



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

225.342.8274

[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## GENERAL CIRCULAR NUMBER 2020-005

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**DATE:** January 16, 2020

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** LaGov HCM Entry Requirement for Reduction in Pay Disciplinary Actions Imposed as Reduction in Pay Equivalent to a Suspension Without Pay

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Effective February 24, 2020, State Civil Service will require LaGov HCM Paid Agencies to enter reduction in pay disciplinary actions that are imposed as a reduction in pay “equivalent to a suspension without pay” as follows:

**Recurring Payment/ Deduction Infotype (0014):** Wagetype 0246 “ReductPay-Eql Suspension” – the biweekly deduction calculated to reduce the employee’s gross salary.

**Additional Payments Infotype (0015):** Wagetype 0247 “ReductPay-Eql Susp Bal” – the total reduction amount described in the disciplinary letter to be deducted from the employee’s gross salary.

Please refer to [General Circular 2018-004](#) for guidance on how to enter disciplinary actions for “true” reductions in pay into the LaGov HCM system.

### **Background on Reductions in Pay:**

A reduction in pay is defined as “an action taken for disciplinary reasons whereby an employee’s individual pay rate is reduced but the employee remains in the same job.” Usage of this 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.

A reduction in pay equivalent to a suspension without pay is **not** a “true” reduction in pay since the individual pay rate of the employee is not reduced but rather a reduction equivalent to a specified number of work days is taken from the employee’s gross salary. This method is used in lieu of a “true” suspension without pay since the employee continues to work a normal shift as to not to create a work shortage due to a disciplinary action. This mechanism allows an appointing

authority the flexibility to choose the most effective method of discipline to use and avoid work shortages that would be a detriment to daily operations.

If you have any questions, please contact Jason Chapman, Agency Relationship Manager, by emailing [Jasonk.Chapman@la.gov](mailto:Jasonk.Chapman@la.gov) or calling (225) 342-8294.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director