2012 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, 2013 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 ePerformance technical assistance, call **1-404-656-2705**. Hours of operation are **8:30 a.m.** to **4:30 p.m.** Monday – Friday. You may also e-mail your question(s) to ePerformance@doas.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

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 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 01/01/2013 and return from leave and receive their increase(s) on a later date).

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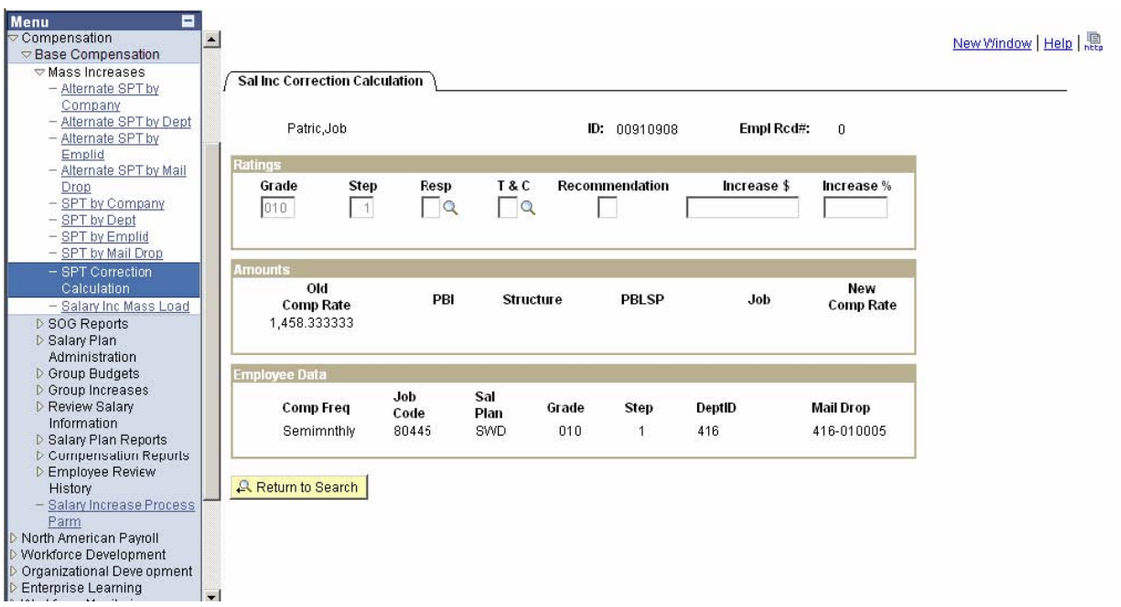
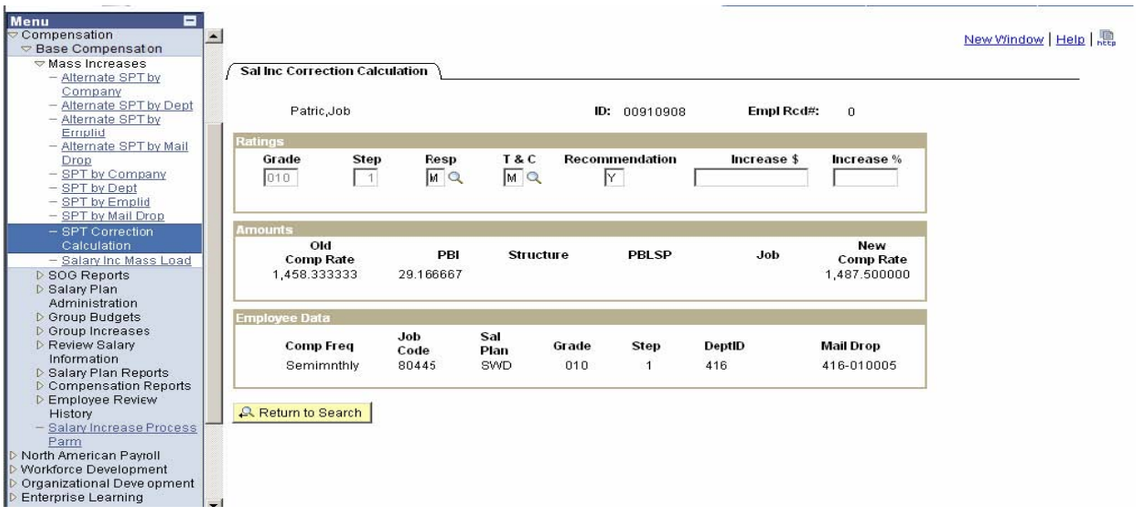
1. Where necessary, correct the row(s) that prevented the employee from processing in PeopleSoft; or, return the employee from Leave/Suspension without Pay.

