



PeopleSoft 8.3 Human
Resources PeopleBook: Manage
Performance (USF)

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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Contents

About the HRMS PeopleBooks

Before You Begin.....	vii
PeopleSoft Application Fundamentals for HRMS PeopleBook.....	vii
Related Documentation	viii
Documentation on the Internet.....	viii
Documentation on CD-ROM.....	viii
Hardcopy Documentation	viii
PeopleBooks Standard Page Element Definitions.....	ix
PeopleBook Standard Group Boxes	xii
Entering Name Information	xii
Entering Address Information.....	xiv
Entering or Viewing Pay Components.....	xv
Required Fields on Pages	xvii
Typographical Conventions and Visual Cues	xvii
Process Introductory Table.....	xviii
USF U.S. Federal Government Functionality.....	xix
E&G Education and Government Functionality.....	xix
Local Country Functionality.....	xix
Comments and Suggestions.....	xix

Chapter 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Manage Performance (USF)

PeopleBooks Standard Page Element Definitions.....	1-1
Understanding the Documentation	1-2
Human Resources Reports	1-3

Chapter 2

Setting Up Performance Management Tables

Understanding the Manage Performance Business Process	2-1
Common Elements Used in This Chapter.....	2-1
Setting Up Tables	2-2
Establishing Employee Review Rating Scales	2-2
Pages Used to Establish Employee Review Rating Scales	2-3
Setting Up Rating Scales.....	2-3

Defining Groups of Review Result Points 2-4
 Establishing Performance Plans and Their Elements 2-6
 Pages Used to Establish Performance Plans..... 2-6
 Establishing Plans for Groups of Employees 2-6
 Creating Standards for Performance Plan Elements 2-7

Chapter 3

Managing Performance

Associating Positions With Performance Plans 3-1
 Completing Employee Appraisals 3-1
 Pages Used to Complete Employee Appraisals 3-2
 Reviewing and Changing Employee Appraisal Information 3-2
 Specifying Whether Review Elements and Standards Have Been Met 3-3
 Reviewing and Updating Information on Employee Goals and Objectives..... 3-5
 Creating Performance Improvement Plans 3-5
 Page Used to Create a PIP 3-6
 Creating a PIP..... 3-6
 Processing Late Employee Appraisals..... 3-7
 Viewing Employee Ranking and Position Evaluation by Grade Level 3-7

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: <http://www4.peoplesoft.com/cc>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks*, SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks*, SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Email CPI at callcenter@conpub.com .

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	Definition
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	Definition
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also Prefecture and Parish)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also Fax Number)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	Definition
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2, or Telex.
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	Definition
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIDs enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also Province)	State (Province) for address.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> .
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, “Creating Field Definitions,” Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using

Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field

Click to refresh the Name field after you’ve edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and Name Prefix	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters). Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter. Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays “Last Name[space]First Name,” not “Last Name,First Name”; that is, a space separates the last and first names, not a comma.

Person Name	
Last:	津村
First:	友則
Alternate Character Name:	ツムラトモリ
Name:	津村 友則

Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, Address 2, Address 3, and Address 4	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and Number 2	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click Postal Search to use international address formats.

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the Details button to open the Comp Rate Code Secondary Panel page.
Comp Rate , (compensation rate) Currency , and Frequency	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for Percent rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is Percent , the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.

Comp Rate Code Secondary Panel

Comp Rate Code: TSDFLT

Description: Salaried Default

Base Pay **Use Highest Rate**

Default Without Override

Rate Code Type: Flat Amount

Rate Code Class:

Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working With Multiple Components of Pay,” **Defining Rate Codes**

Changes Tab

Pay Components							First	1 of 1	Last
Amounts		Changes		Conversion					
*Rate Code	Seq	Manually Updated	Change Amount	Change Points	Change Percent				
1	0	<input type="checkbox"/>	0.000000		0.000	<input type="button" value="+"/>	<input type="button" value="-"/>		

Pay Components – Changes page

This page displays the change in an employee’s salary.

- Manually Updated** The system selects this if you have manually updated the pay components.
- Change Amount** The overall change amount to this pay component rate.
- Change Points** The overall change amount (in points) to this pay component, if applicable.
- Change Percent** The overall percentage change to this pay component, if applicable.

