

Transition Period LaGov HCM Entry

Performance Evaluation System to Continuous Performance Management

Established 6/2024

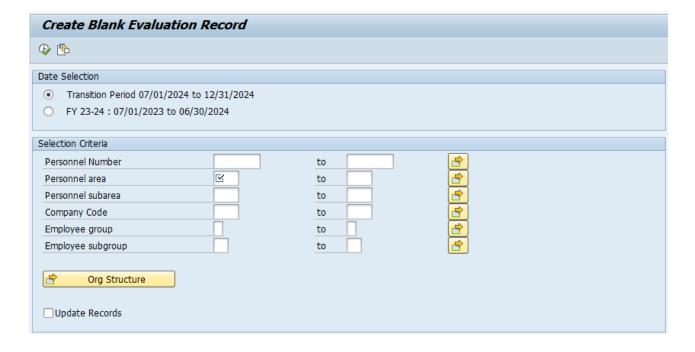
For LaGov HCM agencies, use the ZP31Create Blank Evaluation Record utility to create Transition Period records for employees. Users will notice two different options under the "Date Selection" field:

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.



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 <u>must</u> 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.