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.



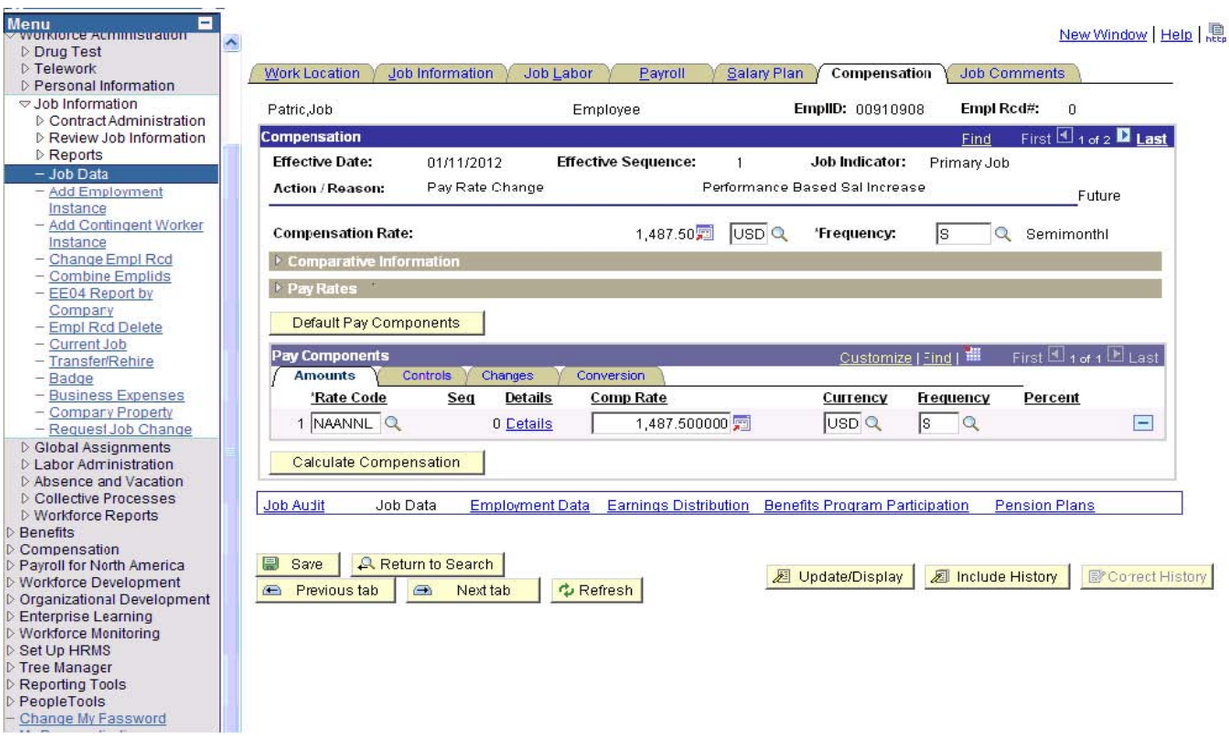
4. Input the Summary Responsibility Rating (Resp), the Terms and Conditions Rating (T&C) and the Recommendation (Yes or No). Based on the employee's Salary Administration Plan, the page will calculate the appropriate Increase Amount. The Increase Amount value will be calculated based upon the employee's Compensation Frequency (Monthly, Semi-Monthly, etc.).



