



LA Gov HCM  
**Quick Tips**

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**Creating Appraisal Records (IT25) for Fiscal Year 2013-2014**

*Will the FY13-14 appraisal record for classified employees be automatically generated by LAGov HCM?*

In the past, classified employees' appraisal records were automatically generated by LAGov HCM prior to the employee's anniversary date. During the Performance Evaluation System (PES) "transition year," all classified employees' appraisal records were again automatically generated for agencies.

Now that the PES transition period has ended, agency HR personnel are now responsible for the creation of current fiscal year appraisal records for their employees in order to maintain the FY13-14 PES planning and rating information. These records will no longer be automatically created by LAGov HCM.

It is advised that the FY13-14 record be created immediately following the entry of FY12-13 PES rating, as any delay in doing so will cause reporting issues on the [ZP117:Appraisal Report](#) for FY13-14.

There are several methods available to accomplish this task:

1. *For current employees (with your agency since 7/1/2013):* Go to each employee's appraisal record, individually, and "Create" a new record with a date range of 7/1/2013 to 6/30/2014. The "Appraiser Personnel Number" is the only required entry in order to save the record. Agency HR personnel can also enter the FY13-14 planning information at this time.

2. *For new employees (joined your agency any time after 7/1/2013):* Go to each employee's appraisal record, individually, and "Create" a new record with a date range beginning with the hire date to 6/30/2014. The "Appraiser Personnel Number" is the only required entry in order to save the record. Agency HR personnel can also enter the FY13-14 planning information at this time
3. To create appraisal records simultaneously on multiple employees, agency HR personnel can utilize the [ZP31 Create Blank Evaluation Record Report](#) using the date range of 7/1/2013 to 6/30/2014. For employees hired after 7/1/2013, the report will automatically move the start date of the record to match the hire date. **This report will overwrite any existing appraisal records.**

It is important to note that this report will create the IT25 record only. The employee's planning and rating information for FY13-14 will still need to be individually maintained.

**Questions? Call Data Quality Management at (225) 342-8294**