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DATE: January 7, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2012-2013

State Civil Service is making available the Annual Performance Evaluation System (PES) Agency Report Form for Performance Year 2012-2013 for all system users. Agency users are required to use this form to report all evaluations conducted for their classified employees for the performance year which began July 1, 2012, and ended June 30, 2013.

Agencies must complete the required form which can be found [here](#) or on the State Civil Service website under the *HR Info* link. Users will be required to enter a user ID and password to access the form. The requested information must be returned to State Civil Service **no later than close of business on Friday, January 17, 2014.**

For agencies which report performance evaluations in the LA Gov HCM system, please see [Quick Tip No. 69](#), which provides instructions on how to run the necessary report which will provide the evaluation numbers to be reported to State Civil Service. For those departments which have multiple personnel areas, please be sure to send a report for each personnel area which comprises your Major Department. Agencies that fail to submit the form by the Friday, January 17, 2014, deadline will be reported as non-compliant.

Please do not fax this form back to State Civil Service. You may save this form and send it back in an electronic format to the email address listed at the bottom of the report form. For those agencies which enter data into a system other than LA Gov HCM, please contact

your Employee Relations consultant at (225) 342-8274 should you need assistance with the completion of this form. If you do not have a user ID and password to log into *HR Info*, please contact Toby Comeaux at Toby.Comeaux@la.gov (Civil Service).

Sincerely,

Shannon S. Templet
Director