



LaGov HCM  
**Quick Tips**

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### **Appraisal Record Maintenance FAQ**

To ensure accurate PES data is consistently recorded in LaGov HCM, appraisal records must be properly maintained throughout the performance year. Below are some common questions concerning proper maintenance of the appraisal record (Infotype 0025):

**1. How many appraisal records should a classified employee have in LaGov HCM for one performance year?**

All classified employees, except for those serving in classified WAE appointments, should have only one appraisal record entry per fiscal year (7/1 to 6/30 or date of hire to 6/30). Any changes that occur on an employee during the performance year must be documented within this single appraisal record.

The only circumstance in which an additional appraisal record is created in LaGov HCM during one performance year is if an employee transfers from one personnel area to another. The appraisal record must be saved by the gaining agency to ensure security access to the infotype.

See [LaGov HCM Quick Tip #67](#) for detailed information on the initial creation of appraisal records at the beginning of a performance year.

## **2. How do I document a change in evaluating supervisor and/or second level evaluator during the performance year in LaGov HCM?**

To document a mid-performance year change in evaluating supervisor and/or second level evaluator:

1. Copy the current appraisal record.
2. Change the personnel number of the evaluating supervisor and/or second level evaluator. Validate the entry and ensure the new information is correct.
3. Save over the existing record.

This updated entry ensures only the employee's official PES information is present in LaGov HCM.

## **3. How do I document any additional planning sessions that take place during the performance year in LaGov HCM?**

Should a situation arise that necessitates a new planning session to be conducted on an employee, document this new planning session in the next available "Plan Date" section on the employee's current appraisal record:

1. Copy the current appraisal record.
2. Add the new planning data on the next available "Plan Date" section (Date conducted, evaluating supervisor personnel number and reason for planning). Validate the entry and ensure the new information is correct.
3. Save over the existing record.

## **4. What date do I enter in the "Evaluation Date" box under the second level evaluator and evaluating supervisor sections?**

Once an employee's official rating has been conducted and the information is ready to be entered in LaGov HCM, the signature dates for the second level evaluator and the evaluating supervisor located on the PES form are to be entered in the respective "Evaluation Date" boxes:

1. Copy the current appraisal record.
2. Enter the second level evaluator and evaluating supervisor signature dates from the PES form into the correct date boxes. Validate the entry and ensure the new information is correct.
3. Save over the existing record

## **5. Under which circumstances must an appraisal record be deleted in LaGov HCM?**

The appraisal record must be deleted for:

1. Employees who separate before the end of the performance year and are not active as of 6/30 with the state.
2. Employees who transfer out to a Non-LaGov HCM agency.
3. Employees who are active with a state agency as of 6/30, separate from state service between 7/1- 8/31 and were not rated prior to separation.

If this record is not deleted during the separation action, these employees will continue to display an active appraisal record but are not due an evaluation. The [LaGov HCM Help Script for Separation Actions](#) was updated in October 2012 to add this step.

If the appraisal record is left active, these separated employees will populate on the [ZP117:Appraisal Report](#) as “Active” (i.e. due a rating) and will appear with a “Not Evaluated” rating or a “Not Entered” designation. As a result, these employees will be incorrectly counted in both the total number of employees who were due a rating and the total number/percentage of employees rated as “Not Evaluated” or designated as “Not Entered” when the “Sum by Pers Area” report option is chosen.

It is advised that agencies run the ZP117 Appraisal Report for “Current Fiscal Year” and select the “Detail” reporting option to identify those separated employees with this issue prior to conducting any PES reporting for Fiscal Year 2013-2014. These separated employees can be easily identified on the ZP117 as occupying position number “99999999” with a “Not Evaluated” rating or a “Not Entered” designation. Once identified, agencies can use PA30 to delete the active appraisal record (IT0025) for each separated employee.

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