MYARPERFORMANCE 2024:
Identifying and Flagging Employees
Ineligible for Compensation

Office of Personnel Management

The purpose of this document is to outline the process for identifying employees which had a performance evaluation document created for the 2024 MyARPerformance cycle but are ineligible to receive performance evaluation compensation as outlined in OPM policy.

1. Identify employees that have a PE document created:
   a. Go to transaction **ZPGC_COMP_RPT**
   b. Enter 2024 in the Appraisal Year field, make desired selections and execute the report.

PE Final Ratings and Compensation

Appraisal Year	2024
Effective Date	03/14/2024
Business area		to	
Employee No.		to	
Org. Unit		to	
Personnel Area		to	

◉ Active and Inactive Employees
○ All Employees
☐ Completed Status

   c. Any employee with a record has a PE document. The documents should be in **In Planning**, **In Process**, or **Completed** statuses. Employees with a document in **Closed Rejected** status will not be evaluated.

PE Final Ratings and Compensation

Display Appraisal Document(s)
Arkansas Administrative Statewide Information System
Program: ZHR_PGC_APPRAISAL_REPORT_ALL
System: PRD   **Client:** 100
Date: 03/15/2024   **Time:** 13:57:07

App. End Date	Full Final Rating	Final Rating Text	Final Rating	App. Stat	Appr. Status	Effective
01/02/2024	0.00	Not Rated		4	In Process	

   d. If you believe an employee should have received a PE document but did not, please submit a help desk ticket to the AASIS Service Center.

2. Identify which employees should be ineligible for compensation:
   a. Go to transaction **ZACTIONS**
   b. Using the employees identified in step 1, make selections to identify those that do not meet the requirements of **employment with an executive branch since 07/01/2023** and **remaining with the same department from 01/02/2024 – 06/30/2024**.
   c. The below example would return employees which are ineligible for PE compensation as they were hired **(ZF)** after 07/01/2023. This also applies to Rehires **(Z1)** and Reemployment of Retiree **(Z6)** actions.

   d. The below example would return any employees which had a Transfer **(Z3)** action after 01/02/2024. This would help identify employees which did not remain with the same department during the period. This also applies to Promotion or Demotion **(ZU)** actions. NOTE: Any employees which received an Involuntary Demotion **(ZU05)** are ineligible.

3. Making an employee ineligible with an IT0760 record
   a. Transaction **PA30**
   b. Enter '**0760**' in the infotype selection search field and select '**Create**' to insert a new record.

Maintain HR Master Data

Personnel no.
Name   Status   Active
EE group   1   Regular State Empl. Pers.area   DTS1 DEPT OF TRANSFORM & SHARED SVC
EE subgroup   UE Employee   Cost Center   505501 Ofc Pers Mgt

| Personal Data | Addtl. Employee Data | Employment Issues | Career Management | Benefits | F |

Infotype Text	Sta...
0000-Actions	✔
0002-Personal Data	✔
0001-Organizational Assignment	✔
0006-Addresses	✔
0008-Basic Pay	✔
0021-Family Member/Dependents	
0094-Residence Status	
0077-Additional Personal Data	✔
0105-Communication	✔

Period
◉ Period
  From _____ To _____
○ Today   ○ Current Week
○ All   ○ Current Month
○ From Today   ○ Last Week
○ Until Today   ○ Last Month
○ Curr. Period   ○ Current Year
[Choose]

Direct selection
Infotype   Compensation Eligibility Override   STy _____

   c. Enter '**01CP**' in the Compensation Plan field. All the other fields will default. Save the record.

Create Compensation Eligibility Override

Personnel No   Status   Active
EE group   1   Regular State Empl.   EE subgroup UE Employee
Pers.area   DTS1   Pers. subarea   NEL1   Bus. Area   0914
Start   06/23/2024   To   06/21/2025

Compensation Eligibility Override
Compensation Area   AR State of Arkansas
Compensation Plan   01CP State of AR Comp Plan

○ EE is Eligible   Eligibility Date _____
◉ EE is not Eligible

PE Details

Cascade Acknowledge	PE Acknowledge	Appr. Status	Decimal Rating	Rounded Rating	Final Rating Text	Total Group %	Group1%	G1M1	G1M2	Group2%	G2M1	G2M2	Group3%	G3M1	G3M2	Group4%	G4M1	G4M2
		In Process	3.00	3	Meets Expectations	100.00	16.00	3	3	14.00	3	3	14.00	3	3	14.00	3	3