



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Documentation and Reporting Requirements

Unclassified Employee – Required Data Items

The following items of information must be reported to State Civil Service for ALL UNCLASSIFIED EMPLOYEES (Per [La. R.S. 42:290](#)).

- Name
- Address
- Social Security Number
- Employing Agency
- Date of Employment
- Position
- Position Location (Place of Employment)
- Salary (Annual preferred, Hourly, Bi-weekly are acceptable, or Per Diem)
- Hours of Work
- Full Time Equivalent (FTE)

The above information must be reported to State Civil Service **within 30 days of the appointment** of an unclassified employee.

Any CHANGE in an unclassified employee's status (salary, title, name, etc.) must be reported to State Civil Service within 30 days.

In addition to reporting the above information for all unclassified employees, agencies must maintain records of any authority granted to them under Civil Service Rules 4.1(d)1 or 4.1(d)2 for unclassified positions.

NOTE: LaGov HCM users must enter biweekly amount for full-time employees; hourly for part-time employees; and per diem when applicable. The LaGov HCM system automatically calculates annual from the biweekly or hourly entry.