



# COMMONWEALTH of VIRGINIA

SARA REDDING WILSON  
DIRECTOR

## *Department of Human Resource Management*

101 N. 14<sup>TH</sup> STREET  
JAMES MONROE BUILDING, 12<sup>TH</sup> FLOOR  
RICHMOND, VIRGINIA 23219  
(804) 225-2131  
(TTY) 711

July 19, 2007

### MEMORANDUM

TO: Agency Human Resource Directors

FROM: E. Steve Hastey, Jr.  
Performance Management Systems Analyst

SUBJECT: Performance Management Evaluation Implementation

The following information is provided for implementation of the calendar year 2007 Performance Management cycle. Please refer to memorandum "Fiscal Year 2008 Authorizations and Compensation Activities", dated June 15, 2007, from Rick Pugh for policy guidance.

1) Begin Evaluation Rating Entry

Agencies may begin entering ratings into the Performance Management database beginning October 1, 2007 by using the Rating Evaluation Entry/Update PSI000 transaction. To view records, you may scroll through all employees in your agency with the PSI306 transaction, or view an individual employee's record by using the PSI305 transaction. For transaction guidance, please refer to PMIS Manual Volume 1 (Chapter 3-9.1), accessible via the DHRM ITech Web site at <http://web1.dhrm.virginia.gov/itech/>.

Enter ratings only for the October 25, 2006 through October 24, 2007 Performance Management cycle. Old evaluations must not be entered into the 2007 Performance Management (PM) database. No performance increases can be granted to employees who are not rated. Evaluation ratings entered in this Performance Management cycle will also provide the basis for establishing employees' eligibility for future management-initiated pay practices. Therefore, it is essential that all eligible employees be rated.

## MEMORANDUM

Agency Human Resource Directors

July 19, 2007

Page 2 of 4

### 2) Performance Increases

A uniform 4.0% increase will be computed for all classified and other salaried employees (full-time and part-time) whose rating entry is "C" for Contributor or "X" for Extraordinary Contributor.

The statewide (SW) and northern Virginia (FP) pay band salary ranges will increase automatically by 4.0% effective November 25, 2007. When applicable, the Alternate Pay Band maximum on PMIS will be used instead of SW or FP ranges to determine over-maximum salaries. Where the computed salary increases exceed employees' pay band maximums, employees will be due the amounts above their maximums as lump-sum payments, as in past years (use Special Pay 24 to apply lump sum payments to CIPPS).

All classified employees and salaried non-classified employees, including agency heads and employees assigned role code 90000+ are eligible to be rated except for non-working employees on long-term disability.

To qualify for the 4% increase, eligible employees:

- Must have a Performance Increase (PI) Eligibility date of 11/25/2007
- Must be rated "Contributor" or "Extraordinary Contributor"
- Cannot be in a Leave-Without-Pay status (Except as noted in paragraph 8 below)
- Cannot have an overdue Leave or overdue STD end-date in PMIS.

ITech will apply the salary increases to PMIS on November 25, 2007 and this will enable an automatic update of employee salaries on the Department of Accounts payroll system (CIPPS).

Faculty will not be included in the Performance Management database; however, ITech will apply faculty base salary increases to PMIS via file input, upon request. For more than fifty faculty salary updates having the same effective date, please use the bulk (batch) update method rather than keying faculty salary updates into suspense. Faculty salary updates will not automatically update the Department of Accounts payroll system (CIPPS). If applicable, please deliver your faculty file input by the ratings entry deadline. Faculty file input guidance is available at <http://web1.dhrm.virginia.gov/itech/> under the Documentation tab in the left panel of the Web page, Record File Formats.

### 3) Valid Rating Codes

Valid ratings for entry into the Performance Management database are:

- X: Extraordinary Contributor
- C: Contributor
- B: Below Contributor
- L: *Leave, or otherwise Not Rated – no increase will be applied if rated "L".*

Agencies with internal procedures that assign more than three rating categories must conform their rating schemes to the rating categories listed above when entering them into the Performance Management database.

If desired, you may enter an "L" to indicate that the performance evaluation has not been completed or that a rating of "X", "C" or "B" has deliberately not been entered. Ratings may be corrected by overriding the previous entry, but once a rating evaluation ("X", "C" or "B") is entered and the transaction is accepted, you must notify DHRM ITech to change the rating to "L".

## MEMORANDUM

Agency Human Resource Directors

July 19, 2007

Page 3 of 4

The agency/position numbers of the supervisor and reviewer will be captured to identify the rated employee's supervisor and reviewer. If available on PMIS, the PMIS Supervisor's Agency and Position Number fields will be utilized to pre-populate supervisor and reviewer evaluation rating entry fields, so this data may be pre-filled on the screen. If the pre-filled numbers are not correct, you may key over the displayed numbers with different agency/position numbers, as required. Where they are not pre-filled, enter the correct agency/position numbers. In either case, **please verify the supervisor and reviewer agency/position numbers before entering the transaction.** (Enter zeros for the agency number, and spaces or any position number, to identify a non-PMIS supervisor and/or reviewer.)

