

The schedule to process performance evaluation ratings has been finalized by SPA for the plan year ended June 30, 2011 and is now available. To assist agencies in this process, the Ratings fields will be pre-populated with a “3” – Successful Performer – requiring only exception processing. Please be aware that the last day to enter your review ratings will be **December 2, 2011**.

## **Non ePerformance Agencies**

The PeopleSoft (PS) Mass Entry Tool will be utilized to document the performance management evaluation review ratings for agencies that have not fully implemented ePerformance during the 2010-2011 performance plan year. Rating fields will be pre-populated with a “3” – Successful Performer. Agencies will need to update the applicable rating field if the performance rating for the employee should be different. The “Overall Rating” on the PS Mass Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance review cycle.

## **Where Can I locate the Instruction Manuals for Mass Entry Processing and Mass Entry Reports?**

The instruction manuals for the Mass Entry Processing and Mass Entry Reports are available on the SAO website, using the following navigation steps:

[Home](#) > [Systems](#) > [Human Capital Management](#) > [Human Resources](#) > [Performance Evaluation Rating Processing](#)

## **Partial ePerformance Agencies**

Employee data for agencies that have partially implemented ePerformance will be available on the mass entry pages. Enter/edit capabilities for rating information from ePerformance will not be accessible for records in “Complete” status; these fields will be grayed out in the PS Mass Entry Pages.

Employee records that are not in “Complete” status in ePerformance will show up on the Mass Entry pages with a “3” – Successful Performer. Agencies must ensure that all employee records are accurate prior to **December 2, 2011**. The “Overall Rating” on the PS Mass Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance review cycle.

## **ePerformance Agencies**

Agencies that have fully implemented ePerformance for the 2010-2011 Performance Management Cycle will complete documentation within ePerformance. Agencies must ensure that all employee records in ePerformance are in “Complete” status prior to **October 3rd, 2011**, to ensure accurate performance information is captured on the Employee Review pages.

Employee records that are not in “Complete” status in ePerformance by October 3<sup>rd</sup>, 2011, will show up on the Mass Entry pages with a “3” – Successful Performer. Agencies must ensure that this data is accurate on the PS Mass Entry Pages prior to **December 2, 2011**, as the “Overall Rating” on the PS Mass Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance review cycle.

## **Schedule of Events:**

First day to begin updating <b>Performance Rating Mass Entry</b> pages	<b>October 3rd, 2011</b>
Last available day to update <b>Performance Rating Mass Entry</b> pages <b>Note:</b> AGENCIES THAT MISS THE DECEMBER 2nd DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.	<b>December 2, 2011</b>
Employee review pages are updated by the mass entry program and processed in the nightly batch for the HCM Production database <b>Note:</b> <b>No rows will be entered into Job Data for any employees since there is no financial impact at this time.</b>	<b>December 28, 2011</b>

## What Reports and Queries are Available?

A list of reports and queries are available on the SAO website. On the Home page navigate to:

[Home](#) > [Systems](#) > [Human Capital Management](#) > [Human Resources](#) > [Performance Evaluation Rating Processing](#)

## What about updating Mass Entry pages?

Records that have been updated in the Mass Entry Pages will no longer be accessible after December 2, 2011. These records will remain viewable, but cannot be changed.

## Who can I contact for questions?

SAO Customer Service Center - HCM

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888-896-7771

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ePerformance Support

Talent Management Center of Excellence Helpdesk

877-318-2772

[talentmanagement@spa.ga.gov](mailto:talentmanagement@spa.ga.gov)

ePerformance Resources

<http://www.spa.ga.gov/employees/eperformance.asp>