

Type: System Enhancements	ID Number: SE 60
Date: November 4, 2009	Subject: Updates to the Performance Appraisal Screen

Suggested Audience

Agency HR Staff

Details

Effective November 9, 2009, the Performance Appraisal screen within People First will be updated to include the following:

1. Ability to enter a year beyond 2009 in the "Evaluation Date" and "Due Date" fields.
 - Prior to this release, the date fields would not accept any year later than 2009.
2. Allow a three decimal rating to be entered in the "Rating" field. Once the change is implemented, the rating will be displayed as follows:
 - Appraisal ratings currently in People First will be shown with three digits, with zero being the last digit (e.g., rating of 4.23 will be shown as 4.230).
 - When a new appraisal rating is entered with only two numbers after the decimal place, a zero will be shown as the last digit (e.g., rating entered as 4.23 will be shown as 4.230).

Any appraisal data that was captured outside of People First in anticipation of this update may be loaded into People First using the mass load process. Agencies must have 100 records or more to use the mass load process. For questions about the mass load process, or to schedule a mass load for your agency, please contact Mindy Rudd at (850) 488-3900 or Mindy.Rudd@dms.myflorida.com.

If you have any questions related to the entry of performance appraisal information, please contact Stephen Eaton at (850) 487-4484 or Stephen.Eaton@dms.myflorida.com.