



Louisiana  
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State Civil Service

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## GENERAL CIRCULAR NUMBER 2017-047

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**DATE:** November 15, 2017

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

**SUBJECT:** Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2016-2017

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State Civil Service is pleased to announce a change to the compilation of the Annual Performance Evaluation (PES) Agency Report process for LaGov HCM Paid agencies, LaGov HCM Non-Paid agencies and agencies that report personnel actions to State Civil Service by submitting paper forms, also known as "paper agencies".

Beginning with the reporting cycle for Performance Year 2016-2017, State Civil Service will run this information directly out of the LaGov HCM system through the utilization of the ZP117 Appraisal Report on **Monday, January 15, 2018**. The information captured for Performance Year 2016-2017 will be used for the statewide report and no additional data submission will be needed from these agencies.

As a result, all LaGov HCM Paid and LaGov HCM Non-Paid agencies are **strongly** encouraged to review all appraisal records prior to this date to ensure the accuracy of data to be used by SCS for the report. For additional information on LaGov HCM appraisal record maintenance to ensure accurate reporting, please see [LaGov HCM Quick Tip #70](#).

Agencies that do not report performance evaluations in the LaGov HCM system, also known as "interface agencies", will need to generate this information within their own systems and will continue to use the Annual Performance Evaluation (PES) Agency Report form, found [here](#). The deadline for submission of this form is **Monday, January 15, 2018**. Agencies are required to use this form to report all evaluations conducted for their classified employees for the performance year which began July 1, 2016, and ended June 30, 2017. Agencies that fail to submit the form by the deadline will be reported as non-compliant. **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.** Contact your Employee Relations consultant at (225) 342-8274 should you need assistance with the completion of this form.

A draft report will be made available in the HR portal prior to publication for the February 2018 SCS Commission meeting. Agencies are encouraged to review the information contained in the draft report and alert your Employee Relations consultant of any discrepancies. 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