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**DATE:** December 16, 2025

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

**SUBJECT:** LaGov HCM Entry Guidance for Continuous Performance Management (CPM)

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While the Continuous Performance Management (CPM) performance process and storage of performance planning and evaluation forms are handled electronically for many classified employees using the SuccessFactors system, LaGov HCM remains the system of record for employee performance evaluation data.

In accordance with State Civil Rule 10.13(d), all state agencies shall annually report performance evaluations given during the previous year ending December 31<sup>st</sup>.

CPM evaluations conducted for classified employees in performance year 2025 shall be reported in LaGov HCM as follows:

### LaGov HCM Entry Guidance – CPM SuccessFactors Agencies:

For agencies that utilize the SuccessFactors system to conduct CPM, SCS strongly advises agency human resources staff **not to** create LaGov HCM appraisal records. On June 1, following the conclusion of each performance evaluation rating period, OTS will extract the rating information from the SuccessFactors system and automatically create appraisal records (Infotype 0025) for all employees who were rated in SuccessFactors. This automated process will overwrite any pre-existing records.

However, some SuccessFactors agencies utilize paper CPM forms for certain employees. These employees **will not** be captured in the automated process since no CPM evaluation rating is present in SuccessFactors. Once performance evaluation sessions are conducted and ratings are rendered, they shall be entered into the LaGov HCM system to fulfill the reporting requirement no later than June 1.

## LaGov HCM Entry Guidance – CPM Paper Form Agencies:













For agencies that utilize paper forms to conduct CPM, all appraisal records must be created by agency human resources staff. This process is identical to the prior process under PES. Once performance evaluation sessions are conducted and ratings are rendered, they shall be entered into the LaGov HCM system to fulfill the reporting requirement no later than June 1.

## Creation of LaGov HCM Appraisal Records:

Detailed entry guidance can be found in the LaGov HCM Entry Guidelines in the “LaGov HCM Procedures” section titled [CPM \(LaGov HCM Paid and Non-Paid Agencies\)](#).

## LaGov HCM CPM Evaluation Reporting:

A new LaGov HCM report will be available for CPM evaluation rating information: ZP382 CPM Evaluation Report.

<b>CPM Evaluation Report</b>				
				
<b>Date Parameter</b>				
<input checked="" type="checkbox"/> CPM Performance Evaluation Year				
<b>Selection Criteria</b>				
Company Code	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input checked="" type="checkbox"/>	to	<input type="text"/>	
Job key	<input type="text"/>	to	<input type="text"/>	
Employee group	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Pers.administrator	<input type="text"/>	to	<input type="text"/>	
Contract Type	<input type="text"/>	to	<input type="text"/>	
Employment status	<input type="text"/>	to	<input type="text"/>	
Personnel Number	<input type="text"/>	to	<input type="text"/>	
Evaluator Personnel Number	<input type="text"/>	to	<input type="text"/>	
 <b>Org. Structure</b>				
<b>Report Options</b>				
<input checked="" type="radio"/> Detail - All EEs				
<input type="radio"/> Detail - Only EEs with IT0025				
<input type="radio"/> Sum by Pers Area				
<input type="radio"/> Sum by Pers Area/Evaluator				
<b>Select Display Layout</b>				
Layout <input type="text"/>				

This report will allow agency human resources staff to view and report on employee evaluation ratings at the conclusion of the CPM performance year. Like the ZP31, users can enter the CPM Performance Year to pull those applicable ratings. This report can also be used to identify those employees who may still need rating information entered.

The previous performance evaluation report, the ZP117 Evaluation Report, will remain available for legacy reporting on Performance Evaluation System (PES) ratings.

All system changes mentioned above will be active and available for use on **Monday, January 12, 2026**.

Guidance on the process for the annual SCS evaluation report to the State Civil Service Commission will be coming soon.

For any questions about these reporting guidelines, please contact [SCS-AppDataHR@civilservice.la.gov](mailto:SCS-AppDataHR@civilservice.la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director