



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2019-040

DATE: November 20, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2018-2019

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 2018-2019 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 10, 2020**. The information captured for Performance Year 2018-2019 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 10, 2020**. Agencies are required to use this form to report all evaluations conducted for their classified employees for the performance year, which began July 1, 2018 and ended June 30, 2019. 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 Lane Brown, SCS Compliance and Audit Assistant Administrator, at (225) 342-8283, or Ashley Holliday, SCS Compliance Auditor, at (225) 219-9422 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 2020 SCS Commission meeting. Agencies are encouraged to review the information contained in the draft report and notify the Compliance and Audit Division 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