



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

[@LA_SCS](https://twitter.com/LA_SCS)

This public document was published at a total cost of \$.58. Two copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2017-015

DATE: May 23, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Reporting of Payments Made Per Rules 6.16(h), 6.16.1, and 6.16.2

State agencies that have promulgated any of the policies listed below and have made such payments to classified employees shall report all payments granted in the fiscal year ending June 30, 2017, to State Civil Service by July 31, 2017.

State Civil Service Rule 6.16(h), Payment for the Attainment of an Advanced Degree
State Civil Service Rule 6.16.1, Rewards and Recognition
State Civil Service Rule 6.16.2, Optional Pay Adjustments

The required Annual Pay Reporting workbook can be obtained by clicking [HERE](#). The reporting workbook contains the following separate worksheets:

- Rewards and Recognition (R & R)
- Optional Pay – Lump Sum Adjustments (OPA--Lump)
- Optional Pay – Base Pay Adjustments (OPA--Base)
- Advanced Degrees (Adv Deg)

A rational business reason which justifies the payment and specifies the benefit the State received from the expenditure of these funds must be included for each payment granted. Please do not include non-monetary awards or any payments made to unclassified employees.

Completed reports should be emailed to compreports@la.gov in Excel format only. Reports submitted in .pdf format may accompany the Excel document, if desired. Agencies that had Optional Pay or Rewards and Recognition policies in FY16-17, but did not grant any monetary awards, shall report such inactivity to State Civil Service through the above email address by the deadline.

If you have questions regarding annual pay reporting, you may contact Amber Gorham in the SCS Compensation Division at (225) 342-8260 or amber.gorham@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director