

# Performance Evaluation Rating Processing 2013

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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**.

## **Agencies Entering Ratings using the Salary Planning Tool (Non ePerformance Agencies)**

- Use the Salary Planning Tool to enter the evaluation review ratings for FY13 (July 1, 2012 – June 30, 2013) for all PMFs.
- If your agency is not using ePerformance, your employee records will be pre-populated with a Rating Status of Incomplete and an Overall Rating of 0.00.
- To enter an overall rating for an employee the rating must be 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 reflected in the Employee Review pages adding a performance review row for this performance evaluation period (You will see a new 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 (i.e., Paper and ePerformance tool) 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 rating status of Incomplete and an overall rating of 0.00.
- Agencies must confirm 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 reflected in 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 confirm 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 reflected in the Employee Review pages adding a performance review row for this performance evaluation cycle.

### Schedule of Events:

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

### 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?

SAO Customer Service Center - HCM  
404-657-3956  
888-896-7771  
[HCM@sao.ga.gov](mailto:HCM@sao.ga.gov)

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404-656-2705  
[ePerformance@doas.ga.gov](mailto:ePerformance@doas.ga.gov)

ePerformance Resources  
<http://doas.ga.gov/StateLocal/HRA/performance/Pages/Home.aspx>