

For: FSA Employees

Updated Guidance for Closing Out FY 2014 Performance Management

Approved By: Associate Administrator for Operations and Management



1 Overview

A Background

Notice PM-2915 provided information about:

- closing out FY 2014 performance appraisals
- preparing FY 2015 performance plans.

B Purpose

This notice:

- updates guidance for closing out FY 2014 performance management
- waives the requirement new in FY 2014 to place more weight on certain elements
- advises of a deadline of **October 10, 2014**, to complete FY 2014 performance appraisals in EmpowHR
- advises of a deadline of **November 30, 2014**, to complete FY 2014 performance appraisals on paper.

Disposal Date	Distribution
February 1, 2015	All FSA employees; State Offices relay to County Offices

Notice PM-2918

2 Closing Out FY 2014 Performance Appraisals

A Waiver of Weighted Element Requirement

Notice PM-2915, subparagraph 5 A required more weight be placed on the actual work that employees performed, requiring the “Mission Results or (Execution of Duties)” element to be worth 4 appraisal points. For supervisors, the “Supervision” element is to also be worth 4 appraisal points. The new weighting of the appraisal elements **has been waived for FY 2014** and will take effect in FY 2015.

B Processing Performance Appraisals in EmpowHR

EmpowHR is scheduled to be upgraded on October 13 to accommodate the new weighted element requirement. FY 2014 performance appraisals entered into EmpowHR on or after October 13, 2014, will use the increased weighted elements as described in subparagraph A. Supervisors who elect to use EmpowHR for the FY 2014 rating cycle **must complete the entire process by October 10, 2014.**

C Manual FY 2014 Appraisal Processing

EmpowHR is the preferred and best method to complete FY 2014 appraisals.

However, any appraisals not completed in EmpowHR by **October 10, 2014** will need to be done on paper using the AD 435 2014 forms (**not** the new AD 435 E and AD 435 S created by the Department), and completed by **November 30, 2014.**

Supervisors shall do the following to obtain the required appraisal forms:

- download the AD 435 Forms A and B containing the employee’s FY 2014 Performance Plan from the EmpowHR Performance Module by clicking on the “Performance Plan” button, and
- download the blank, screen-fillable AD 435 Performance Appraisal form from the FFAS Employee Forms/Publications website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/currentforms.asp>

Once AD 435 is completed and signed by the rater, reviewer, and employee, paper copies of FY 2014 Performance Appraisals for GS employees **only** should be e-mailed to the following HRD e-mail box, no later than **November 30, 2014:**
FSA.FY14.PerfAppraisals@wdc.usda.gov.

All county FY 2014 Performance Appraisals paper copies should be sent to the AO in each State Office, no later than November 30, 2014.

The completed appraisals will be maintained in accordance with applicable regulatory requirements.

Notice PM-2918

3 FY 2015 Performance Plans

A Creating in EmpowHR

FY 2015 Performance Plans should **not** be created in EmpowHR until the issuance of an updated FY 2015 Performance Plan notice. The notice will be issued after PP 20 (ending October 18, 2014).

4 Contacts

A Contact Information

IF...	THEN contact...
policy questions about this notice	Michael Braswell by either of the following: <ul style="list-style-type: none">• e-mail to <u>Michael.Braswell@wdc.usda.gov</u>• telephone at 202-401-0392.
questions about or assistance with EmpowHR navigation	the EmpowHR Help Desk by e-mail to <u>Debbie.Lee@kcc.usda.gov</u> .
located in State or County Office	the State Office Administrative Officer.