



### Paper Agency Form Usage:

The following forms can be found on the [Paper Agency Resources](#) website:

- **Board and Commission Reporting Form** – Use this form to report all changes affecting a Board or Commission member (EX: Hiring, reappointments and separations). Social Security numbers and birth dates are required per [Louisiana Constitutional Article 10.2\(B\)5](#).
- **Employee Change Form** – Use this form to submit changes made to an active employee's record (EX: Reallocation, Promotion, Detail to Special Duty, Performance Adjustment).
- **Hire Form** – Use this form to hire an employee or transfer an employee to your agency.
- **Position Change Form** – Use this form to change the characteristics of an existing position (EX: to move a position upwards in a Career Progression Group, change from Exempt to Non-Exempt status, etc). SCS will use the actual position description to create new positions.
- **Employee Separation Form** – Use this form to separate an employee or transfer an employee out of your agency.
- **Paper Agency Job Posting Request Form** – Use this form to request a new classified posting, request a new classified continuous posting, or an eligible list from a continuous posting.

### Instructions on How to Complete Forms:

Please fill out the forms entirely to ensure that your paperwork is handled promptly. Any omission of information on these forms may result in your form being returned to you without action or delayed.

- All personnel action reporting forms must be signed by your agency's Appointing Authority. For all actions on an Executive Director, the supervising Board Member must sign.
- For Personnel Action Reporting forms, allow seven business days for the entire process to be completed. If the updated information does not appear on monthly report currently being sent by State Civil Service, please promptly contact us.
- All Personnel Action Reporting forms must be scanned as a PDF and uploaded via [Paper Agency Portal](#) in the HR Info Portal.
- Job Posting Request Form must be received through the [Paper Agency Portal](#) no later than 12 pm to ensure the posting is made live the same day. If received after 12 pm, the posting will not be made live until the following business day.

### Common Terminology for Paper Agencies:

**Additional Pay Type:** Payment in addition to employee's base salary.

**Appointing Authority:** The agency, department, board, or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in State Service.

**Assignment End Date:** The end date of the appointment type.

<b><u>Boards and Commission Member</u></b>	Appointments made by the Governor or local government in accordance with Louisiana statute.
<b><u>Calculating Salary:</u></b>	For accurate salary computation, please use the <a href="#">SCS Pay Calculators</a> found behind the HR Info Portal (for more detailed information on calculating pay, see <a href="#">Chapter 6 of the HR Handbook</a> ).
<b><u>Contract Type:</u></b>	<p>Contract types denote appointment types designated by State Civil Service. The contract types generally associated with the hiring of Paper Agency employees are as follows:</p> <ul style="list-style-type: none"><li>• <b>Classified Employees</b> - Probational, Classified WAE (4.1d1), Permanent, and Job Appointment</li><li>• <b>Unclassified Employees</b> – Unclassified Appointee, Unclassified Regular, Unclassified Temporary, Unclassified Director Approved (SCS), Unclassified Commission Approved (SCS), Board/Commission Appointment and Student Worker</li><li>• <b>True Temporary Appointments</b> – Job Appointments and Unclassified temporary types (Classified WAE – 4.1d1 and 4.d2) with a defined end date for the contract</li></ul>
<b><u>DPRL:</u></b>	A list of permanent employees who have been laid off or relocated downward in accordance with Chapter 17, or permanent employees who have been reallocated downward as a result of business reorganization in accordance with Rule 5.6.1. Employees on such a list are given preferential hiring rights in the department or agency affected by a layoff for 2 years following the effective date of the layoff, relocation or business reorganization.
<b><u>Hire Reason:</u></b>	Civil Service rule allowing an agency to hire an employee.
<b><u>Job Title:</u></b>	This title is established by State Civil Service.
<b><u>LaGov HCM Personnel Number:</u></b>	Unique number generated by LaGov HCM when initially hired. LaGov HCM was formerly called “ISIS HR”.
<b><u>Minimum Qualifications:</u></b>	The minimum of the qualifications necessary for the job to which the employee is hired.
<b><u>Pay Rate:</u></b>	The dollar amount the employee is being paid.
<b><u>Pay Reasons:</u></b>	<p>Indicate the SCS rule authority if you are paying your classified employees above the minimum hire rate of the pay range. <b>Unclassified employees</b> may be paid at the discretion of the agency.</p> <p>There are a number of ways that <b>Classified employees</b> may be paid, as follows:</p>

- **(SCS Rule 6.5) Minimum Hire Rate** – Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated.
- **(SCS Rule 6.5b) Special entrance Rate** – must be approved by the State Civil Service Commission at its next scheduled meeting after action is taken by the Director. An SER becomes the new minimum.
- **(SCS Rule 6.5g) Extraordinary Qualifications/Credentials** – A provision to pay an employee at a rate above the minimum provided that:
  - Such superior qualifications/credentials are verified and documented as job related
  - The rate does not exceed the third quartile of the range for the affected job
  - The rate is implemented in accordance with written policies and procedures established by the department
  - The appointment is Probational or a job appointment

**Pay Schedule:**

There are six pay schedules in the Louisiana State Civil Service system, with each pay schedule having their own set of pay levels. The pay schedules are: AS, MS, PS, SS, TS and WS

**Personnel Area:**

Agency identification created by LaGov HCM for all state agencies. All paper agencies personnel area consists of three numbers and one letter, as follows:

Board and Commission-Plumbing Board **OB16**  
Housing Authorities-Minden Housing **OH65**

**Position Number:**

The number generated by LaGov HCM for each position (classified and unclassified) in State Service.

**Probation:**

Test period for an agency to assess a new classified hire with a defined end date (no less than 6 months or more than 24 months); prior to employee gaining permanent status.

**Student Worker:**

Must have a defined end date; must be enrolled in an accredited high school, college or university in State or State operated Technical college; agency must verify enrollment each semester.

**Unclassified Appointee:**

Employed at the discretion of the agency.

**Unclassified Regular:**

Employed at the discretion of the Appointing Authority; Full-time employee (4.1d2); authority granted by SCS Commission not to exceed 5 years.

**Unclassified Temporary:**

Temporary with a defined end date (4.d1); employed at the discretion of the Appointing Authority granted by SCS Director.

**WAE:**

Classified and Unclassified WAE appointments are temporary, non-permanent appointments where employees are authorized to work up to

1245 hours in a 12-month period. Paper Agency staff should consult with your POD consultant for questions concerning WAEs.

*For a full list of terms/definitions, click here: [Chapter 1 of the State Civil Service Rules](#). You may also review the [HR Handbook](#) for more detailed information for many of these definitions/terms.*

#### [Additional Information](#)

Additional information on SCS Rules, policies, and procedures can be found in the [HR Handbook](#), which is located on the [State Civil Service website](#). Please contact your Agency Relationship Manager or POD Consultant for any question you may have dealing with forms, SCS Rules, or any other issues that may arise.