



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 2024-053

DATE: October 21, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Continuous Performance Management SuccessFactors System User Functions

As we begin the implementation of Continuous Performance Management (CPM), Departments and Agencies designated by State Civil Service to use the CPM SuccessFactors System will need to identify which positions should be given one of the three new CPM job functions designed to assist their personnel area(s) in the administration of this system.

Please click [here](#) to see if your agency will be required to use the CPM SuccessFactors System.

The three new job functions are:

- CPM- 01 CPM Agency Administrator
- CPM- 03 CPM HR Representative (limit 1 per personnel area)
- CPM- 04 CPM Alternate HR Representative (limit 1 per personnel area)

Please refer to the [CPM SuccessFactors System Job Function Document](#) for a detailed description of each job function and its purpose.

The CPM SuccessFactors System job functions will be available to your HCM Security Administrator in the LaGov Security request application via the Office of Technology Services. The HCM Security Administrators will designate a POSITION to give each job function to, not a person. Attached this way, when a position's holder is changed, the job function assignment transfers to the new holder without requiring another security request.

Once these security requests are processed by LaGov, the ZP309A report can be run by agencies to see which positions were designated for which personnel areas. All job function designations must be in place by December 2, 2024.

Additionally, LaGov agencies who wish to include their Unclassified employees in CPM SuccessFactors System, must complete and submit an ['Agency Unclassified Participation Request'](#)

form. This form will be submitted via LaGov Help Desk Ticket, in accordance with instructions included on the form itself. Agencies electing to include their unclassified employees must submit this form by **December 1, 2024**, for the 2025 Performance Year.

Human Resources staff who wish to receive CPM notifications should self-enroll in the [CPM – Goals/Performance Management ListServ](#). **It is critical for anyone given a CPM SuccessFactors job function to self-enroll to ensure they receive all system-related notifications.**

If you need assistance from the Office of Technology Services regarding the CPM SuccessFactors System, please submit a [LaGov Help Desk Ticket](#) both before and after the January 1, 2025 Go Live. Be sure to select System=SUCCESSFACTORS, Module=CPM - GOALS/PERFORMANCE MANAGEMENT and the appropriate Category.

If you have any questions, feel free to reach out to SCSInfo@la.gov.

Sincerely,

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