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 LA Gov 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 does require certain data is reported to State Civil Service on unclassified employees specifically for inclusion the State Employment count. 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.

Data Items Which Must Be Reported for Classified Employees

When reporting actions, agencies must include the following information:

- 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