

Performance Evaluation Rating Processing 2020

The schedule to process performance evaluation ratings has been finalized by the DOAS -Human Resources Administration division for the plan year ending June 30, 2020. **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 27, 2020**.

Note: For this performance Period, the Salary Planning Tool will be used to process Performance Ratings only. This process will NOT be used to process Performance Based Pay Increases.

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

- Use the Salary Planning Tool to enter the evaluation review ratings for FY19 (July 1, 2019 – June 30, 2020) 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 > TeamWorks> 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.

- Performance ratings can be manually entered for employees that do not have an e-performance document by following the directions in the preceding section.
- 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 27, 2020**.
- 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.

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ePerformance Agencies

Agencies that have fully implemented ePerformance for the FY19 (July 1, 2019 - June 30, 2020) 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 **November 27, 2020**, 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, 2020**, will display on the Mass Increase Entry pages with a Rating Status of 'Incomplete' until it is approved.
- Agencies must confirm that the rating on the Mass Increase Entry Page is in agreement with the rating in ePerformance prior to **November 27, 2020**.
- 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 **Performance Rating Mass Entry** pages

October 1, 2020

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

November 27, 2020

Note: AGENCIES THAT MISS THE November 27 DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.

Employee review pages are updated by the mass entry program and processed in the nightly batch for the HCM Production database

December 26, 2020

Note: No rows will be entered into Job Data for any employees since there is no financial impact at this time.

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 > TeamWorks > 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 27, 2020**. These records will remain viewable, but **cannot** be changed.