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## GENERAL CIRCULAR NUMBER 2025-008

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**DATE:** January 27, 2025

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Continuous Performance Management (CPM) Update No. 3: Alternative Planning Form

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**Please note this General Circular only applies to Continuous Performance Management SuccessFactors System users. If your agency is using the CPM paper forms, this general circular does not apply to your agency.**

The State Civil Service and the Office of Technology Services are continually working to improve both the SuccessFactors CPM system and the overall user experience. With that in mind, we are excited to announce the introduction of the Alternative Planning Form. This new form is designed for employees who are hired, reallocated, or require replanning under Chapter 10 of the State Civil Service Rules after January 1, 2025.

The Alternative Planning Form will be available for launch on February 1, 2025. The form must be launched within 15 calendar days of the event requiring planning (e.g. 15 calendar days from appointment date, reallocation effective date, replanning date, etc.). The form's route map must be completed within 45 days from the launch date. This timeline provides agencies with enough time to enter personnel changes and gives supervisors ample opportunity to conduct performance planning.

Please be aware that on this same date, February 1, 2025, the 2025 Performance Planning form for existing employees (those employed on January 1, 2025) will be removed and will no longer be available for launch. If an agency has not launched forms for existing employees by January 31, 2025, they will be unable to do so in SuccessFactors and will need to use paper forms for Performance Year 2025. Agencies using paper forms will have a hard deadline of March 1, 2025.

For any questions, please contact [Elizabeth Montalbano](#), HR Program Support Administrator, or [Dana LeBherz](#), Learning, Performance, and Culture Administrator.

Sincerely,

s/Chris Deer  
State Civil Service Deputy Director