

The schedule for the performance evaluation ratings processing has been finalized by SPA for the plan year ending June 30, 2010 and is now available. To assist agencies in this process, the Ratings fields will be pre-populated with a “3” – Successful Performer – requiring only exception processing. Please be aware that the last day to enter your review ratings will be **October 20, 2010**.

## **Non ePerformance Agencies**

The PeopleSoft (PS) Mass Entry Tool will be utilized to document the performance management evaluation review ratings for agencies that have not fully implemented ePerformance during the 2009-2010 performance plan year. Rating fields will be pre-populated with a “3” – Successful Performer. Agencies will need to update the applicable rating field if the performance rating for the employee should be different. The “Overall Rating” on the PS Mass Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance review cycle.

## **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. On the Home page navigate to:

[Home](#) > [Systems](#) > [Human Capital Management](#) > [Human Resources](#) > [Performance Evaluation Rating Processing](#)

## **Partial ePerformance Agencies**

Employee data for State 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 “Complete” status; these fields will be grayed out in the PS Mass Entry Pages.

Employee records that are not in “Complete” status in ePerformance will show up on the Mass Entry pages with a “3” – Successful Performer. Agencies must ensure that all employee records are accurate prior to **October 20<sup>th</sup>, 2010**. The “Overall Rating” on the PS Mass Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance review cycle.

## **ePerformance Agencies**

State Agencies that have fully implemented ePerformance for the 2009-2010 Performance Management Cycle will complete documentation within ePerformance. Agencies must ensure that all employee records in ePerformance are in “Complete” status prior to **October 20, 2010**, to ensure accurate performance information is captured on the Employee Review pages.

Employee records that are not in “Complete” status in ePerformance will show up on the Mass Entry pages with a “3” – Successful Performer until the employee record is completed in ePerformance. Agencies must ensure that this data is accurate prior to **October 20, 2010**, as the “Overall Rating” on the PS Mass Entry Pages at the end of the process will be written to the Employee Review pages adding a performance review row for this performance review cycle.

## **Schedule of Events:**

First day to begin updating <b>Performance Rating Mass Entry</b> pages	<b>September 17, 2010</b>
Last available day to update <b>Performance Rating Mass Entry</b> pages <b>Note:</b> AGENCIES THAT MISS THE OCTOBER 20 <sup>th</sup> DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.	<b>October 20, 2010</b>
Employee review pages are updated by the mass entry program and processed in the nightly batch for the HCM Production database <b>Note:</b> No rows will be entered into Job Data for any employees since there is no financial impact at this time.	<b>October 28, 2010</b>

## What Reports and Queries are Available?

A list of reports and queries are available on the SAO website. On the Home page navigate to:

[Home](#) > [Systems](#) > [Human Capital Management](#) > [Human Resources](#) > [Performance Evaluation Rating Processing](#)

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## What about updating Mass Entry pages?

Records that have been updated in the Mass Entry Pages will no longer be accessible after October 20th. These records will remain viewable, but cannot be changed.

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## Who can I contact for questions?

HCM Systems Customer Service Center :  
404-657-3956 or 888-896-7771 - Option 2, then 1  
[HCM@sao.ga.gov](mailto:HCM@sao.ga.gov)

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ePerformance Resources  
<http://www.spa.ga.gov/employees/eperformance.asp>