

LaGov HCM Quick Tips

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Layout Changes to Fiscal Year 2014-2015 Appraisal Records

In an effort to have LaGov HCM entry accurately reflect the information found on the PES form, the layout of the Evaluations Infotype (0025) was recently updated. For all Fiscal Year 2014-2015 records, users will now see the following screen when creating a new appraisal record:

The screenshot shows the SAP Infotype 0025 'Create Evaluations' screen. The window title is 'Infotype Edit Goto Extras System Help' and the SAP logo is in the top right corner. The main content area is titled 'Create Evaluations (0025)'. At the top, there is a date range: 'Start 07/01/2014 to 06/30/2015'. Below this, there is a section for 'Evaluation Effective Date' with a calendar icon. The 'Evaluation' section contains radio buttons for: 'Exceptional Evaluation', 'Successful Evaluation', 'Needs Improvement/Unsuccessful Evaluation', 'Unrated', 'Not Evaluated', and 'Not Entered' (which is selected). Below this is the 'Additional fields' section, which includes: 'Evaluator Personnel Number' (with a checkmark icon), 'Evaluator', 'Evaluator Approval Date', '2nd Level Evaluator Personnel Number' (with a 'Review Requested' checkbox), '2nd Level Evaluator Name', '2nd Level Evaluator Approval Date', 'Evaluation Session Date', 'Plan Date #1', 'Planning Reason 1', 'Planner Personnel Number 1', and 'Planner Name1'. The bottom of the screen shows the Windows taskbar with various application icons and a system tray showing the time '10:06 AM' and date '9/5/2014'.

Please take note of the following changes:

1. The evaluator and second-level evaluator date boxes have been changed from “Evaluation Date” to “Approval Date”. When entries are made for Fiscal Year 2014-2015 ratings, users must enter the evaluator/2nd-level evaluator signature dates from the PES form in the corresponding date box.
2. A third date box titled “Evaluation Session Date” has been added. This date documents when the rating session actually occurred. When entries are made for Fiscal Year 2014-2015 ratings, users must enter the employee’s signature date from the PES form (or the date on which the PES form was mailed for employees on extended leave) in this date box.

The ZP117 Appraisal Report will be updated soon to include the new “evaluation session date” information. Once this report is updated, users will be able to self-audit their agency for PES compliance entirely from LaGov HCM since all three PES dates will be present in the appraisal record (evaluating supervisor signature date, second-level evaluator signature date and employee’s signature date).

NOTE: Users will notice that these changes have also occurred on all existing Fiscal Year 2013-2014 evaluation record entries in LaGov HCM. Since this LaGov HCM update was effective after many Fiscal Year 2013-2014 evaluations were entered, users are **NOT** required to go back and enter the “evaluation session date” for these entries.

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