



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Kieran J. Shanahan, Secretary

David A. Shehdan, Director
Human Resources

May 7, 2013

ADMINISTRATIVE MEMORANDUM: 08-2013

TO: Adult Correction Managers and Supervisors
FROM: David Shehdan, Director of Human Resources
SUBJECT: **DPS Performance Management Ratings Entry**

The BEACON system is open for entry of Cycle 25 performance ratings. The deadline for having all performance ratings entered is Friday, **June 7th**. **We will enter performance ratings for Cycle 25 in the same manner as last year.**

The ratings will be entered by staff at the respective locations that have previously entered performance ratings and have the Performance Rating Maintainer role.

If you need a tool for organizing employees' ratings, you may print a list of employees by generating a BI Report from BEACON. This report may be exported to an Excel file.

Performance Ratings will be entered in BEACON on PA30 Maintain HR Master Data. Instructions on entering performance ratings may be found on the Office of State Controller website by accessing the link below:

<http://www.osc.nc.gov/training/osctd/help/>

Personnel Administration ► Job Aids ► Performance Ratings QRG

**Note: Performance Rating Maintainers will not be able to enter their own ratings. Most Adult Correction locations should have more than one staff member who has the Performance Rating Maintainer role. If not, please contact Terri Butler (terri.butler@ncdps.gov) in the Human Resources Office.*

PERFORMANCE CODES:

For employees who did not receive a final rating for the cycle please use the following codes:

- **Insufficient Time to Evaluate (0006)** is used for new hires, reinstatements, and permanent employees who have not had sufficient time to complete the minimum performance cycle. The minimum time necessary for completing a performance cycle is **6 months**. This would basically apply to all employees hired after June 30, 2012.

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- **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 or those who are on Military Leave for more than 50% of the performance cycle.

- **Evaluation Not Done (0008)** designates those employees who completed the performance cycle, but who were not rated by a supervisor or manager. Legitimate reasons why management did not evaluate an employee may include:
 - Employees who resigned without notice
 - Employees receiving severance salary continuation
 - Employees exhausting leave
 - Employees with temporary appointments
 - Employees who are currently unable to discuss the work plan because they are out of work on extended sick leave or presently in the hospital
 - Employees whose death occurred during the cycleIn some cases where employees have not received an evaluation, it may be due to managers not fulfilling their responsibility for evaluating their employees' performance. **In such cases, it will be necessary to provide an explanation or appropriate documentation explaining why an employee was not evaluated.*

- **W – Final Disciplinary Procedure (0009)**. Use this code for employees who are being or have been demoted, suspended without pay, or in final disciplinary action.

Should you have questions or need support on direct entry process, please contact Terri Butler or Kathy Reitzel in the Human Resources Office at 919-716-3800.

DS:TB:mks

Cc: Secretary Kieran Shanahan
Mr. Edward Masso
Mr. Frank Perry
Mr. David Guice
Ms. Lorrie Dollar
Mr. James Gorham
HR Team

