



**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 2025-031

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**DATE:** May 14, 2025

**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

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State agencies that have made payments under the rules listed below shall report to State Civil Service by July 31, 2025, all payments granted to classified employees in the fiscal year ending June 30, 2025. State agencies that did not grant any monetary awards under their policies shall also report such inactivity to State Civil Service by the deadline.

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

### **LaGov Agencies Process**

Agencies that use the LaGov HCM system for payroll purposes will not use the Annual Pay Reporting workbook. Instead, State Civil Service will run the necessary pay reports using the LaGov-HCM system. State agencies shall ensure that all payments effective during FY 24-25 are reported into the system within 30 days of the effective date in accordance with SCS Rule 15.3(a).

State Civil Service Consultants may contact LaGov agencies as necessary to verify payment information and the associated payment details. To help expedite the review and verification process, agencies are encouraged to enter text in the LaGov HCM system that provides details about their payments as follows.

- Attainment of Advanced Degree – enter text about the Master’s, Ph.D., or equivalent degree that includes the degree field.
- Rewards & Recognition – enter text explaining the reward that aligns with the provisions of the agency’s policy.
- Optional Pay/Matching a Job Offer – enter text about the verified job offer to include company name, offer job title, and offer amount.

- Optional Pay/Compression Pay – enter text about the employee, the comparable employee(s) such as name and personnel number, the reason for the payment such as what caused the compression, and any merit factors used to determine that the compression payment is justified.
- Optional Pay/Additional Duties – enter text briefly summarizing the additional duties.
- Optional Pay/Difficult to Recruit – enter text about why the job is difficult to recruit, such as critical operations hindered or shut down, responses to prior internal postings produced no suitable candidates, undesirable work location or conditions, etc.

**Non-LaGov Agencies Process**

Agencies that do not use the LaGov HCM system for payroll purposes will use the Annual Pay Reporting workbook to submit completed reports to State Civil Service by July 31, 2025. The Annual Pay Reporting workbook for FY 24-25 can be obtained by clicking [HERE](#) or by downloading from the [Forms](#) section of the State Civil Service website for HR Professionals. The report form contains the following separate worksheets:

- Instructions
- Payments for Rewards and Recognition (R & R)
- Payments for Optional Pay – Lump Sum for Additional Duties (OPT--LUMP)
- Payments for Optional Pay – Base Pay Increases (OPT--BASE)
- Payments for Attainment of Advanced Degrees (ADV DEG)

Completed reports for Non-LaGov agencies shall be emailed to [compreports@la.gov](mailto:compreports@la.gov) in Excel format only. Reports submitted in .pdf format may accompany the Excel document, if desired. Please do not include non-monetary awards, payments made to unclassified employees, or payments made under other rules.

If you have questions regarding annual pay reporting, you may contact State Civil Service by emailing [SCSInfo@la.gov](mailto:SCSInfo@la.gov) or by calling 225-342-8272.

Sincerely,

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