Pay Components							First	1 of 1	Last
Amounts		Changes		Conversion					
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate				
1		None	<input type="checkbox"/>	<input type="checkbox"/>					

Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source	The system displays the source of the rate code, such as <i>Absorbing Premium</i> , <i>Seniority Pay</i> , <i>Job Code</i> , or <i>Manual</i> .
Default Without Override	Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.
Apply FTE	Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.
Converted Comp Rate	Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

*Description:	This is a required field
----------------------	--------------------------

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

monospace font

Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as Save and Run).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: <i>field value</i> . We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading “See Also.” Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example:

See Also

About These HRMS PeopleBooks, PeopleSoft 8.3 HRMS PeopleBooks Preface

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

<i>Page</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
 PeopleSoft, Inc.
 4460 Hacienda Drive
 Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Manage Performance (USF)

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Manage Performance (USF).

This chapter complements and extends the About the HRMS PeopleBooks section of HRMS documentation by providing specific information on how to use the documentation for Human Resources. Much of the general information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for Human Resources.

Field	Definition
Benefit Plan	A specific benefit offering within a plan type.
Benefit Plan Type	Also known as Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.

Field	Definition
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
FSA Maximum Annual Pledge	This is the total maximum an employee can pledge to contribution to a health or dependent care flexible spending accounts during a benefit plan year.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.
Plan Type	Also known as Benefit Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks," PeopleBooks Standard Page Element Definitions

Understanding the Documentation

Documentation for PeopleSoft Human Resources is made up of 25 business processes, each with their own book:

- Administer Company Cars
- Administer Festive Advance
- Administer Salaries for the Netherlands
- Administer Salary Packaging
- Administer Training
- Administer Variable Compensation
- Administer Workforce
- Base Benefits
- Manage Commitment Accounting
- Manage Competencies
- Manage French Public Sector
- Manage Netherlands Salary Administration
- Manage Performance
- Manage Positions

- Manage Professional Compliance
- Meet Regulatory Requirements
- Monitor Absence
- Monitor Health & Safety
- Plan Careers and Successions
- Plan Salaries
- Recruit Workforce
- Report Total Compensation
- Track Faculty Events
- Track Flexible Service
- Track Global Assignments

Human Resources Reports

The documentation for the Human Resources reports is in the reports chapter in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*. There you will find information about each report, listed by module.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

CHAPTER 2

Setting Up Performance Management Tables

This chapter provides an overview of creating performance management structures and discusses how to:

- Set up tables for managing performance.
- Establish employee review rating scales.
- Establish performance plans and their elements.

Understanding the Manage Performance Business Process

The Manage Performance business process of PeopleSoft Human Resources Management for U.S. Federal Government enables you to:

- Set up and maintain mandated employee appraisal and rating structures, including multiple rating scales for different segments of your serviced population and different rating types.
- Create performance plans and establish a library of them that you can associate with specific positions and modify to fit a position's requirements.
- Create adaptable performance plan standards to meet the needs of supervisors and employees without requiring reentering standard information. This feature also simplifies the creation and maintenance of union-negotiated plans.

With Manage Performance, you can increase the timeliness and consistency of your data and gain flexibility in performing all your appraisal tasks.

Common Elements Used in This Chapter

Critical Indicator

Designate an element as critical if it is a mandatory requirement for employee performance. All critical elements must have a successful rating for an employee appraisal to receive a fully successful rating or better.

Factor Weight

The total weight for all elements of a plan must equal 100%. An error will occur if the total factor weight of these elements is not 100%.

Setting Up Tables

Use the following tables and pages for managing performance:

- Review Rating Table.
- Merit Scale Table.
- Performance Plan and Performance Standards pages.

When you create information in these tables and pages, enter effective dates that will support the effective dates of any employee records that you create. If you don't, the system won't display all the valid codes when you select from prompt lists on the Manage Performance pages.

Establishing Employee Review Rating Scales

In this section, we discuss how to:

- Set up rating scales.
- Define groups of review result points.

