



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank Perry, Secretary

Lorrie Dollar, Chief Operating Officer
Jerry Hodnett, Director

March 3, 2015

ADMINISTRATIVE MEMORANDUM: 02-2015

TO: Department of Public Safety Managers & Supervisors

FROM: Jerry Hodnett, Human Resources Director

SUBJECT: Direct Entry of Performance Ratings
Cycle 27 (July 1, 2014 - June 30, 2015)

The current performance management cycle (Cycle 27) will end on June 30, 2015. In preparation for transition to the new North Carolina Valuing Individual Performance (NCVIP), the Office of State Human Resources has set **June 12, 2015** as the deadline for entering Cycle (27) ratings.

Currently, in DPS there are two (2) timeframes that are in place for Performance Cycle 27:

PM Cycle 27 FY2014 January 1, 2014 – December 31, 2014
PM Cycle 27 May 1, 2014 – June 30, 2015

The transition schedule to NCVIP based on the timeframes is highlighted in the chart below:

PM Cycle FY2014 January 1, 2014 – December 31, 2014	PM Cycle FY2014 May 1, 2014 – April 30, 2015
Feb 15 – Final Evaluations Due	April 30 – Final Evaluations Due
June 12 - Ratings Direct Entered in Beacon	June 12 - Ratings Direct Entered in Beacon
PM Cycle FY2015 January 1, 2015 – June 30, 2016	PM Cycle FY2015 May 1, 2015 - June 30, 2016
January 1, 2015 - June 30, 2015 Paper Work Plan	May 1, 2015 – June 30, 2015 Paper Work Plan
July 1, 2015 – work plans in system	July 1, 2015 – work plans in system
Dec 31, 2015 – interims in system	Dec 31, 2015 – interims in system
June, 30, 2016 –final evaluation in system	June 30, 2016 – final evaluations in system

The Beacon system is now open for the direct entry of Cycle 27 performance ratings. Divisions and Sections have designated individuals that are responsible for entering the ratings into Beacon SAP. A contact list is attached that identifies individuals for each Division and Section assigned the Performance Rating Maintainer role and responsibility for entering ratings.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27603
Telephone: (919) 716-3700
Fax: (919) 716-3794

There are some important points about the way Beacon handles ratings data for Performance Cycle 27:

- The default cycle dates in the Beacon system for Performance Cycle 27 are July 1, 2014 – June 30, 2015. These dates are not the same as the cycle dates followed by DPS (Jan-Dec & May-April). **Please do not change the default date of July 1, 2014 – June 30, 2015.** Beacon will not recognize the ratings entered as belonging to Cycle 27 if the fiscal year period is changed.

Staff on a January 1, 2014 – December 31, 2014 should enter the closeout rating issued on or before February 15, 2015.

Staff on a May 1, 2014 – April 30, 2015 should enter the closeout rating issued on or before April 30, 2015.

- Beacon organizes past performance ratings according to date rather than cycles. If an employee has received three consecutive “Very Good” ratings, for example, there will be a single entry showing “Very Good” and the inclusive dates of the three-year period; you will not see a separate entry for each year.
- The Beacon staff completed updates of the system by agency in preparation for accepting the Cycle 27 ratings. **DPS information was loaded by mass update on January 26, 2015. Additional information will have to be entered into Beacon for all new hires and transfers after January 26, 2015. Specifically, the fiscal year default timeframe will not be populated in Beacon and DPS Performance Rating Maintainers will have to create the fiscal year timeframe to enter the rating. Additional instructions are provided in the “Instructions for Performance Rating Maintainer” handout.**

Instructions for Entering Performance Ratings in Beacon SAP:

(Refer to “Instructions for Performance Rating Maintainer: Maintain HR Master Data (PA30) – Entering Performance Ratings in Beacon SAP” handout)

Performance Rating Maintainers will be entering employee performance ratings via the PA30 Maintain HR Master Data transaction within Beacon SAP. We are attaching written instructions for how to enter performance ratings in Beacon SAP (“Instructions for Performance Ratings Maintainer: Maintain HR Master Data (PA30) – Entering Performance Ratings in Beacon SAP”). Please be advised that there are two sets of instructions.

- (A) Instructions for entering performance ratings for employees that were hired **BEFORE** January 26, 2014. *(Refer to pages 1-3)*

Employees that were in Beacon SAP at the time Cycle 27 opened for direct entry should have a performance rating entry line that contains “Rating Not Entered” and the performance cycle period of 07/01/2014 to 06/30/2015 should be displayed.

