



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU, JR., DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)

This public document was published at a total cost of \$.29. Two copies of this public document were published in this 1st printing at a cost of \$.58 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

---

## GENERAL CIRCULAR NUMBER 2016-043

---

**DATE:** December 14, 2016

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2015-2016

---

The purpose of this general circular is to advise that the Annual Performance Evaluation (PES) Agency Report form is now available for all system users. Agency users are required to use this form to report all evaluations conducted for their classified employees for the performance year which began July 1, 2015, and ended June 30, 2016.

Agencies must complete the required form which can be found [here](#) or on the State Civil Service website under the HR Portal Sign-In link. Users will be required to enter a user ID and password to access the form. The requested information must be returned to State Civil Service no later than close of business on **Friday, January 13, 2017**.

*\*Note: For those agencies that report personnel actions to State Civil Service by submitting paper forms, also known as "paper agencies," State Civil Service will provide the necessary rating information. Personnel at these agencies should NOT submit annual PES information.*

For agencies which report performance evaluations in the LaGov HCM system, the ZP117 Appraisal Report should be used to generate evaluation information as follows:

1. Select the "Last Fiscal Year" radio button. This will access the 7/1/15-6/30/2016 evaluation information for your agency.

2. Enter your agency's personnel number.

3. In the "Employee Status" field, enter a "3". This will pull only those employees who had active records as of 6/30/2016.

4. Under the Report Options section, select the "Sum by Pers Area" radio button. This option will display only the actual evaluations given at your agency in a summarized form. Each type of evaluation given will be displayed as well as the percentage of employees at your agency that were given that particular evaluation. The total number of employees with active appraisal records (i.e. were due an evaluation) will be on the far right. The totals generated in the "Sum by Pers Area" option will supply the necessary information for FY 15-16 PES Reporting required by State Civil Service.

Agencies that do not report performance evaluations in the LaGov HCM System will need to generate this information within their own systems. For those departments which have multiple personnel areas, please be sure to send a report for each personnel area which comprises your Major Department. Agencies that fail to submit the form by the Friday, January 13, 2017, deadline will be reported as non-compliant.

Please do not fax this form back to State Civil Service. **Save this form and send it back in Excel format to the email address listed at the bottom of the report form. Please do not send the form in PDF Format.** For those agencies which enter data into a system other than LaGov HCM, please contact your Employee Relations consultant at (225) 342-8274 should you need assistance with the completion of this form. If you do not have a user ID and password to log into the HR Portal, please contact Scotty Rider, State Civil Service MIS Division, at [Scotty.Rider@la.gov](mailto:Scotty.Rider@la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.  
Director