



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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## **TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

### **THE COMPULSORY CAPTURING OF INFORMATION ON EMPLOYEE PERFORMANCE MANAGEMENT ON THE PERSAL SYSTEM.**

#### **Introduction**

1. This Circular serves to inform all Heads of National/Provincial Departments and Government Components to capture compulsory information on employee performance management on the PERSAL system.

#### **Recording of Performance Management Information**

2. The Minister for the Public Service and Administration (MPSA), has directed in terms of the Public Service Act, 1994, section 3 (1) as amended, to establish norms and standards for employment practices for employees. Performance Management and Development System (PMDS) is part of the employment practices as defined by the Act. Therefore members of the Senior Management Service (SMS) and non-SMS employees (levels 1-12) shall enter into a performance agreement or an agreement of similar nature, conduct performance review and performance assessment.
3. In terms of PSR, Part VII (H), Head of Departments (HOD) shall keep a record of each employee; furthermore paragraph 17.3 of the SMS Handbook states that performance information should be stored in the HR system. Therefore departments are requested to capture the following performance information on the PERSAL system for both SMS members and non-SMS employees.
  - 3.1 Information on performance agreements and or an agreement of a similar nature (Workplan),
  - 3.2 All performance reviews and assessments information indicating the date and outcome review or assessment and the nature of the award,

4. Heads of Departments and of Government Components are requested to ensure that their employee's performance information for 2013/2014 and subsequent performance cycles are captured on the PERSAL System. All performance management related information must be captured on functionality number 4.06.39 (01) and 4.06.39 (12).
5. Departments are requested to immediately commence with the capturing of employee performance information for the 2013/14 performance cycle on the PERSAL system.
6. All performance agreement information for SMS members and PA's or workplan for non-SMS employees for the 2013/2014 performance cycle must be captured on the system on or before the **30 June** of each performance cycle.
7. The DPSA will draw a PERSAL report on the **01 July** of each performance cycle and this PERSAL information will be the primary data used by the DPSA to report and advise on employee performance.
8. Please refer to the attached **annexure A** for guidance on completing the performance agreement or workplan information on 4.06.39(01) and 4.06.39(12) and **annexure B** on how to capture performance review information on the PERSAL system functionality number 4.06.39(01) and 4.06.39(12).
7. PERSAL and PMDS Staff are advised to seek guidance on these PERSAL processes from their Department or Provincial PERSAL controller. For any PMDS related queries please direct these to the DPSA, Mr. T Shabane at 012 336 1246 or
  - Email: [pmds@dpsa.gov.za](mailto:pmds@dpsa.gov.za)
  - Fax: 012 336 1812
8. Your cooperation is appreciated.

  
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Mr. M Diphofa  
Director-General

Date: 2013/01/22

GUIDANCE ON CAPTURING PERFORMANCE AGREEMENT INFORMATION IN PERSAL

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PERSAL          PERSONNEL UTILISATION:SYSTEM MANAGEMENT      *DATE
4.06.39(01)    PERFORMANCE AGREEMENT                        *TIME

A ▶ PERSALNO.: _____
B ▶ PERIOD...: _____ (YYYYMMDD)
C ▶ CHOICE...: _      1. CREATE
                    2. AMEND
                    3. DELETE
                    4. ENQUIRY
    
```

**Step 1: Go to 4.06.39(01) for each employee**

- A. PERSAL NO:** for each employee  
Type the employee's PERSAL number,
- B. Period:** Enter commencement date of the Performance cycle for which you want to create new records e.g. 20130401,
- C. Choice:** Choose 1 Create, and press Enter to create a new record  
  
These options take you to the next screen where you will be able to capture new information on performance management for the cycle specified in B.

By entering choice 1 (Create) on map 4.6.39 (01), map 4.6.39 (12) will be displayed.

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PERSAL          PERSONNEL ADMINISTRATION: YYYYYYYYYYYYYYYY *DATE
4.6.39(12)    PERFORMANCE MANAGEMENT : CREATE            *TIME

PERSALNO: 99999999 99 YYYYYY YYYYYYYYYYYYYYYYYYYY YYYYYYYYYYYYYYYY

D ▶ PERIOD OF PERFORMANCE AGREEMENT.....: _____ / _____

E ▶ PERFORMANCE AGREEMENT SUBMITTED.....: _ (Y/N) DATE: _____
F ▶ PERFORMANCE AGREEMENT SIGNED.....: _ (Y/N) DATE: _____
G ▶ WORK PLAN SIGNED & SUBMITTED.....: _ (Y/N) DATE: _____
H ▶ PERSONAL DEVELOPMENT PLAN SIGNED AND SUBMITTED.: _ (Y/N) DATE: _____

I { REVIEWS
   REVIEW FOR PERIOD.... _____ TO _____
   REVIEW FOR PERIOD.... _____ TO _____
   REVIEW FOR PERIOD.... _____ TO _____
   REVIEW FOR PERIOD.... _____ TO _____

J { ANNUAL ASSESSMENT HELD: _ (Y/N) DATE: _____
   FINAL SCORE FOR ASSESSMENT PERIOD.: _____
   FINAL % FOR ASSESSMENT PERIOD.....: _____ %
    
```