- (B) Instructions for entering performance ratings for employees hired **AFTER** January 26, 2015. *(Refer to pages 4-6)*

For employees that were NOT in Beacon SAP at the time Cycle 27 opened for direct entry, additional steps are necessary in order to enter a performance status code. Specifically, the performance rating entry line that contains the “Rating Not Entered” value and performance cycle period will be blank for these new hires.

These instructions also include information for viewing performance ratings in Beacon SAP *(refer to pages 7-8)* as well as how to make direct entry corrections *(refer to pages 9-10)*.

Beacon Online Application Help includes a one-page reference “PerformanceRatings_PA340_QRG” for entering performance ratings.

Please note that Performance Rating Maintainers will not be able to enter their **own** performance rating. (If they hit "create", they will get an error message stating "no authorization to maintain Qualifications exists"). They can view their own ratings but they will be unable to enter **their** Cycle 27 performance rating. Most locations should have more than one staff member that can enter performance ratings and, therefore, can enter the performance rating of the Performance Rating Maintainer. If not, the Performance Rating Maintainer should contact their regional, division office or Central HR for assistance.

Guidelines for Determining Appropriate Rating/Status Code:

Work unit locations should be entering final performance evaluation ratings for Cycle (27) July 1, 2014 through June 30, 2015). The following direct entry codes are available for entry in Beacon SAP:

Codes	Rating Values
0005	Outstanding
0004	Very Good
0003	Good
0002	Below Good
0001	Unsatisfactory
0006	Insufficient Time to Evaluate
0007	LWOP Status
0008	Evaluation Not Done
0009	Final Disciplinary Procedure
0010	Rating Not Entered

Codes for Employees Not receiving a Final Rating:

- Insufficient Time to Evaluate (0006) – Used for new hires, reinstatements, and permanent employees who have not had sufficient time to complete the minimum performance cycle.
- LWOP Status (0007) – Use this code for employees who are on Worker’s Compensation Leave or who are in non-pay status due to Short-term or Extended Short-term Disability.
- Evaluation Not Done (0008) – Designates those employees who completed the performance cycle but who were not rated by a supervisor or manager. Legitimate reasons for this designation:
 - The employee resigned without notice
 - The employee received severance salary continuation
 - The employee is exhausting leave
 - The employee is on a temporary appointment
 - The employee is currently unable to discuss the work plan due to being out of work on extended sick leave or in the hospital
 - The employee died during the cycle.
- W-Final Disciplinary Procedure (0009) – Use this code for employees who are being demoted, suspended without pay, or in final disciplinary action.

Military Leave and Performance Rating Code:

Special actions will need to be taken to make adjustments for the employee returning from military leave. For performance rating coding purposes:

- If the employee has been on military leave for less than half of the performance cycle at the time ratings are due, a performance rating should be entered based on his/her performance during that portion of the cycle that he/she was still on the job.
- If the employee has been on military leave for the majority of the performance cycle and is still on military leave, use the LWOP code.
- If the employee has returned from military leave but has not been back on the job long enough for the supervisor to assign a performance rating, enter the employee's most recent past performance rating. This will ensure that the employee will receive whatever benefit he/she would have received had he/she been on the job during the full performance cycle. If the employee's separation from the military involves a dishonorable or bad conduct discharge, the above does not apply and an "insufficient time" should be coded. If the employee has returned from military leave and has been back on the job long enough to be assigned a performance rating, the current performance rating should be entered in the usual manner.

BI Performance Rating Reports:

The capability of viewing on-line lists of employees with selected performance ratings as well as ratings not yet entered **will not be available through BI Reports in BEACON until April 2015.**

Please ensure the Performance Rating Maintainers at your location are provided a copy of this memorandum including "Instructions for Performance Rating Maintainer: Maintain HR Master Data (PA30) - Entering Performance Ratings in Beacon SAP". Should you have questions about the direct entry guidelines or anything else related to performance ratings, please contact:

Betty Coles	919-457-1172
Barbara Revels	919-457-1195
Natalie Crookston	828-368-4422
Kay Fowler	910-944-2359
Penney Mizell-Brooks	919-457-1180
Kathy Reitzel	919-457-1194

Your continued support and cooperation is greatly appreciated as we move forward with a successful transition to NCVIP.

JH:KR:MKS

cc: Secretary Frank L. Perry
Chief Operating Officer, Lorrie L. Dollar
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner William A. Crews

Attachments: DPS Performance Rating Maintainer Listing
Instructions for Performance Rating Maintainer: Maintain HR Master Data (PA30) - Entering Performance Ratings in Beacon SAP