

Welcome to the Guidelines for Entering Civil Service Information in LaGov HCM!

Purpose

The “Guidelines for Entering Civil Service Information in LaGov HCM” were developed to ensure proper reporting of personnel and position information and actions in accordance with [Chapter 15](#) of the Civil Service Rules. Prior to decentralization in October of 2000, agencies reported personnel transactions and other information to State Civil Service via paper documents. Upon implementation of LaGov HCM and other HRIS’ (Human Resources Information Systems), agencies are delegated authority to affect personnel transactions reporting them to State Civil Service within 30 days of the effective date.

To meet compliance with SCS reporting requirements, agencies **MUST** record accurately the rule which authorized the specific transaction. This is accomplished by selecting the appropriate action and/or pay reason equivalent to the rule that authorizes the transaction. State Civil Service monitors and audits these transactions to determine agency personnel practices and ensure cohesion and consistency throughout state government.

Scope

The intent is for the Entry Guidelines to serve as a tool to provide a mapping of the equivalent action reason and/or pay reason to the specific Civil Service rule that authorized the action. This will assist users in consistently using the entries when effective a specific personnel transaction.

The Entry Guidelines are displayed in such a manner that the user will be able to narrow the field of entry choices depending on the action type, pay type and finally the LaGov HCM transaction type chosen. Here is an overview of that process:

Nature of Action – After the applicable section from the table of contents is chosen, this page will list all of the available action types that can be taken on an employee.

Nature of Pay – Once a particular personnel action is chosen, this page will list all of the available pay actions that can be taken on the employee. If a “N/A” appears in the “Available Pay Actions” section, this means that no change is occurring to the employee’s pay and the Basic Pay Screen should be skipped.

NOTE: An example of a personnel transaction that may not have a related pay change is the Position Number Change. The employee is moving from one position number to another position number with the same job title and same pay level; the pay is not changing. In this situation, an action will be executed with an Action Reason to reflect the rule authority for the Position Number Change but there is no pay change associated with this action. The Basic Pay screen is skipped and there is no associated pay reason to enter. There are also some transactions that are purely pay transactions that don’t have an associated action. For example, the Performance Adjustment is a pay transaction and is recorded on the Basic Pay Screen with a pay reason.

SCS Comment – This field contains situational information on when this particular action or pay authority would be utilized. If there is pertinent information, such as detailed criteria or exceptions, the user will be directed to consult the SCS rule in its entirety or will be prompted to contact a particular division of SCS for further guidance.

Civil Service Rule – This is the CS Rule that corresponds to a particular action or pay authority and is a link that will take the user directly to the applicable SCS Rule section.

HR Handbook Information – If information exists in the HR Handbook on a particular action or pay authority, this link takes the user directly to the applicable SCS HR Handbook section.

Additional Information – If there is additional information on a particular action or pay authority, such as LaGov HCM Quick Tips, General Circular or pay calculation chart, this link takes the user directly to that document.

LaGov HCM Entry – Depending on which type of personnel action chosen, all applicable LaGov HCM transaction type(s) are displayed. Each link takes the user to the specified entry information related with the LaGov HCM transaction type chosen.

Limitations

Understanding how to apply transactions to gain intended results require the user to be aware of the difference between Civil Service Rule authority for actions versus the flexibility as well as limitation of an automated system. Some activities are considered “actions” in the Civil Service Rules while in an automated system the activity is not considered an “action” at all, but it must be recorded so to satisfy State Civil Service reporting requirements. Users should be aware of the following:

- Personnel transaction processing should follow a basic pattern regardless of the type or status of the employee, i.e., classified or unclassified. Classified employee transactions are authorized by rule while unclassified employee transactions are not governed by Civil Service Rules except those authorized under Chapter 4. LaGov HCM, however, is an integrated HR/Payroll system that allows for the same terminology to be used interchangeably, i.e., the pay reason “Performance Adjustment” could be used for an unclassified pay increase just as it is for a classified employee. While the same action reasons and pay reasons may be used for unclassified employees, users are required to use those specific action reasons and pay reasons as determined by State Civil Service to describe the authority for classified employee personnel transactions.
- LaGov HCM actions have a different meaning and effect than “actions” authorized by Civil Service Rules. It is recommended that all users review the information at the following link to fully understand the difference between LaGov HCM actions and personnel transactions authorized by Civil Service Rules. Further information can be found in [Job Aids & Resources: LaGov HCM Actions vs. Personnel Actions](#).

- When selection action reasons and/or pay reasons, users must be aware of the validity of selections. For example, some reasons have been updated with a “Do Not Use” preceding the actual reason. This has been done to denote that the reason is no longer valid due to a rule change or incorrect description. The reason cannot be deleted because it is necessary to retain for historical reference; at one point it was valid and then it became invalid. Users should never select this option. Most reasons available for unclassified transactions will start with “Uncl”, however, there may be instances when another reason is needed, and can be used. In the “Requirements/Comments” section of each chart, there may be additional guidance on which reason should be selected. Also, there are a number of reasons that are to be used by La. State Police only. Please select carefully when choosing a reason from the menu.

Guidelines

If a situation occurring in an agency is not addressed in the Entry Guidelines, users should contact a Data Quality Management Consultant:

- [Carisa Perry](#) (LaGov HCM Paid Agencies) at (225) 342-8298
- [Betty Davis](#) (LaGov HCM Non-Paid Agencies) at (225) 219-0139