



For LaGov HCM agencies, use the ZP31Create Blank Evaluation Record utility to create Transition Period records for employees. Users will notice two different options under the “Date Selection” field:

- **Transition Period 07/01/2024 to 12/31/2024**
 - Select this option to make Transition Period records on all selected employees by uploading their personnel numbers.
- **FY23-24: 07/01/2023 to 06/30/2024**
 - Select this option to make regular Evaluation Records for FY23-24 on all selected employees by uploading their personnel numbers.

Create Blank Evaluation Record

Date Selection

Transition Period 07/01/2024 to 12/31/2024

FY 23-24 : 07/01/2023 to 06/30/2024

Selection Criteria

Personnel Number	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input checked="" type="checkbox"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Employee group	<input type="text"/>	to	<input type="text"/>	
Employee subgroup	<input type="text"/>	to	<input type="text"/>	

Org Structure

Update Records

As with a normal performance period, users can also individually make employee Evaluation Records using PA30. However, the start and end dates of the records **must** be 07/01/2024 to 12/31/2024 or the system will not allow the record to be created.

To mitigate the amount of LaGov HCM system changes needed to accommodate the Transition Period, users will also notice “Exceptional” as one of the available ratings. SCS Rule 18.14 excludes this rating from the options and LaGov HCM will not allow records to be saved with “Exceptional” ratings selected.