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GENERAL CIRCULAR NUMBER 2025-004

DATE: January 13, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Continuous Performance Management (CPM) Update No. 2: Clarification of Deadlines for CPM SuccessFactors System Users

Please note this General Circular only applies to Continuous Performance Management SuccessFactors System users. If your agency is using the CPM paper forms, this exception does not apply to your employees. For all CPM paper form users, the deadline for completing the 2025 Performance Planning is March 1, 2025.

[Civil Service Rule 10.5\(e\)3](#) designates March 1 of each year as the deadline to complete Annual Performance Plannings. However, as specified in General Circular 2025-002, the Civil Service Director has approved an exception for the 2025 Annual Performance Planning period for [CPM SuccessFactors System users](#).

According to this exception, all Annual Performance Planning forms must be launched in the CPM SuccessFactors System by January 31, 2025. The system will automatically allow 60 calendar days from the form launch date to complete the Annual Performance Planning process, establishing this as the new deadline for your agency.

The Annual Performance Planning forms will no longer be available for launch after January 31, 2025. Agencies using the CPM SuccessFactors System that do not launch the Annual Performance Planning forms by this deadline will be required to use CPM paper forms to complete the planning process. For these agencies, the due date for completing the process is March 1, 2025, as required by CSR 10.5(e)3.

Agency Administrators who have not yet initiated the form launch process are strongly encouraged to do so. Resources to support Agency Administrators, supervisors, and employees with the planning process can be found on the [CPM Training Center](#) page of the SCS website. For any questions, please contact [Elizabeth Montalbano](#), HR Program Support Administrator, or [Dana LeBherz](#), Learning, Performance, and Culture Administrator.

Sincerely,

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