



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-03

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: General Pay Increase for State Employees

Funding for a general pay increase for state employees was appropriated in Act 18 of the 2007 Regular Legislative Session. The \$0.72 per hour general pay increase will be effective July 1, 2007 upon Governor Blanco's approval of Civil Service Commission pay exhibits and issuance of the Executive Order for unclassified employees.

On June 29, 2007, the Dept. of Civil Service (DSCS) issued [General Circular No. 1705](#) providing agencies with information regarding the implementation of the general pay increase for classified employees. Agencies were informed that the Office of Information Services (OIS) would utilize an automated process to input the pay increase on all ISIS HR paid and non-paid classified employees. Civil Service has provided more specific information in [Quick Tip #21](#). Agencies must review these publications to obtain specific information regarding applicability and implementation of the pay increase. Classified employees of ISIS HR Paid agencies may expect to see this raise reflected on their August 3, 2007 payment.

Act 18 also provided for additional funding for salaries of certain groups of law enforcement employees. DSCS and/or OIS will meet individually with the affected ISIS HR Paid agencies to determine the best method for implementing these additional increases.

Governor Blanco will be issuing an Executive Order regarding a similar pay increase for unclassified employees. Agencies should refer to the Executive Order for information regarding unclassified employees. All pay increases on unclassified employees must be entered in ISIS HR by agency HR staff.

Agency HR staff must also enter pay increases in ISIS HR to implement the Faculty Pay Raise, Teacher Pay Raise and Support Worker Pay Raise provided by Act 18 of the 2007 Regular Legislative Session for unclassified employees eligible for these pay increases.

If you have questions regarding the information in this memorandum, contact Laura Odom at laura.odom@la.gov or (225) 342-2033.

JWC:LAO