



January 10, 2007

No. 15

PPR Information in ISIS HR

The Department of Civil Service Accountability Division will begin auditing for PPR Information Entry in ISIS HR.

Performance Planning and Review (PPR) information has always been required entry into the ISIS HR system. Beginning in January 2008, the Department of Civil Service Accountability Division will begin reviewing ISIS HR reports to ensure that this information is being properly maintained for your agency.

Helpful information on maintaining the PPR data can be found in the Entry Guidelines under 'Other Changes to Personnel Data' and in the HR Handbook under 'Performance Planning and Review.' In the ISIS Online Help, instructions on entering the PPR information can be found under 'Create Appraisals with PPR Rating 100-500', 'Maintain Appraisals of 100-500', and 'Create Appraisals for Unrated Ratings.'

Agencies can generate the PPR information for their agency through the ZP117: 'Appraisal Report' by choosing the appraisal period and the 'Detail' report option. This report will produce detailed PPR information for a specified period for an agency.

Questions? Call the HRIS Program Consultant at (225) 219-9439.