### 4) Ratings Entry Deadline

Please enter all evaluation ratings into the system by November 16, 2007. Requests for deadline extensions and Performance Management policy questions can be directed to Robert Weaver, Senior Human Resource Consultant, (804) 225-2251 or e-mail to [bob.weaver@dhrm.virginia.gov](mailto:bob.weaver@dhrm.virginia.gov).

ITech will update PMIS on November 25, 2007 and will produce P3's during the PMIS update. For rated employees, we also will automatically advance the Performance Increase (PI) Eligibility date from November 25, 2007 to November 25, 2008. PMIS access will not be available November 25, 2007.

### 5) Suspense Processing

All pending transactions with an effective date of November 25, 2007 will be processed before the performance increases are applied. **Employee records having pending transactions with effective dates after November 25, 2007 will be updated, but DHRM will delete conflicting compensation suspense actions (e.g., promotions).** Agencies will be notified of deleted pending actions and advised to reenter these after the Thanksgiving holiday weekend. For faculty salary updates, please use the bulk update method rather than keying faculty salary updates into suspense (see above for guidance).

### 6) Initial Reports

Performance evaluation reports will be stored in the Human Resource Management (HuRMan) file repository accessible via the DHRM ITech Web site at <http://web1.dhrm.virginia.gov/itech/>, "File Repository" tab in the left panel of the Web page. Registration is required to gain access to the File Repository, and is also accomplished via the DHRM ITech Web site, "Request Access" tab in the left panel of the Web page. Agencies entering evaluation ratings for other agencies may need to request additional access. DHRM ITech has rolled out a "New Look and Feel" for HuRMan file repository users. The old "directory and folder" appearance has been replaced by a new web interface making it easier and more user friendly to access reports and data files for your agency. HuRMan File Repository guidance is posted on our Broadcast Message page under the link "HuRMan 2006 – New Look and Feel" at <http://web1.dhrm.virginia.gov/itech/>. Below are descriptions of the initial reports. Please see the attached Agency Quick Reference card for descriptions of all the Performance Management Evaluation reports.

- "Load Listing" - PM9495. Provides a listing of employees with a Performance Increase (PI) Eligibility date of 11/25/2007. Only employees with this date will be loaded to the Performance Management database. Ratings can be entered only for employees listed on the latest copy of this report. This report will be available October 1, 2007, and will be re-produced in each PM database reload utilizing current PMIS employee status. Agencies can also download employee data into Excel for review using our e480 Workforce Planning query tool: <http://web1.dhrm.virginia.gov/itech/>, "Workforce Planning" tab in the left panel of the Web page. To request access; select the "Request Access" tab in the left panel of the Web page.

MEMORANDUM

Agency Human Resource Directors

July 19, 2007

Page 4 of 4

- "Performance Increase (PI) Eligibility Dates Not 11/25/2007" - PM9970 report. This report will be available beginning October 1, 2007 in HuRMan. A rating cannot be entered until an employee's PI Eligibility date is 11/25/2007. If you receive a copy of this report, the listed employees' records should be researched as to the reason for their PI Eligibility dates, and if appropriate, brought up-to-date by submitting a P3 to DHRM's Office of Agency Human Resource Services. The Performance Management database will not reflect the updated eligibility date until we perform a reload of the PM database, as scheduled below.

7) Projected PM Database Reload Reports Availability Dates

October 1, 2007	(PMIS status effective 09/30)
October 16	(PMIS status effective 10/15)
November 1	(PMIS status effective 10/31)
November 16	(PMIS status effective 11/15)
November 21	(PMIS status effective 11/20)
November 26	(PMIS status effective 11/25)

An Agency Quick Reference card outlining important performance evaluation dates, all of the PM reports descriptions, and the list of PM transactions is attached for your convenience. In order to reduce costs, we no longer mail copies of this memorandum or the attached card. You are encouraged to print the card on colored cover stock paper for easy reference.

8) Active Military Supplement Increase

ITech will increase Active Military Supplements to reflect the 4.0% increase on November 25, 2007 for employees on LWOP-Military who are rated "Contributor" or "Extraordinary Contributor." The Temporary Pay field contains the semi-monthly Active Military Supplement when the employee's leave-code is equal to "05", LWOP-Military.

CIPPS agencies that have established the Active Military Supplement as an automatic special pay will use Special Pay number 44 on H10AS to increase the amount in CIPPS.

Please direct P3 requests, questions or problems regarding the Performance Management Evaluation technical implementation to the DHRM Help Desk via <http://web1.dhrm.virginia.gov/itech/> (Help Desk tab in the left panel of the Web page).

Attachment

cc: Sara Redding Wilson, Director, DHRM  
Rick Pugh, Director, Agency Human Resource Services, DHRM  
Belchior Mira, Director, Office of Information Technology (ITech), DHRM