



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2026-021

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**DATE:** April 29, 2026

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

**SUBJECT:** Annual Statewide Continuous Performance Management (CPM) Reporting for Performance Year 2025

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In accordance with State Civil Rule 10.13(d), all state agencies shall annually report performance evaluations given during the previous year ending December 31st. Performance evaluations conducted for classified employees in Performance Year 2025 shall be reported to SCS as follows.

As previously described in [General Circular 2025-059](#), OTS will extract the necessary rating information from the SuccessFactors system and automatically create the IT0025 Evaluation Records for all LaGov HCM Paid and Non-Paid agencies that utilized the system to conduct the CPM process in early June 2026. The extract will create records only for those employees who were rated in the SuccessFactors system.

The deadline for agency human resources staff to complete all IT0025 Evaluation Record entries into LaGov HCM for employees rated using the CPM paper form is Monday, June 1, 2026.

State Civil Service will run this information directly out of the LaGov HCM system using the ZP382 CPM Evaluation Report on Wednesday, July 1, 2026. SCS will consider the information present in LaGov HCM on this date as final for annual reporting purposes. A review of all manually created IT0025 Evaluation Records by human resources staff prior to this date is **strongly** encouraged to ensure the accuracy of data to be used by SCS for the annual report.

### **Paper Agencies**

For Paper Agencies that have already submitted performance evaluation rating information to the SCS Operations Division, no further action is needed. Paper Agencies that did not submit performance evaluation rating information to the SCS Operations Division for LaGov HCM entry will be reported as non-compliant.

### **Non-LaGov HCM Agencies (Interface Agencies)**

Interface Agencies will use the Continuous Performance Management (CPM) Agency Report form to report Performance Year 2025 evaluation rating totals, which can be found [here](#). The deadline

for submission of this form is Monday, June 1, 2026. Interface Agencies that fail to submit the form by the deadline will be reported as non-compliant. **Save this form and email it back to [scs-cpm@civilservice.la.gov](mailto:scs-cpm@civilservice.la.gov).**

If you have any questions about the CPM Reporting Process, please contact the [SCS Applications and Data Division](#).

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director