PROCESSING PERFORMANCE RATINGS
AGENCY QUICK REFERENCE

2006 CYCLE
SCHEDULE/TRANSACTION SUMMARY/REPORTS

SCHEDULE FOR 2006 CYCLE

DATE	ACTIVITY
October 2, 2006	"Load Listing" of rating-eligible employees and listing of employees with "Performance Increase Eligibility Dates Not 11/25/2006" produced. Initial date to begin entering ratings.
Periodic Oct. 15 – Nov. 25, 2006	Performance Management database is reloaded to capture employee status updates. Ratings are reloaded and reload reports are produced.
November 17, 2006 ∗	**Final Date for Entering Ratings** November 17th is the final date to enter ratings without a deadline extension granted by DHRM, AHRS. Requests for deadline extensions can be directed to Robert Weaver, Senior Human Resource Consultant, (804) 225-2251 or e-mail to bob.weaver@dhrm.virginia.gov.
November 25, 2006	PMIS will be updated with the salary increases and evaluation ratings, and the Performance Increase (PI) Eligibility dates will be advanced for rated employees.
After November 25, 2006	Late entry of evaluation ratings or changes to evaluation ratings must be submitted through the DHRM ITech Help Desk via http://web1.dhrm.virginia.gov/itech/.

TRANSACTION SUMMARY

Enter transaction PMEVAL to display a summary of Performance Management (PM) Evaluation transactions.

PERFORMANCE MANAGEMENT MENU

PSI000,000000000	**PM Evaluation Entry/Update (SSN or Employee-id Required)**
PSI104	**PM Enter Agency MEL Or Agency Sub-Unit MEL [Optional]**
PSI305,000000000	**PM Employee Display (SSN or Employee-id Required)**
PSI306	**PM Agency/Employee Scroll (Allows Selection by Rating Code)**
PSI306,000	**PM Agency/Employee Scroll (Agency Number Required)**
PSI306,000,xxxxx	**PM Agency/Sub-Unit/Empl Scroll (Agency/Sub-Unit Required)**
PSI999,000	**PM Agency Totals Display (Agency Number Required)**
PSI999,000,xxxxx	**PM Agency/Sub-Unit Totals Display (Agency/Sub-Unit Required)**

Report Usage Summary on Side 2

PROCESSING PERFORMANCE RATINGS

2006 Performance Management Reports

REPORT	TITLE/CONTENTS/GENERAL DESCRIPTION	SUGGESTED USAGE/OTHER COMMENTS
PM9495	PM LOAD LISTING Provides a listing of employees with a Performance Increase (PI) Eligibility date of 11/25/2006. Only employees with this date will be loaded to the Performance Management (PM) database. Ratings can be entered only for employees listed on this report.	Agencies should use this report in conjunction with report PM9970 "PI Eligibility Dates Not 11/25/2006" to verify that the PI Eligibility date is correct for all employees who should receive a rating for this cycle. Please review the "Pay Schedule" field displayed on Report PM9495. This value indicates the number of times the employee is paid per year.
PM9970	PI ELIGIBILITY DATES NOT 11/25/2006 A rating cannot be entered until an employee's PI Eligibility date is 11/25/2006. If you have received a copy of this report, these records should be investigated as to the reason for the PI Eligibility date, and if appropriate, brought up-to-date by submitting a P3 to this office for corrective action. The PM database will not reflect the updated eligibility date until a reload of the PM database is performed.	Agencies should use this report to validate the PI Eligibility dates of the employees listed. PI Eligibility dates earlier than 11/25/2006 are probably errors and should be sent to DHRM for correction.
PM9535	RELOAD EVALUATION RATINGS The PM database is reloaded periodically to capture current employee status. This report provides an employee listing of those with previously entered ratings that were retained during the reload. An exception report, "Reload Ratings Exception List," is also provided if ratings were not retained. For example, employees who have separated from state service are deleted from the PM database during the reload process and reinstated employees are added.	Agencies may use this report to confirm that evaluation data previously entered has been retained. (The rating code itself may be suppressed on this report.) The record change indicator 'Y' means the employee changed agency. The record change indicator 'L' means the employee has not been rated and still has the 'L' rating code (no increase will be applied if rated 'L'). A blank record change indicator means there was no significant change to report since the last reload.
PM5115	SALARY ADJUSTMENT ELIGIBILITY LISTING Lists all qualified employees whose records are eligible to receive a base salary increase automatically. This report also sums the current salaries and the projected increase by sub-unit and agency. This report is scheduled to begin with the November 15th PM database reload.	Agencies should use this report to confirm that the correct employee information has been captured and that the current and projected salaries are correct for their employees. For example, the "Period Pay" computation utilizes the PAY-SCHEDULE field, i.e. number of times paid per year. **If the PAY-SCHEDULE value is incorrect, an erroneous "Period Pay" salary will result.**
PM5125	SALARY ADJUSTMENT EXCEPTION LISTING Lists the employees not rated and those whose records cannot be updated for the specified reasons. Also lists employees whose salary increases exceed their new pay band maximums, and lists employees rated Below Contributor. This report is scheduled to begin with the November 15th PM database reload.	Agencies should review the reasons noted and initiate appropriate corrective actions. This report also lists the lump sum performance amounts due in lieu of base salary increases for employees whose salaries are already at or above the new pay band maximum before the increase is applied. An exception is also listed when the current salary is below band maximum, but then exceeds the maximum when the increase is added. If this occurs, an exception message informs agencies to contact the DHRM Help Desk.