

Annual Reporting of Payments for Rules 6.16(h), 6.16.1, 6.16.2

Instructions

This report template includes the following worksheets.

(1) Instructions

(2) R & R: Reporting worksheet for Rewards and Recognition, State Civil Service Rule 6.16.1

(3) OPT--LUMP: Reporting worksheet for Optional Pay, Lump Sums for Additional Duties, State Civil Service Rule 6.16.2

(4) OPT--BASE: Reporting worksheet for Optional Pay, Base Pay Increases, State Civil Service Rule 6.16.2

(5) ADV DEG: Reporting worksheet for Attainment of Advanced Degrees, State Civil Service Rule 6.16(h)

Click on the links below or use the tabs at the bottom of this document in order to access the reporting worksheets.

Agencies that have established any of the policies listed above shall report all payments made to classified employees during the current fiscal year (July 1 - June 30) using the applicable reporting worksheet in this template. If no payments were made under the agency's policy, an email reporting that no payments were made is still required to be sent to State Civil Service. If the agency does not have an established policy for the rule, no report is required.

All required reports are due to State Civil Service by <u>July 31</u> following the end of the fiscal year. Reports with payments shall be prepared in Excel format using this template and submitted to State Civil Service as an email attachment. All required reports shall be emailed to State Civil Service at the following email address: compreports@la.gov

k HERE to access the reporting worksheet for Rewards and Rec	ognition
Column A: Employee's last name	
Column B: Employee's first name	
Column C: Employee's personnel number	
Column D: Effective Date of Lump Sum Payment Use a separate row for each payment if an employee	received multiple lump sum payments for different reasons under the agency's Rewards and Recognition policy.
Column E: Employee's classified job title as of the effective date	of the payment
Column F: The total lump sum amount awarded in this fiscal yea	r for the same reason
Column G: Lump sum percent awarded No entry is required; these cells automatically calculat Note that this cell will display "MISSING INFO" if inform	
Column H: Employee's annual base pay salary as of the effective	date of the payment
Column I: Select the type of lump sum payment from the drop of	lown choices
Column J: Describe the type of lump sum payment granted	ency's policy

The description should align with a provision in the agency's policy.

(3) OPTLUMP: Reporting worksheet for Optional Pay, Lump Sums for Additional Duties, State Civil Service Rule 6.16.2
Click HERE to access the reporting worksheet for Optional Pay Lump Sum
Column A: Employee's last name
Column B: Employee's first name
Column C: Employee's personnel number
Column D: Effective Date of Lump Sum Payment If the lump sum was paid as biweekly payments, report the effective date as the begin date within the current fiscal year on one row. Use a separate row for each payment if an employee received multiple lump sum payments for different reasons under the agency's Optional Pay policy.
Column E: Employee's classified job title as of the effective date of the payment
Column F: The total lump sum amount awarded in this fiscal year for the same reason If the lump sum amount was paid as biweekly payments, calculate the total amount actually paid during the fiscal year and report as one amount.
Column G: Lump sum percent awarded No entry is required; these cells automatically calculate based on information provided in Columns F and H. Note that this cell will display "MISSING INFO" if information is missing from either Column F or H. Column H: Employee's annual base pay salary as of the effective date of the payment
Column I: Summarize the additional duties

Responses in this field should be no longer than a couple of sentences.

ck HERE to access the reporting worksheet for Optional Pay	Base Pay
Column A: Employee's last name	
Column B: Employee's first name	
Column C: Employee's personnel number	
Column D: Employee's position number as of the effective of	date of the base pay increase
Column E: Effective Date of Base Pay Increase Use a separate row for each payment if an employed	oyee received multiple base pay increases for different reasons under the agency's Optional Pay policy.
Column F: Employee's classified job title as of the effective	date of the increase
Column G: Employee's biweekly base pay prior to the effect	tive date of the base pay increase
Column H: Base pay increase in a biweekly dollar amount	
Column I: Base pay percent awarded No entry is required; these cells automatically can Note that this cell will display "MISSING INFO" if in	culate based on information provided in Columns G and H. nformation is missing from either Column G or H.
Column J: Employee's new biweekly base pay No entry is required; these cells automatically can Note that this cell will display "MISSING INFO" if in	culate based on information provided in Columns G and H. nformation is missing from either Column G or H.
Column K: Indicate whether the employee received more t Select from drop-down choices only.	han one base pay increase for <u>additional duties</u> in the last three consecutive years under the agency's Optional Pay policy
Column L: If you answered "YES" in Column K for this employees Select from drop-down choices only.	oyee, indicate if the sum of those base pay increase percentages for additional duties total 10% or less
Column M: Select the type of base pay increase from the dr The drop-down choices correspond with the prov	
Column N: Provide details about the base pay increase as sp	ecified in the column heading

