Department of Transformation and Shared Services
Office of Personnel Management
Performance Evaluation Job Aid – PE Weights and Rating Report

Purpose: Use this job aid to run reports that list evaluators, employees, and performance evaluation results.

1. Go to ZHR_AGENCY_PE_DETAIL
2. The following selection screen will appear:

Appraisal Year	☑		
Agency	9906	to	
Evaluator		to	
Employee No.		to	

   a. Agency field will automatically populate with business areas based on user's authorizations. This field cannot be edited.

   b. Appraisal Year field is required to execute the report. The report format is derived from this selection. For example:

   - Selecting 2022 will display the format with 5 measures per group:

Group1%	G1M1	G1M2	G1M3	G1M4	G1M5	Group2%	G2M1	G2M2	G2M3	G2M4	G2M5
17.00				5		17.00	4				

   - Selecting 2024 will display the format with 2 measures per group:

Group1%	G1M1	G1M2	Group2%	G2M1	G2M2
16.00	3	3	14.00	3	3

   c. Enter personnel numbers into the Evaluator or Employee No. fields as needed or execute report with these fields blank to run report agency-wide.

3. Output

   a. Basic employee and evaluator info:

PE Weights and Rating Report

PE Details
Arkansas Administrative Statewide Information System
Program: ZHR_PGC_PE_DETAILED_REPORT
System: ECD   **Client:** 100
Date: 02/20/2024   **Time:** 14:39:26

App. Year	Template ID	Agency	Agency Text	Org. Unit	Org. Unit Text	Employee no.	Employee Name	Evaluator No.	Evaluator Name	Eval. Org. Unit	Eval. Ogr. text
2024	22181864	9906	DEPT OF FINANCE & ADMINISTRATN	22164017	DFA Human Resources					22164017	DFA Human Resources

b. Employees performance evaluation details:

PE Details
Arkansas Administrative Statewide Information System
Program: ZHR_PGC_PE_DETAILED_REPORT
System: ECD   **Client:** 100
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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