**Step 2: 4.6.39(12) Will be displayed.**

- D. Period of performance agreement –**  
type in the new performance cycle e.g. 20130401 / 20140331(format: YYYY/MM/DD).
- E. Performance Agreement Submitted –**
  - Enter “Y” in the field and enter the date on which the PA was signed as it appears in the hard copy of the PA.
  - Employee who signed only the workplan capture the date in which the workplan was signed. For each employee this information must be captured in this field. If an employee did not submit their signed PA – select “N” and enter the date on which you have captured this information.
- F. Performance agreement signed –** Enter “Y” and the date the PA was signed.
  - Unsigned PAs or no PAs – Enter “N” and the date the information was captured.
- G. Workplan signed & submitted –** Enter “Y” and the date the workplan was signed.
  - Unsigned Workplan or no Workplan – Enter “N” and the date the information was captured.
- H. Personal Development Plan Signed and Submitted –** Enter “Y” and the date it was signed.
  - Unsigned PDP or no PDP – Enter “N” and the date the information was captured.

**Please note:**

- **I & J. Reviews and Annual Assessment** information will be captured separately by following the steps in **annexure B**.
- All employees' performance information must be captured on the PERSAL system even if the employee did not sign a performance agreement, or workplan whichever is applicable.
- The information captured on the system is saved by pressing the Enter Key.

**GUIDANCE ON CAPTURING PERFORMANCE REVIEW AND ANNUAL ASSESSMENT INFORMATION IN PERSAL**

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PERSAL          PERSONNEL UTILISATION:SYSTEM MANAGEMENT      *DATE
4.06.39(01)     PERFORMANCE AGREEMENT                       *TIME
-----
A ▶ PERSALNO.: _____
B ▶ PERIOD...: _____ (YYYYMMDD)
C ▶ CHOICE...: _      1. CREATE
                       2. AMEND
                       3. DELETE
                       4. ENQUIRY
    
```

**Step 1: Go to 4.06.39(01)**

- B. PERSAL NO:** Type the employee PERSAL number,
- C. Period:** Enter commencement date of the new performance cycle for which one wants to update a record e.g. 20130401, (YYYY/MM/DD).
- D. Choice:** choose 2 (Amend) and press Enter. The system will open the screen below, for review information to be captured.

By entering choice 2 (Amend) on 4.6.39 (01), the following maps will be displayed.

```

PERSAL          PERSONNEL UTILISATION:SYSTEM MANAGEMENT      *DATE
4.06.39(06)     PERFORMANCE AGREEMENT LIST                 *TIME
-----
PERSALNO: 23875401  XXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
-----
SELECT  ORGANISATION  PERIOD FROM  PERIOD TO  DATE SIGNED
D ▶  X      XX          20130401  20140331  20130430
      -      XX          99999999  99999999  99999999
      -      XX          99999999  99999999  99999999
    
```

**Step 2: 4.06.39(01)**

- A. Select –** Type “X” next to the relevant performance cycle and press Enter.

The screen below 4.6.39(13) will be displayed.

**Step 3: 4.6.39(13)**

```

PERSAL          PERSONNEL ADMINISTRATION:XXXXXXXXXXXXXXXXXXXX *DATE
4.6.39(13)     PERFORMANCE MANAGEMENT : AMEND              *TIME
-----
PERSALNO: 23875401  XXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
-----
PERIOD OF PERFORMANCE AGREEMENT.....: 20130401 / 20140331

PERFORMANCE AGREEMENT SUBMITTED.....: Y (Y/N) DATE: 20130430
PERFORMANCE AGREEMENT SIGNED.....: Y (Y/N) DATE: 20130430
WORK PLAN SIGNED & SUBMITTED.....: Y (Y/N) DATE: 20130430
PERSONAL DEVELOPMENT PLAN SIGNED & SUBMITTED: Y (Y/N) DATE: 20130430.

E ▶ REVIEWS
REVIEW FOR PERIOD.... _____ TO _____
REVIEW FOR PERIOD.... _____ TO _____
REVIEW FOR PERIOD.... _____ TO _____
REVIEW FOR PERIOD.... _____ TO _____

F ▶ ANNUAL ASSESSMENT HELD.....: _ (Y/N) DATE: _____

G ▶ FINAL SCORE FOR ASSESSMENT PERIOD.....: _____
H ▶ FINAL % FOR ASSESSMENT PERIOD.....: _____ %
    
```

- E. Reviews –** type in the performance cycle period under review i.e. 20130401 To 20140630 (formant YYYY/MM/DD).

- **Please note:** Complete the performance review information based on your departmental policy and or the SMS PMDS requirements. *Press Enter to save information.*

- F. Annual Assessment Held –** follow step A,B,C & D.

- enter “Y” and the date the assessment was conducted as it appears in the hard copy or,
- Enter “N” if assessment was not conducted and the date on which the information was captured.

- G. Final Score for Assessment Period –** Type in the Moderated final score, e.g. 3 or 4, this score is based on the rating scale of the PMDS.

- H. Final % for Assessment period –**Type in the final moderated percentage score, based on the Assessment calculator.

**Please note:**

**Make sure that the information captured on the PERSAL system is a true reflection of the performance outcome and the date it was completed.**