



ISIS HR
Quick Tips

June 22, 2007

No. 20

Data Integrity Initiative: ZP117 Appraisal Report

The next step in the Civil Service Data Integrity Initiative will involve reviewing appraisal information in the ZP117 report to ensure consistent and accurate PPR information is maintained in the ISIS HR system.

In an effort to continue with our ongoing personnel record Data Integrity Initiative outlined in General Circular 1673, we will be emailing a list of exceptions from the ZP117: Appraisal Report to the HR Directors of all ISIS agencies. We will only review the PPR information of active, classified employees. We will be reviewing several fields for any inconsistencies. The following items will be reviewed to identify any areas of concern:

1. Any missing information,
2. Inconsistent 'Appraisal From' and 'Appraisal To' dates,
3. Unrated ratings (0.00) with no Unrated Reason, and
4. 'Appraisal Date' is not prior to the 'Appraisal To' date.

For additional information on the ZP117: Appraisal Report, please review the Report Descriptor in the ISIS Online Help under State of Louisiana Reporting - Personnel Management. See the Entry Guidelines for information on recording PPR data in the ISIS HR system. Also, see the HR Handbook for information on Chapter 10 of the Civil Service Rules and the PPR process.

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