



LaGov HCM
Quick Tips

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SCS PES Reporting Guidelines

In order to accurately report PES information to State Civil Service, agencies are advised to use the [ZP117 Appraisal Report](#) and follow the steps listed below:

1. Select the “Last Fiscal Year” radio button. This will access the 7/1/XX-6/30/XX rating information for your agency.
2. Enter your agency’s personnel area(s).
3. In the “Employee Status” field, enter a “3”. This will pull only those employees with active Appraisal Records as of 6/30/XX.
4. Under the Report Options section, select the “Sum by Pers Area” radio button. This option will provide the actual ratings given at your agency in a summarized form.
5. The total number of employees evaluated in each rating category will be displayed. Use these employee totals under each rating category to complete the PES Agency Report form.

The percentage of employees given each type of rating will also be displayed but is **not** to be reported on the PES Agency Report Form.

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