



## SAO Human Capital Management

**DATE:** August 31, 2009

**TO:** FS - HR

**SUBJECT:** Schedule of Events: Performance Evaluation Rating Processing

The schedule for the performance evaluation ratings processing for the plan year ending June 30, 2009 is now available. Please be aware that the last day to enter your review ratings will be **December 11, 2009**.

Per the State Personnel Administration's memorandum dated July 9, 2009, which stated that due to continued budgetary constraints, funding was not allotted for pay increases to state employees for the 2008-2009 Performance Management cycle. As a result, the Salary Planning Tool will only be utilized to document the performance management evaluation review ratings. The percentage increase amount defaults to zero (0%) on each employee record and as a result agencies will have limited access to pay increase related reports.

**Please Note:**

- **Job Data** rows will not be updated
- **Update to Additional Pay** and **Pension Eligibility** processing will not occur.

**Schedule of Events:**

**September 1, 2009**

- First day to begin updating **Performance Rating Mass Entry** pages

**December 11, 2009**

- Last available day to update **Performance Rating Mass Entry** pages

**AGENCIES THAT MISS THIS DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.**

**December 28, 2009**

- Employee review pages updated by the salary increase program processed in the nightly batch for the HCM Production database: **Note: No rows will be entered into Job Data for any employees.**

**December 29, 2009**

- Reports distributed to agencies. Begin verification of data and/or processing exceptions.  
**Begin to enter 01-01-2010 or later personnel actions.**

**Updating Mass Entry Pages:**

Records that have been updated in the Mass Entry Pages will be **locked** after processing has been completed. These records will remain viewable, but cannot be changed.

**Reports that are Unavailable due to the 0% calculation in the Salary Planning Tool:**

The following reports will not be available since the **Job Data** and **Additional Pay** panels used to create the automated reports will not be updated.

- HRxxx0510 – Salary Increase Processing-Salary Exception List
- HRxxx0511 – Salary Increase Processing -Employees Successfully Processed
- PYxxx0571 – Mass Actions on Additional Pay
- PYxxx0571E – Mass Actions on Additional Pay – Errors

In addition, due to the ‘0%’ calculation in the Salary Planning Tool, agencies will not have access to the following manually created reports:

- HRxxx544X – Cost of Reduced Salary Increases
- HRxxx540X – Cost of Salary Increases
- HRxxx545X – Increase Distribution Summary

**QUESTIONS:** Contact Fatisha Grimes, or Simone Thompson at:

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