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DATE: April 17, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: LaGov HCM Entry Requirement for Reduction in Pay Disciplinary Actions

This general circular serves as notification that State Civil Service will now require all reduction in pay actions to be recorded on affected employees using the Basic Pay infotype (IT 0008) only. The LaGov HCM system option to enter a reduction in pay through the use of the Recurring Payment/Deduction infotype (IT 0014) and the Additional Payment infotype (IT 0015) will no longer be allowed.

A reduction in pay used as a disciplinary tool occurs while the employee is still in active status with the agency, therefore a “true” reduction in both an employee’s base salary and earnings reported to the various retirement systems will be reflected. In addition, all reduction in pay actions entered on the Basic Pay infotype will be documented on the affected employees’ Employee Notification Form.

This change will be effective July 1, 2018. Any reduction in pay entries made in the “Recurring Payment/Deduction” infotype prior to this date are not subject to this change. No additional entry is needed.

If you have any questions, please contact Ashton Brown, Employee Relations HR Consultant Supervisor, by emailing Ashton.Brown@la.gov or calling (225) 342-6533.

Sincerely,

s/Byron P. Decoteau, Jr.
Director