

Performance Evaluation Rating Processing 2013

The schedule to process performance evaluation ratings has been finalized by the DOAS -Human Resources Administration division for the plan year ending June 30, 2013. With the new enhancements to the Salary Planning Tool (SPT), **ALL** agencies (i.e., Non-ePerformance, Partial ePerformance and ePerformance) will need to access the SPT/Mass Increase Entry Pages to ensure the evaluation ratings for the performance period are accurate. Please note the last day to enter your review ratings is **November 29, 2013**.

Non ePerformance Agencies

Use the Salary Planning Tool to enter the evaluation review ratings for FY13 (July 1, 2012 – June 30, 2013) In the case of non-ePerformance agencies all employee records will be pre-populated with a Rating Status of Incomplete and an Overall Rating of 0.00. All employees who are to receive a rating must have the rating manually entered into the Mass Increase Entry Pages. The Overall Rating on the Mass Increase Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance evaluation period.

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 [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 an Approved status; these fields will be grayed out in the PeopleSoft Mass Increase Entry Pages.

Employee records that have not been Approved by HR will display on the Mass Entry pages with a default status of Incomplete and an overall rating of 0.00. Agencies must ensure the rating is in agreement with the rating contained in ePerformance prior to **November 29, 2013**. The Overall Rating on the PeopleSoft Mass Increase Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance evaluation cycle.

ePerformance Agencies

Agencies that have fully implemented ePerformance for the FY13 (July 1, 2012 – June 30, 2013) Performance Management period will complete the evaluation within ePerformance. Agencies must ensure that all employee records in ePerformance are in an Approved status prior to **October 1, 2013**, to ensure accurate performance information is captured on the Employee Review pages.

Employee records that are not in an “Approved” status in ePerformance by **October 1, 2013**, will display on the Mass Increase Entry pages with a Rating Status of Incomplete. Agencies must ensure that the rating on the Mass Increase Entry Page is in agreement with the rating in ePerformance prior to **November 29, 2013**. The Overall Rating on the Mass Increase Entry Pages at the end of the process will

be written to the Employee Review pages adding a performance review row for this performance evaluation cycle.

Schedule of Events:

First day to begin updating Performance Rating Mass Entry pages	October 1st, 2013
Last day to update Performance Rating Mass Entry pages Note: AGENCIES THAT MISS THE NOVEMBER 29th DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.	November 29, 2013
Employee review pages are updated by the mass entry program and processed in the nightly batch for the HCM Production database Note: No rows will be entered into Job Data for any employees since there is no financial impact at this time.	December 26, 2013

What Reports and Queries are Available?

A list of reports and queries are available on the SAO website. On the SAO 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 **November 29, 2013**. These records will remain viewable, but **cannot** be changed.

Who can I contact for questions?

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ePerformance Resources
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