



STATECIVILSERVICE

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 July 31 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

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

[Click HERE to access the reporting worksheet for Rewards and Recognition](#)

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 year for the same reason

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: Select the type of lump sum payment from the drop down choices

Column J: Describe the type of lump sum payment granted

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

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(3) OPT--LUMP: 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.

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

[Click 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 date of the base pay increase

Column E: Effective Date of Base Pay Increase

Use a separate row for each payment if an employee 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 effective 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 calculate based on information provided in Columns G and H.
Note that this cell will display "MISSING INFO" if information is missing from either Column G or H.*

Column J: Employee's new biweekly base pay

*No entry is required; these cells automatically calculate based on information provided in Columns G and H.
Note that this cell will display "MISSING INFO" if information is missing from either Column G or H.*

Column K: Indicate whether the employee received more than one base pay increase for additional duties in the last three consecutive years under the agency's Optional Pay policy

Select from drop-down choices only.

Column L: If you answered "YES" in Column K for this employee, indicate if the sum of those base pay increase percentages for additional duties total 10% or less

Select from drop-down choices only.

Column M: Select the type of base pay increase from the drop-down choices

The drop-down choices correspond with the provisions of SCS Rule 6.16.2 for Optional Pay.

Column N: Provide details about the base pay increase as specified 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



STATECIVILSERVICE

Payments for Optional Pay - Lump Sum for Additional Duties Annual Report

Fiscal Year Reported:		07/01/2019 - 06/30/2020						
Agency Name:		Louisiana Educational Television Authority						
Contact Name:		Megan Wright						
Contact Email or Phone:		mwright@lpb.org						
Employee Last Name	Employee First Name	Personnel #	Effective Date of 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 Dollars	Lump Sum Award Percent	Base Pay Annual Amount	Lump Sum Payment Details (Summarize the additional duties)



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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
Contact Email or Phone:	mwright@lpb.org

Employee Last Name	Employee First Name	Personnel #	Effective Date of Base Pay Increase	State Civil Service Classified Job Title	Prior Base Pay Biweekly Dollars	Base Pay Increase Biweekly Dollars	Base Pay Increase Percent	New Base Pay Biweekly Dollars	Degree Received