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DATE: September 26, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Statewide Performance Evaluation System (PES) Reporting for Performance Year 2023-2024

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 classified employees in Performance Year 2023-2024 shall be reported to SCS 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 Evaluation Report on **Friday, November 1, 2024**. The information captured for Performance Year 2023-2024 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 evaluation 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 evaluation record maintenance, please see [LaGov HCM Procedures PES Creation of Evaluation Records \(IT0025\)](#).

Paper Agencies

State Civil Service will run this information directly out of the LaGov HCM system through the utilization of the ZP117 Evaluation Report on **Friday, November 1, 2024**. The information captured for Performance Year 2023-2024 will be used for the statewide report. For Paper Agencies which have already submitted rating information to the SCS Paper Agency Operations Division, no further action is needed. Any Paper Agencies that did not submit PES information to SCS Paper Agency Operations Division for entry will be reported as non-compliant.

Non-LaGov HCM Agencies (Interface Agencies)

Interface Agencies will continue to use the Annual Performance Evaluation (PES) Agency Report form to report Performance Year 2023-2024 ratings, which can be found [here](#). The deadline for submission of this form is **Friday, November 1, 2024**. Interface Agencies that fail to submit the

form by the deadline will be reported as non-compliant. **Save this form and send it back using the email address listed at the bottom of the report form.**

A draft report will be made available in the HR Info Portal prior to publication for the December 2024 SCS Commission meeting. Human resources staff are encouraged to review the information contained in the draft report and notify the Applications & Data Management Division of any discrepancies at SCS-AppData@la.gov.

Sincerely,

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