

2011 Performance Evaluation Rating Mass Entry Process

Correction Manual

Addition or Correction of Job Data, Employee Review and Additional Pay records of employees who were not processed or were processed incorrectly by the January 1, 2011 Performance Evaluation Rating processes.

This document will assist you in correcting the records of employees eligible for the January 1st performance evaluation rating process, but who were not correctly processed.

- Employees who were not processed Page 2
- Employees with a 'Did Not Meet Expectations' rating Page 4
- Employee Review Records Page 5
- Employees who were processed with the wrong Employee Review Rating Page 7
- Employees who were processed but should not have been processed Page 7
- Additional Pay records Page 7

For assistance in policy issues relating to Performance Management, contact the State Personnel Administration at the Talent Management Center of Excellence Helpdesk at 1-877-318-2772 or by email at talentmanagement@spa.ga.gov.

For employees with more complicated circumstances than those addressed in this document, contact the SAO Customer Service Center at (404) 657-3956 or 1-888-896-7771 Option 3

I. Addition of Job Data and Employee Review records for employees who were not processed.

The complexity of the possible ratings, particularly on the SWD Salary Administration Plan, present potential problems for the determination and correct manual entry of rating data rows. **It is therefore important that you validate the information to be entered using the Salary Planning Tool (SPT) Correction Calculation page before inputting data into PeopleSoft**

(Note: this process will also be used for employees who were on Leave Without Pay on 01/01/2012 and return from leave and receive their increase(s) on a later date).

1. Where necessary, correct the row(s) that prevented the employee from processing in PeopleSoft; or, return the employee from Leave/Suspension Without Pay.
2. In PeopleSoft, navigate to the SPT Correction Calculation page. The navigation path is:
 Compensation - Base Compensation - Mass Increases - SPT Correction Calculation
3. Input the Employee ID. The SPT Correction Calculation page will appear for the employee.

Menu

- Compensation
 - Base Compensation
 - Mass Increases
 - Alternate SPT by Company
 - Alternate SPT by Dept
 - Alternate SPT by Emplid
 - Alternate SPT by Mail Drop
 - SPT by Company
 - SPT by Dept
 - SPT by Emplid
 - SPT by Mail Drop
 - SPT Correction Calculation
 - Salary Inc Mass Load
 - SOG Reports
 - Salary Plan Administration
 - Group Budgets
 - Group Increases
 - Review Salary Information
 - Salary Plan Reports
 - Compensation Reports
 - Employee Review History
 - Salary Increase Process Parm
 - North American Payroll
 - Workforce Development
 - Organizational Development
 - Enterprise Learning

Sal Inc Correction Calculation

Patric, Job ID: 00910908 Empl Rcd#: 0

Ratings

Grade	Step	Resp	T & C	Recommendation	Increase \$	Increase %
010	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Amounts

Old Comp Rate	PBI	Structure	PBLSP	Job	New Comp Rate
1,458.333333					

Employee Data

Comp Freq	Job Code	Sal Plan	Grade	Step	DeptID	Mail Drop
Semimnthly	80445	SWD	010	1	416	416-010005

[Return to Search](#)

5. To add a Performance Based Increase, add a row on Work Location with an Effective Date of 01/01/2012 or the date the employee returned from Leave of Absence (as in the example below – 01/11/2012). Select the Action - Pay Rate Change (PAY) and the Reason – Performance Based Increase (PBI). Increase the Effective Sequence by 1, if necessary. Go to Compensation page.

NOTE: Action – Pay Rate Change (PAY) and Reason – Salary Increase (INC) may be the appropriate selection for some employees not on the Statewide (SWD) Salary Administration Plan.

The screenshot displays the Compensation page for an employee. The main header shows the employee's name (Patric, Job), Employee ID (00910908), and Employment Record (0). The 'Compensation' section is active, showing an Effective Date of 01/11/2012, Effective Sequence of 1, and Job Indicator of Primary Job. The Action/Reason is Pay Rate Change (Performance Based Sal Increase). The Compensation Rate is 1,487.50 USD with a Semimonthly frequency. Below this, the 'Pay Components' section is expanded, showing a table with one row for rate code 'NAANNL' and a rate of 1,487.500000 USD. The page includes a navigation menu on the left and various action buttons at the bottom.

- a. Enter the exact, complete value of the New Comp Rate field from the Correction Calculation page into the Comp Rate field under the Pay Components section. **DO NOT ROUND.**
- b. Tab out of the field and click Calculate Compensation button to calculate the Compensation Rate. Once you validate the rate click save.

6. EMPLOYEES WITH A “DID NOT MEET EXPECTATIONS” RATING ON JOB RESPONSIBILITIES AND/OR TERMS AND CONDITIONS ARE PROCESSED DIFFERENTLY.

- a. Add a row on Work Location with an Effective Date of 01/01/2012. Select the Action - Pay Rate Change (PAY) and the Reason - No Performance Based Increase (NPI). Increase the Effective Sequence by 1, if necessary.

7. To add an Employee Review row for those with a Performance (PBI) or No Performance Increase (NPI) rating, go to Workforce Development – Employee Review History – Review Data Page.

Add a row on the Employee Review Entry section using the add row button. Enter a review Effective Date of 01/01/2012 or the date the employee returned from Leave of Absence (as in the example below – 01/11/2012), Review Type of Performance, From/To Dates of 07/01/2010 and 06/30/2011, Next Review Date of 01/01/2013 enter the appropriate Rating Scale and Review Rating. The Review Rating is normally the employee’s rating on Job Performance (i.e. Responsibilities and Standards).

In the Review Factors Ratings section, select the appropriate Review Type from the dropdown list. Then,select the appropriate rating from the dropdown list.

Optional Evaluation Type, Reviewer ID, and Comments may be entered if desired.

Save Changes

You have now completed the manual addition of Job Data and Employee Review records.

The screenshot displays the 'Review Data Page' interface. On the left is a 'MENU - CLASSIC' sidebar with various HRMS options. The main content area is titled 'Review Data Page' and shows details for 'Patric, Job' (EMP ID: 00910908, Empl Record: 0). The 'Employee Review Entry' section contains the following data:

- *Eff Date: 01/11/2012
- Review Type: Performance
- From/To Date: 07/01/2010 to 06/30/2011
- Next Review Date: 01/01/2013
- Department: 407031
- Job Code: 81332
- Rating Scale: SOG2
- Company: 407 State Accounting Office
- Position: 00049934
- *Review Rating: 3

 Below this are two additional sections:

- 'Review Factors Ratings' with two dropdown menus.
- 'Reviewers' with fields for *Evaluation Type, Reviewer ID, and a Comment text area.

II. Correction of Job Data records of employees who were processed incorrectly.

1. Contact the SAO Customer Service Center to delete Job Data rows if necessary. (Example: An employee was processed as a “1 – Unsatisfactory Performer”, but the Employee Review Rating should have been “3 – Successful Performer”.)
2. If necessary to re-enter Job Data rows, go to Section I, Paragraph 4 of this document (Page 2). Follow the instructions for using the SPT Correction Calculation page to calculate increase amounts and enter Job Data and Employee Review rows.
3. If necessary to enter a No Performance Increase (NPI) row, go to Section 1, Paragraph 6 (Page 3).