Pages Used to Establish Employee Review Rating Scales

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Review Rating Tbl (review rating table)	GVT_REVW_RATIN _TBL	Administer Workforce, Manage Performance (USF), Setup, Review Rating Table	Set up the types of rating scales that you'll use for employee appraisals, and tie these scales to Office of Personnel Management (OPM) equivalent ratings. Create multiple scales as required by the performance management plans or union agreements of the agencies in your organization, in ascending or descending order, numerically or alphabetically.
Merit Scale Table	MERIT_SCALE_TBL	Administer Workforce, Manage Performance (USF), Setup, Merit Scale Table	Define groups of review result points. Each group represents a range of points. For each group, define the method of resolving review points into a salary increase. Resolve points in terms of amount, percent, or salary points. You can also associate the groups by using a review band. If you are defining review rating point ranges for review bands, first define review band IDs on the Review Band Table page.

Setting Up Rating Scales

Access the Review Rating Tbl page.

Review Rating Tbl

Rating Model: A

Review Ratings View All First 1 of 1 Last

*Effective Date: 01/01/1980 Status: Active OPM Pattern: Lev 1-5 + -

*Description: OPM Rating of Record Pattern A Short Desc: Pattern A

View All First 1-5 of 5 Last						
*Review Rating	OPM Rating		*Description	Short Description	RIF Years	
1	1	Level I	Unacceptable	Unacceptab		+ -
2	2	Level II	Minimally Successful	MinSuccess		+ -
3	3	Level III	Fully Successful	Fully Succ		+ -
4	4	Level IV	Superior	Superior		+ -
5	5	Level V	Outstanding	Outstandng		+ -

Review Rating Tbl page

OPM Rating

When you create a review rating, indicate its level by selecting an OPM rating value. The OPM rating is the OPM equivalent pattern and rating for reporting to the Central Personnel Data File (CPDF) and for Reduction-in-Force (RIF) processing.

Defining Groups of Review Result Points

Access the Merit Scale Table page.

Merit Scale Table

Merit Scale: HXPM

Description View All First 1 of 1 Last

Effective Date: 01/01/1990 Status: Active + -

*Description: Plan Salaries Merit Scale Tabl Short: Plan Salar

First 1 of 1 Last									
Group	From	To	Amount	Currency	Percent	Rate Code Group	Salary points	Review Band	Eligibility Points
A	1	10	5000.0000	USD					0.0

Merit Scale Table page

You must set up a merit scale if the Scale Type of the associated review rating scale is *Review Band*. This table is optional if the rating scale type is *Summation*. This table does not apply if

the rating scale type is *Average*. Review and update scale types on the Rating Scale Table – Rating Scale page.

Note. The Plan Salaries business process also uses the Merit Scale Table.

Group	Enter an identifier for the first range of review points that you're defining. The value can be a number, letter, or combination of the two.
From and To	Enter the beginning and end values in the range of review points for this group. For example, your first group might have a range of values from <i>1</i> to <i>10</i> , your second group might have <i>11</i> to <i>20</i> , and so on.
Amount	<p>If you resolve points in terms of a flat amount, enter the amount that corresponds to this group of points. Once the Amount field is filled in, all other fields on this page become unavailable for entry.</p> <p>On the Rating Scale Table, select the rate code, frequency, and currency that the system should use for merit increases associated with that rating scale.</p>
Currency	Select the currency associated with the amount.
Percent	If you resolve points in terms of a percentage, enter the percentage that corresponds to this group of points.
Rate Code Group	<p>You must select Use Rate Code Groups on the Installation Table – HRMS Options page in order to make this field available for entry.</p> <p>Selecting the rate code group to which the percentage should apply to will prevent the percentage increase to be applied to all the base rate codes in an employee's compensation package.</p> <p>All other fields on this page become unavailable for entry if you enter a percentage and rate code group.</p>
Salary points	<p>If you resolve review rating points in terms of salary points, enter the points that correspond to this group of points.</p> <p>You must select Use Salary Points on the Installation Table – HRMS Options page in order to make this field available for entry.</p> <p>All other fields on this page become unavailable for data entry if you enter salary points.</p>
Review Band	If you use the Review Band rating scale type, enter the ID of the review band to associate with this group of points.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working With Multiple Components of Pay”

Establishing Performance Plans and Their Elements

In this section, we discuss how to:

- Establish plans for particular groups of employees.
- Create standards for performance plan elements.

