

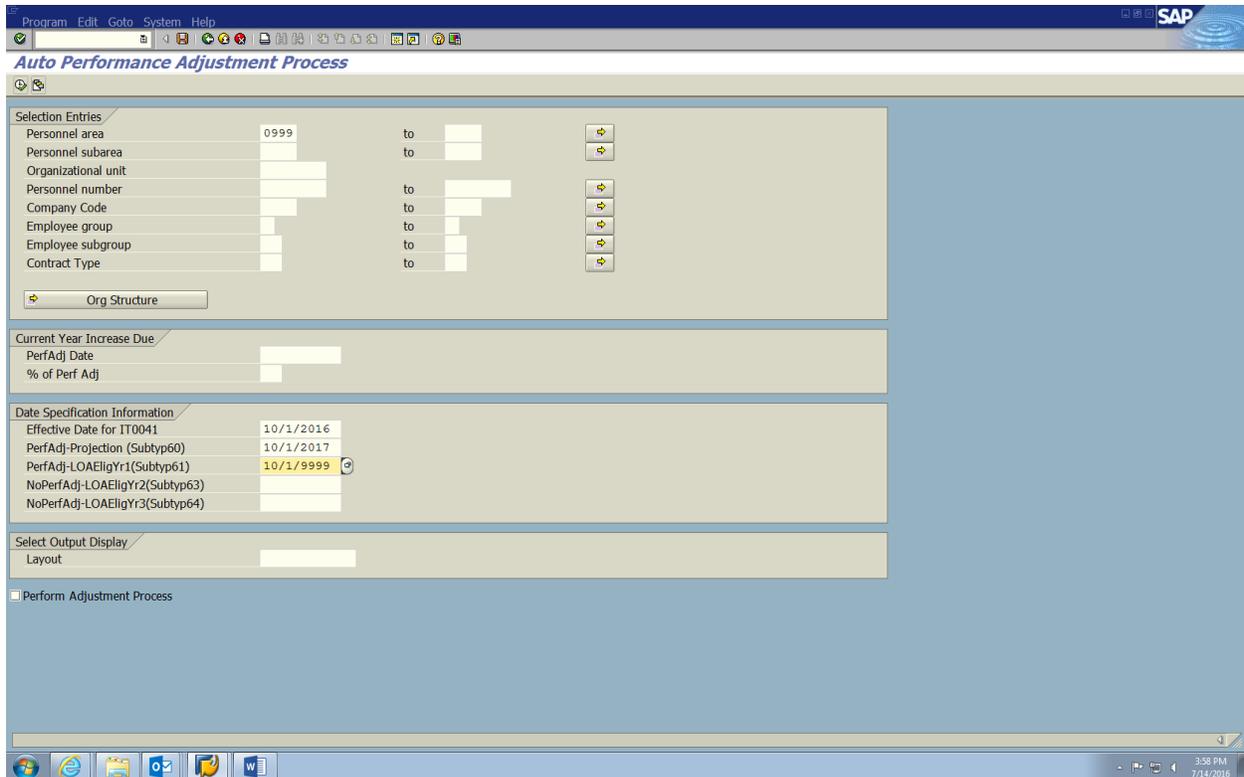


ZP233 Functionality for FY15-16

With the suspension of authority to grant Performance Adjustments, as described in [General Circular 2016-016](#), LaGov HCM agencies can still utilize the ZP233 Auto Performance Adjustment Process Report in order to update **only** the “Performance Adjustment Projection Date”, found in the Date Specifications Infotype (IT0041), on all affected employees.

Once all Evaluation Records (Infotype 0025) for your agency have been updated with Performance Year 15-16 ratings:

1. Enter your Personnel Area Number and enter the personnel numbers of those classified employees that need the Next Performance Adjustment Eligibility Date.
2. Leave the “Current Year Increase” section blank since no Performance Adjustments are to be granted.
3. Put 10/1/16 as the start date of the Date Specifications Screen (Infotype 0041).
4. Put 10/1/17 as the PerfAdj-Projection date.
5. Put 10/1/9999 for the Subtype 61 (LOA EligYr1). Entry of this date is required when a percentage increase is not entered.
NOTE: This date is normally used to denote eligibility for a Performance Adjustment not granted due to an approved Layoff Avoidance Plan. However, since the authority for the 10/1/2016 increase has been suspended, the 10/1/9999 date serves as an arbitrary date simply to allow use of the ZP233 and DOES NOT denote eligibility.
6. Do NOT select the “Perform Adjustment Process” box. When left unchecked, the report will run in test mode. Verify the records generated.
7. Once all records have been reviewed, green arrow back and check the “Perform Adjustment Process” box to create the records.



The screenshot shows the SAP 'Auto Performance Adjustment Process' interface. The window title is 'Program Edit Goto System Help' and the SAP logo is in the top right. The main title is 'Auto Performance Adjustment Process'. Below the title bar, there are several sections for data entry:

- Selection Entries:** A table with columns for field names, values, and 'to' indicators. Fields include Personnel area (0999), Personnel subarea, Organizational unit, Personnel number, Company Code, Employee group, Employee subgroup, and Contract Type. Each row has a 'to' field and a dropdown arrow.
- Org Structure:** A button labeled 'Org Structure'.
- Current Year Increase Due:** Fields for 'PerfAdj Date' and '% of Perf Adj'.
- Date Specification Information:** A table with columns for field names and dates. Fields include Effective Date for IT0041 (10/1/2016), PerfAdj-Projection (Subtyp60) (10/1/2017), PerfAdj-LOAEligYr1(Subtyp61) (10/1/9999), NoPerfAdj-LOAEligYr2(Subtyp63), and NoPerfAdj-LOAEligYr3(Subtyp64).
- Select Output Display:** A field for 'Layout'.
- Perform Adjustment Process:** A checkbox labeled 'Perform Adjustment Process'.

The Windows taskbar at the bottom shows the system clock as 3:58 PM on 7/14/2016.

REMINDER: Use of the ZP233 Auto Performance Adjustment Process Report is not required. HR users may also individually update the Data Specifications screen on each affected employee to transition to the 10/1/2017 PerfAdj-Projection date.

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