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DATE: October 29, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2013-2014

The Annual Performance Evaluation (PES) Agency Report form is now available 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, 2013, and ended June 30, 2014.

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, November 14, 2014.**

For agencies which report performance evaluations in the LaGov HCM system, the ZP117 Appraisal Report should be used to generate evaluation information as follows:

1. Select the "Last Fiscal Year" radio button. This will access the 7/1/13-6/30/2014 evaluation information for your agency.
2. Enter your agency's personnel number.
3. In the "Employee Status" field, enter a "3". This will pull only those employees who had active Appraisal Records as of 6/30/2014.
4. Under the Report Options section, select the "Sum by Pers Area" radio button. This option will display only the actual evaluations given at your agency in a summarized form. Each type of evaluation given will be displayed as well as the percentage of employees at your agency that were given that particular evaluation. The total

number of employees with active appraisal records (i.e. were due an evaluation) will be on the far right. **The totals generated in the “Sum by Pers Area” option will supply the necessary information for FY 13-14 PES Reporting required by State Civil Service.**

Agencies that do not report performance evaluations in the LaGov HCM System will need to generate this information within their own systems. 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, November 14, 2014, deadline will be reported as non-compliant.

Please do not fax this form back to State Civil Service. You should save this form and send it back in Excel format to the email address listed at the bottom of the report form. **Please do not send the form in PDF Format.** For those agencies which enter data into a system other than LaGov 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, Employee Relations Assistant Division Administrator, at Toby.Comeaux@la.gov (Civil Service).

Sincerely,

s/Shannon S. Templet
Director