Pages Used to Establish Performance Plans

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Performance Plan	GVT_PERF_PLAN	Administer Workforce, Manage Performance (USF), Setup, Performance Plan, Performance Plan	Establish plans for particular groups of employees. Define aspects of performance plans and assign a weighted level of competency and criticality to each performance element.
Performance Standards	GVT_PERF_STAN	Administer Workforce, Manage Performance (USF), Setup, Performance Plan, Performance Standards	Create standards for performance plan elements. To update a performance standard, access the Performance Plan - Performance Standards page in correction mode.

Establishing Plans for Groups of Employees

Access the Performance Plan page.

Performance Plan Performance Standards

Performance Plan: GS020308

Plan Information View All First ◀ 1 of 1 ▶ Last

*Effective Date: 01/01/1980 *Status: Active + -

*Rating Scale: A OPM Rating of Record Pattern A

OPM Pattern: Summary Levels 1,2,3,4 and 5

*Description: Personnel Clerk - 08 **Total Percent:** 100

Performance Elements View All First ◀ 1-3 of 3 ▶ Last

*Element #	*Description	*Critical Indicator	Factor Weight	
01	Maintain Applicant Supply File	Critical	40	+ -
02	Process Personnel Actions	Critical	35	+ -
03	Quality Assurance	Critical	25	+ -

Performance Plan page

Rating Scale Select a rating scale to associate with your performance plan from the list of valid values. Create these scales in the Review Rating Table.

OPM Pattern The system inserts the OPM pattern that you set up for this rating scale.

Element # (element number) Enter a numeric value.

Creating Standards for Performance Plan Elements

Access the Performance Standards page.

Performance Plan
Performance Standards

Performance Plan: GS020308

[View All](#) First ◀ 1 of 1 ▶ Last

Description: Personnel Clerk - 08
Effective Date: 01/01/1980 Active **Total Percent:** 100

Elements
[View All](#) First ◀ 1 of 3 ▶ Last

Element #	Description	Critical Indicator	Factor Weight
01	Maintain Applicant Supply File	Critical	40

Standards
[View All](#) First ◀ 1 of 1 ▶ Last

Number/Name: + -

Description:

Assists with the distribution of recruiting materials and preparation and posting of job announcements for position openings. The incumbent is also responsible for maintaining and tracking statuses of applications/applicants on file.

Performance Standards page

Number/Name Enter a standard number (this value must be numeric), and give this standard a name. Each performance plan is comprised of element, which in turn are measured by standards.

CHAPTER 3

Managing Performance

This chapter discusses how to:

- Associate positions with performance plans.
- Complete employee appraisals.
- Create employee performance improvement plans.
- Process late employee appraisals.
- View employee ranking.
- View position evaluations by grade level.

Associating Positions With Performance Plans

You must associate a performance plan with a particular position by designating the performance plan and completing the Position Data - Specific Information page. This enables you to apply performance plans uniformly to the positions that you create. It also enables you to track and record employee appraisals, so the Position Data 4 page must be completed before performing appraisals.

When you perform employee appraisals, performance plans *must* be linked to a position or a job code. An error message appears if you attempt to perform an employee appraisal without having an associated performance plan in place.

Completing Employee Appraisals

In this section, we discuss how to:

- Review and change employee appraisal information.
- Specify whether review elements and standards have been met.
- Review and update information on employee goals and objectives.

Pages Used to Complete Employee Appraisals

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Employee Appraisal 1	GVT_EMP_REVIEW1	Administer Workforce, Manage Performance (USF), Use, Employee Appraisal, Employee Appraisal 1 Develop Workforce, Plan Successions (USF), Use, Employee Appraisal, Employee Appraisal 1	Review and change basic information on employee appraisals and enter reviewer comments.
Employee Appraisal 2	GVT_EMP_REVIEW2	Administer Workforce, Manage Performance (USF), Use, Employee Appraisal, Employee Appraisal 2 Develop Workforce, Plan Successions (USF), Use, Employee Appraisal, Employee Appraisal 2	Specify whether review elements and standards have been met.
Employee Appraisal 3	GVT_EMP_REVIEW3	Administer Workforce, Manage Performance (USF), Use, Employee Appraisal, Employee Appraisal 3 Develop Workforce, Plan Successions (USF), Use, Employee Appraisal, Employee Appraisal 3	Review and update information on employee goals and objectives.

Reviewing and Changing Employee Appraisal Information

Access the Employee Appraisal 1 page.