Note the values in the New Comp Rate field. This value **MUST** be used when entering rows in Job Data or Additional Pay.

5. To add a Performance Based Increase, add a row on Work Location with an Effective Date of 01/01/2013 or the date the employee returned from Leave of Absence (as in the example below – 01/11/2013). 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.



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 01/01/2013. 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.

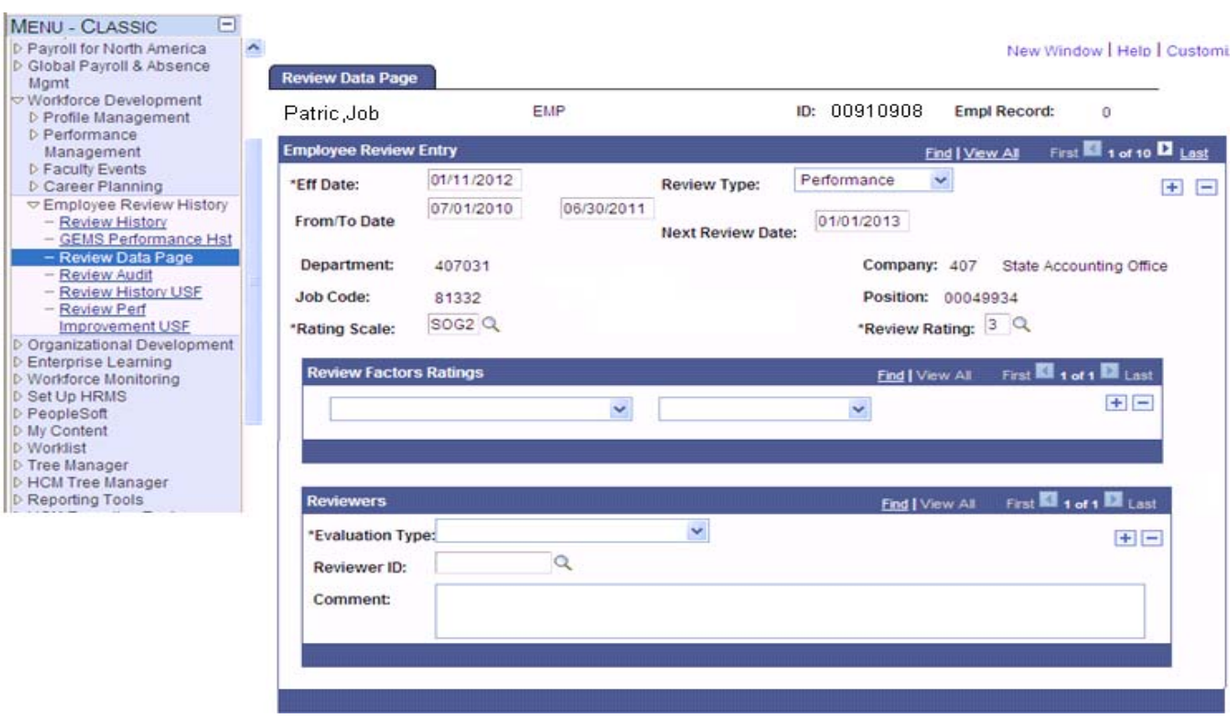
    Add a row on the Employee Review Entry section using the add row button. Enter a review Effective Date of 01/01/2013 or the date the employee returned from Leave of Absence (as in the example below – 01/11/2013), Review Type of Performance, From/To Dates of 07/01/2011 and 06/30/2012, Next Review Date of 01/01/2014 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.



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).

