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DATE: November 20, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2017-2018

In accordance with State Civil Rule 10.10(b), all state agencies shall annually report performance evaluations given during the previous year ending June 30th. Performance evaluations conducted for all classified employees in Performance Year 2017-2018 will be conveyed as follows:

LaGov HCM Paid and Non-Paid Agencies

State Civil Service will run this information directly out of the LaGov HCM system through the utilization of the ZP117 Appraisal Report on **Friday, January 11, 2019**. The information captured for Performance Year 2017-2018 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 Procedures PES Creation of Evaluation Records \(IT0025\)](#).

Non-LaGov HCM Agencies

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, which can be found [here](#). The deadline for submission of this form is **Friday, January 11, 2019**. Agencies are required to use this form to report all evaluations conducted for their classified employees for the performance year which began July 1, 2017 and ended June 30, 2018. 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 Info Portal prior to publication for the February 2019 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 Info Portal, please contact SCS-MISADM@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director