Employee Appraisal 1		Employee Appraisal 2		Employee Appraisal 3	
Jones, Susan		Employee		EmplID: K0G001	Empl Rcd#: 0
Review Details View All First 1 of 1 Last					
*Effective Date:	09/24/2001	Review Type:	Supervisory Rating		
From/To Date	09/01/2000 08/31/2001	Next Review Date:	09/01/2002		
Performance Plan:					
Rating Scale:	E	OPM Rating of Record Pattern E	OPM Pattern:	H	
Review Rating:	3	Fully Successful	OPM Rating:	3 Level III	
Company:	GBI		Position:		
Department:	10000 Human Resources		Supervisor:		
Business Unit:	GBIBU Global Business Institute BU		PP-Occ-Grade:	005	
Job Code:	KU013 Financial Analyst				
Reviewers View All First 1 of 1 Last					
*Review Level:	Approved/Official				
Reviewer ID:	B-BARET100 Default, Tocurrent1				
Comment:					

Employee Appraisal 1 page

From/To Date	Enter the review period dates.
Rating Scale and Review Rating	Defaults from the performance plan setup.
Review Level	Select from the list of available values, including <i>Approved/Official</i> , <i>Supervisor/Manager</i> , and <i>Executive Committee</i> .

Specifying Whether Review Elements and Standards Have Been Met

Access the Employee Appraisal 2 page.

Employee Appraisal 1		Employee Appraisal 2		Employee Appraisal 3	
Jones,Susan		Employee		EmplID: K0G001 Empl Rcd#: 0	
Review Details View All First 1 of 1 Last					
Effective Date: 09/24/2001		Next Review Date: 09/01/2002			
Business Unit: GBIBU Global Business Institute BU		Performance Plan:			
Job Code: KU013 Financial Analyst					
Position Number:					
Total (%): 0		Weighted Avg: 0.00			
View All First 1 of 1 Last					
Element #:		*Review Rating: <input type="checkbox"/>			
Critical Indicator:		Factor Weight:			
View All First 1 of 1 Last					
Standard #:					
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>					

Employee Appraisal 2 page

- Total (%)** (For average scale type only.) The system displays the total weights of the elements. The total must be 100%.
- Weighted Average** (For average scale type only.) The system displays the sum of the element ratings multiplied by the weight percentages.
- Element** The system displays the elements you defined for the performance plan.
- Review Rating** Enter the review rating you want to give the employee for this element. Valid entries are defined in the performance plan that you associated with the employee’s position.
- Critical Indicator** Indicates the level assigned to the **Element**.
- Factor Weight** (For average scale type only.) The system will default in the factor weight percent assigned to the element in the performance plan setup. The total factor weight of all the elements in a performance plan must be 100%.
- Standard** The standard related to the element. These are defined in the performance plan.

See Also

“Setting Up Performance Management Tables,” Establishing Performance Plans and Their Elements

Reviewing and Updating Information on Employee Goals and Objectives

Access the Employee Appraisal 3 page.

Employee Appraisal 1		Employee Appraisal 2		Employee Appraisal 3	
Jones,Susan		Employee		EmplID: K0G001	Empl Rcd#: 0
Review Details				View All First 1 of 1 Last	
Effective Date:	09/24/2001	Review Type:	Supervisory Rating	Next Review Date:	09/01/2002
Company:	GBI				
Department:	10000		HR Department		
Job Code:	KU013				
Review Rating:	3		Fully Successful	Total (%):	0
Rating Scale:	E		OPM Rating of Record Pattern E	Weighted Avg:	0.00
Goals And Objectives				View All First 1 of 1 Last	
*Nbr	<input type="checkbox"/>	Include From Career Plan	<input type="button" value="OK"/>	*Goal Status	Exceeded
	<input type="text"/>			Date Met	09/01/2001

Employee Appraisal 3 page

- Include From Career Plan** If the employee has a career plan in PeopleSoft Human Resources, click **OK** above the field to import the short-term goals and objectives from the plan. Enter any other goals and objectives resulting from the employee appraisal.
- Goal Status** If you select *Met* or *Exceeded*, the **Date Met** field appears and you can enter the appropriate date. Only unmet goals carry forward to the next appraisal.
- Date Met** When you select the *Met* goal status and the goal is also in the employee's career plan, the system enters a value in the field for short-term goals in the Actual Completion Date field on the Career Plan – Career Goals page. If you change this information a second time—for example, change a *Met* goal back to *Unmet*—you must update the information in the employee's career plan manually.

