



LaGov HCM
Quick Tips

June 13, 2014

No. 72

New Date Types Available in LaGov HCM to Denote Eligibility for Performance Adjustments Not Granted

SCS Rule 17.6(c) states that employees whose performance adjustments are affected by a SCS-approved layoff avoidance measure shall retain their eligibility for such increases for a three-year period. Such eligibility shall be lost if during that period the employee receives an official evaluation of “needs improvement/unsuccessful.”

Eligibility can exist for either the full 4% (if adjustments were withheld completely) or for the remaining percentage needed to bring the employee up to the full 4% (if a percentage less than 4% was initially granted)

Previously, LaGov HCM had the capability to store only one year of an employee’s eligibility for a withheld performance adjustment on the Date Specifications screen (Infotype 0041).

New date types have been created in LaGov HCM to denote each year of an employee’s eligibility for a performance adjustment not granted due to an agency’s SCS-approved layoff avoidance plan:

1. Date Type 61 – “NoPerfAdj-LOAEligYr1”
2. Date Type 63 – “NoPerfAdj-LOAEligYr2”
3. Date Type 64 – “NoPerfAdj-LOAEligYr3”

Agencies that choose to utilize these “eligibility dates” are advised to use the correct date type that corresponds with the employee’s year of eligibility. Agencies can utilize the [ZP25 Date Specifications Report](#) to see which employees have these eligibilities denoted on their records. **Please note that the year of eligibility will change with each performance adjustment payment year that passes:**

EXAMPLE:

John Smith is eligible for a performance adjustment on 10/1/2014. However, as a result of his agency’s SCS-approved layoff avoidance plan, all performance adjustments are withheld. Agency HR makes a new record on the Date Specifications Infotype (0041) to denote his first year of eligibility for the 2014 performance adjustment not granted due to the agency’s layoff avoidance plan:

1. Date Specifications record start date: 10/1/2014
2. Date Type 61 – NoPerfAdj-LOAEligYr1: 10/1/2014
(10/1/14-9/30/15 is Year 1 of eligibility for this performance adjustment)

The screenshot shows the SAP 'Copy Date Specifications (0041)' form. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The form fields are as follows:

- Personnel No: [Redacted]
- Name: [Redacted] Status: Active
- EE group: A Full Time Salary Personnel ar: [Redacted]
- EE subgroup: 01 Class Ex
- Start: 10/01/2014 to 12/31/9999

The 'Date Specifications' table is shown below:

| Date type | Date | Date type | Date |
|-------------------------|------------|-------------------------|------------|
| 02 Agency Hire Date | 01/22/2013 | 09 Adj Leave Svc Date | 01/14/2005 |
| 10 Adj Service Date | 01/14/2005 | 60 Perf Adj- Projection | 10/01/2015 |
| 61 NoPerfAdj-LOAEligYr1 | 10/01/2014 | | |
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At the conclusion of the next rating year, John Smith is eligible for a performance adjustment on 10/1/2015. However, as a result of his agency's SCS-approved layoff avoidance plan, all performance adjustments are withheld for a second consecutive year. When agency HR creates the new Date Specifications record, the existing "61-NoPerfAdj-LOAEligYr1" entry on John's Date Specifications screen now must denote his first year of eligibility for the 2015 performance adjustment not granted.

Agency HR now enters a "63 – NoPerfAdj-LOAEligYr2" to record the second year of eligibility for the 2014 performance adjustment not granted:

1. Date Specifications record start date: 10/1/2015
2. Date Type 61 – NoPerfAdj-LOAEligYr1: 10/1/2015
(10/1/15-9/30/16 is Year 1 of eligibility for this performance adjustment)
3. Date Type 63 – NoPerfAdj-LOAEligYr2: 10/1/2014
(10/1/15-9/30/16 is Year 2 of eligibility for this performance adjustment)

Copy Date Specifications (0041)

Personnel No [redacted] Name [redacted] Status Active
 EE group A Full Time Salary Personnel ar [redacted]
 EE subgroup 01 Class Ex
 Start 10/01/2015 to 12/31/9999

| Date type | Date | Date type | Date |
|-------------------------|------------|-------------------------|------------|
| 02 Agency Hire Date | 01/22/2013 | 09 Adj Leave Svc Date | 01/14/2005 |
| 10 Adj Service Date | 01/14/2005 | 60 Perf Adj- Projection | 10/01/2016 |
| 61 NoPerfAdj-LOAEligYr1 | 10/01/2015 | 63 NoPerfAdj-LOAEligYr2 | 10/01/2014 |
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Questions? Call Data Quality Management at (225) 342-8294