



Post Office Box 94111  
Baton Rouge, LA 70804-9111

[www.civilservice.la.gov](http://www.civilservice.la.gov)

**SHANNON S. TEMPLET, DIRECTOR**

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

This public document was published at a total cost of \$9.82. 33 copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$9.82. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to R.S. 43:31.

## **GENERAL CIRCULAR NUMBER 2012-020**

---

**DATE: July 19, 2012**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: Annual Statewide Performance Evaluation System (PES) - Transition Reporting for Fiscal Year 2011-2012**

---

In accordance with House Concurrent Resolution Number 98 of 2009 (HCR 98), the Louisiana State Civil Service is making available the Annual Performance Evaluation System - Transition reporting system to users. This system allows agencies to report on their use of the PES – Transition ratings. Requested information should be submitted to State Civil Service in an electronic format, and requires agencies to report for the fiscal year beginning July 1, 2011 through June 30, 2012.

Agencies must complete the required form which can be found at [http://www.civilservice.la.gov/PROGASST/PES/PES\\_Annual\\_Reporting\\_Form\\_2012%20FY11-12.xls](http://www.civilservice.la.gov/PROGASST/PES/PES_Annual_Reporting_Form_2012%20FY11-12.xls) and submit results as directed. The deadline for submitting the report to State Civil Service is July 31, 2012. Agencies which have sent paper copies of the PPR report are required to re-submit the electronic form to State Civil Service. Agencies which fail to submit data by the July 31, 2012 deadline will be reported as non-compliant. As provided for in HCR 98, the information will be presented to the legislature, and certain committees no later than September 30, 2012, as well as to the State Civil Service Commission. For agencies that State Civil Service enters data into LAGov HCM, we will process your report for your agency.

For agencies that enter into the LAGov HCM system, the Program Assistance Division has developed an Annual Statewide Performance Evaluation System Guide <http://www.civilservice.la.gov/PROGASST/PES/HCR98Guidelinesfor2011-12.docx>. For those agencies that enter into another system please contact Program Assistance for guidance, if

needed. Regardless of the human resources system used, the Annual Performance Evaluation System report requires the same information for all state classified employees.

Should you have any difficulties accessing or using this form, please contact Brett Waits at [Brett.Waits@la.gov](mailto:Brett.Waits@la.gov) or Elizabeth Montalbano at [Elizabeth.Montalbano@la.gov](mailto:Elizabeth.Montalbano@la.gov).

Sincerely,

s/Shannon S. Templet  
Director