Creating Performance Improvement Plans

Performance Improvement Plans (PIPs) offer discrete and measurable periods during which employees can improve their performance and positively address issues that have adversely affected their appraisals.

In this section, we discuss how to create a PIP.

Page Used to Create a PIP

Page Name	Object Name	Navigation	Usage
Improvement Plan	GVT_EMPLOYEE_PIP	Administer Workforce, Manage Performance (USF), Use, Performance Improvement, Improvement Plan Develop Workforce, Plan Successions (USF), Use, Performance Improvement, Improvement Plan	Create a PIP.

Creating a PIP

Access the Improvement Plan page.

Improvement Plan

Adams, Annabelle Employee EmpID: B-ELG100 Empl Rcd#: 0

Initial Review Information View All First 1 of 1 Last

Effective Date: Review Type:
 From/To Date: Next Review Date:
 Department: B009 Company: BN1
 Job Code: B1009 Position:
 Rating Scale: OPM Pattern:
 Review Rating: OPM Rating:

Performance Status View All First 1 of 1 Last

PIP Status: *Status Date: 08/15/2001

PIP Start Date: End Date: PIP Completed

Comment:

Improvement Plan page

PIP Status

Select ***In Progress*** for an initial or active PIP. Select ***Satisfactory*** and ***Unsatisfactory*** for completed performance improvement plans.

Status Date	The default value is the system date, usually today's date, which you can change if necessary.
PIP Start Date and End Date	The system populates these fields. You can change the end date if necessary.

Processing Late Employee Appraisals

A business event identifying an employee whose appraisal is late occurs when that person does not receive a review on time. When the user initiates the late appraisals process from Administer Workforce, Manage Performance (USF), Process, Late Appraisals, a database agent selects all employees who meet both of the following conditions:

- The last review's effective date is on or before the date when the process runs.
- The next review date is before the date when the process runs, or no next review date is assigned.

If you have PeopleSoft Workflow enabled, this process creates a worklist entry for all managers whose employees have not yet received reviews. The worklist contains the name of each employee and the review due dates.

Viewing Employee Ranking and Position Evaluation by Grade Level

The Manage Performance business process shares a number of components with the Plan Salaries business process that enable you to view employee ranking and evaluations by grade level. These include the following:

Page Name	Navigation
Employee Ranking by Job Code	Administer Workforce, Manage Performance (USF), Inquire, Employee Ranking by Job Code
Ranking by Job Code - No Name	Administer Workforce, Manage Performance (USF), Inquire, Ranking by Job Code - No Name
Job Evaluations by Grade	Administer Workforce, Manage Performance (USF), Inquire, Position Evaluations by Grade, Job Evaluations by Grade Develop Workforce, Manage Positions (USF), Inquire, Job Evaluations by Grade, Job Evaluations by Grade

You can generate a report providing similar information, Appraisals by Evaluation Points (CMP002), from the Manage Performance Report menu.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

PeopleSoft Human Resources PeopleBook: Plan Salaries, “Viewing Summary Salary Data”

Index

C

CD-ROM
ordering ii

E

Employee Appraisal 1 page 3-2
Employee Appraisal 2 page 3-3
Employee Appraisal 3 page 3-5
Employee performance improvement plans
Using for Federal employees 3-5

F

Federal
Establishing performance plans and their
elements 2-6
Managing performance 3-1
Setting up Performance Management Tables
2-1

I

Improvement Plan page 3-6

M

Merit Scale Table page 2-4

P

PeopleBooks
CD-ROM, ordering ii
printed, ordering ii
Performance Improvement Plans
creating 3-5
Performance Plan table 2-6
Performance Standards page 2-7

R

Review Rating Table page 2-3

U

USF Improvement Plan page 3-6
USF Performance Plan table 2-6
USF Performance Management
Managing performance 3-1
Processing late employee appraisals 3-7
Setting up employee review rating scales 2-2
Setting up performance management tables 2-1
Setting up performance plans and their elements
2-6
Tracking employee appraisals 3-1
Understanding employee performance
improvement plans 3-5
Using positions for creating performance plans
3-1

