, education employees, and all other employees.

The information reported is used by the Legislature, the Office of Planning and Budget, the media, and others to review state employment. To ensure the integrity of this information State Civil Service is providing clarification on how this information is to be reported, specifically for student workers and employees. All agencies are required to use LaGov Entry Guidelines and Interface Agency specifications (provided to you upon approval to become an Interface Agency) when reporting employee snapshot and transaction information.

There are two types of students – Student Employees and Student Workers.

Student Employee is defined in La. R.S. 42:289 as an employee who is required under the terms of his employment to be a full-time student in a school, college, or university of this state. For the purposes of reporting, Student Employees are further defined as working at a state entity other than that in which they are enrolled. For example, a full-time LSU or

Southern University student working at the Department of Health is considered a Student Employee and must be reported as such under this requirement.

Student Worker information is not required to be reported to State Civil Service but these employees may be represented for payroll purposes. For example, a student enrolled at LSU and working at LSU is considered a Student Worker.

For the purpose of the Report on State Employment, we will differentiate students as defined here by job code:

Reporting Requirements for Students	
Student Employee	
Job Code	507100
Employee Subgroups	12 (Student/Intern-Exempt) 13 (Student/Intern-Nonexempt)
Example	A full-time LSU or Southern University student working at the Department of Health is considered a Student Employee and must be reported as such under this requirement.
Student Worker	
Job Code	509990
Example	A student enrolled at LSU and working at LSU is considered a Student Worker.
NOTE: Students should be entered with a 24/7 work schedule. Students should not be coded with any WAE attributes.	

Please review your Student/Student Employee and Student Workers and make the necessary corrections in your respective payroll system to ensure the correct job code is used.

Sincerely,

s/Byron P. Decoteau, Jr.
Director