(5) ADV DEG: Reporting worksheet for Attainment of Advanced Degrees, State Civil Service Rule 6.16(h)
Click HERE to access the reporting worksheet for Attainment of Advanced Degrees
Column A: Employee's last name
Column B: Employee's first name
Column C: Employee's personnel number
Column D: Effective Date of Base Pay Increase
Column E: Employee's classified job title as of the effective date of the increase
Column F: Employee's biweekly base pay prior to the base pay increase
Column G: Base pay increase in a biweekly dollar amount
Column H: Base pay percent awarded No entry required; these cells automatically calculate based on information provided in Columns F and G. Note that this cell will display "MISSING INFO" if information is missing from either Column F or G.
Column I: Employee's new biweekly base pay No entry required; these cells automatically calculate based on information provided in Columns F and G. Note that this cell will display "MISSING INFO" if information is missing from either Column F or G.

Column J: The advanced degree received by the employee



Payments for Rewards and Recognition Annual Report

Fiscal Year Reported:	07/01/2019 - 06/30/2020													
Agency Name:	Louisiana Educatioal Telev	Louisiana Educatioal Television Authority (LETA)												
Contact Name:	Megan Wright	-												
Contact Email or Phone:	mwright@lpb.org													
					Lump Sum	Lump Sum								
Constant and Name	Freedows First Name	Damage 14	Effective Date of	State Civil Service Classified Job Title	Award	Award	Base Pay	Type of Lump Sum Payment	Lump Sum Payment Details					
Employee Last Name	Employee First Name	Personnel #	Lump Sum Payment	Classified Job Title	Dollars	Percent	Annual Amount	(Select from Drop-Down Choices)	(Based on Provision in Agency Policy)					



Payments for Optional Pay - Lump Sum for Additional Duties

Annual Report

Fiscal Year Reported:	07/01/2019 - 06/30/2020							
Agency Name:	Louisiana Educational Televis	ion Authority						
Contact Name:	Megan Wright							
Contact Email or Phone:	mwright@lpb.org							
Employee Last Name	Employee First Name	Personnel #	Lump Sum Payment (If paid as a recurring lump sum, report the begin date for this fiscal year)	State Civil Service Classified Job Title	Lump Sum Award Annual <u>Dollars</u>	Lump Sum Award <u>Percent</u>	Base Pay <u>Annual</u> <u>Amount</u>	Lump Sum Payment Details (Summarize the additional duties)



Payments for Optional Pay - Base Pay Increases Annual Report

Fiscal Year Reported:	/01/2019 - 06/30/2020												
Agency Name:	Louisiana Educational Television A	uthority (LETA))										
Contact Name:	Megan Wright												
Contact Email or Phone:	mwright@lpb.org												
Family and Maria	Employee First Name	Personnel #	Position #	Effective Date of Base Pay Increase	State Civil Service Classified Job Title	Prior Base Pay <u>Biweekly</u> Dollars	Base Pay Increase <u>Biweekly</u> Dollars	Base Pay Increase Percent	New Base Pay <u>Biweekly</u> Dollars	Has this employee received more than one Base Pay Increase for <u>ADDITIONAL DUTIES</u> in the last three consecutive years ? (Select from Drop-Down choices)	If this employee received more than one Base Pay Increase for <u>ADDITIONAL DUTIES</u> in the last three consecutive years, does the sum of the adjustments equal 10% or less? (Select from Drop-Down Choices)	Type of Base Pay Increase (Select from Drop-Down Choices)	Base Pay Increase Details <u>Matching a Job Offer</u> : Provide name of company, offer job title, and offer amount <u>Compression</u> : Provide employee that caused compression <u>Additional Duties</u> : Briefly summarize the new duties <u>Difficult to Recruit Job</u> : Briefly describe nature of difficulty in recruiting
Employee Last Name	Employee First Name	Personnel #	Position #	Increase	Classified Job Title	Dollars	Dollars	Percent	Dollars	(Select from Drop-Down choices)	(Select from Drop-Down Choices)	(Select from Drop-Down Choices)	Difficult to Recruit 300. Briefly describe nature of difficulty in recruiting
				-									



Payments for Attainment of Advanced Degrees

Annual Report

Fiscal Year Reported:	07/01/2019 - 06/30/2020											
Agency Name:	Louisiana Educational Television Authority (LETA)											
contact Name:	Megan Wright											
ontact Email or Phone:	mwright@lpb.org											
imployee Last Name	Employee First Name	Personnel #	Effective Date of Base Pay Increase	State Civil Service Classified Job Title	Prior Base Pay <u>Biweekly</u> <u>Dollars</u>	Base Pay Increase <u>Biweekly</u> <u>Dollars</u>	Base Pay Increase <u>Percent</u>	New Base Pay <u>Biweekly</u> <u>Dollars</u>	Degree Received			
inployee Last Name	Linpioyee First Name	Feisonnei #	Increase	Classified Job Title	Donars	Donars	reiteitt	Donars	Degree Neceived			
					1							
					1							