III. Employees Who Were Processed But Should Not Have Been Processed

(usually because the employee should have had a termination or Leave Without Pay entered with an effective date of 01/01/2012 or earlier)

1. Contact the SAO Customer Service Center to have any necessary Job Data and Employee Review rows deleted. Agencies have "Correction" authority to the Additional Pay page and can delete those rows if necessary.

2. After being informed that the row(s) have been deleted, any appropriate Job Data, Additional Pay or Employee Review rows may be entered.

IV. Addition or Correction of Additional Pay Records

1. If the employee did not process:

    a. Modify any existing Additional Pay earnings code(s) which should be increased based on the employee's new Compensation Rate. If necessary, enter a new Additional Pay row effective the date the employee's Compensation Rate was increased with the new rate for the appropriate earnings code.

2. If the employee's Compensation Rate was corrected:

    a. Modify any Additional Pay earnings code which should be increased or decreased. Use correction mode to adjust the Additional Pay row with the new rate (based on the corrected Compensation Rate) for the Additional Pay earnings code. The following scenario is based upon the example in Section I of this document of an employee returning from Leave of Absence on 01/11/2013:

i.e.: Update the 0A3 -- 0A3Temp Assign-Equiv Job 10% Earnings code by inserting a 01/11/13 effective dated row. Enter the 'Earnings' amount; check the 'OK to Pay' box and the correct 'Applies to Pay Periods' box(s).

IV. Addition or Correction of Additional Pay Records

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    a. Modify any existing Additional Pay earnings code(s) which should be increased based on the employee's new Compensation Rate. If necessary, enter a new Additional Pay row effective the date the employee's Compensation Rate was increased with the new rate for the appropriate earnings code.

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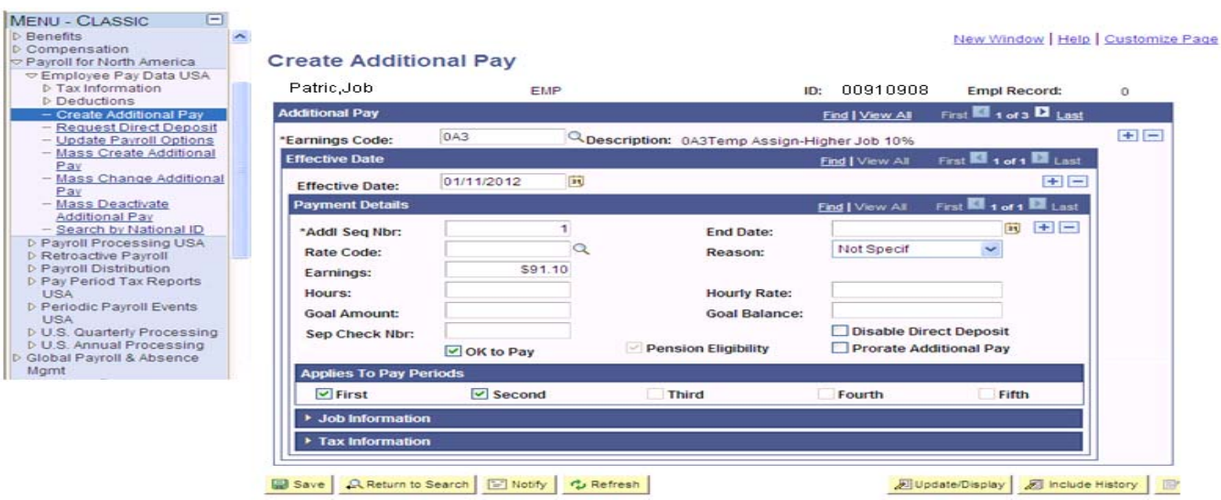
The following scenario is based i.e.: Update the 0A3 -- 0A3Temp Assign-Equiv Job 10% Earnings code by inserting a 01/11/13 effective dated row. Enter the 'Earnings' amount; check the 'OK to Pay' box and the correct 'Applies to Pay Periods' box(s).