

UUPM 2019 Q & A:

General FAQs

Q: What is UUPM?

A: UUPM stands for University of Utah Performance Management. It includes the soon-to-be implemented policy and all processes, systems, training, and resources University Human Resource Management (UHRM) has developed to support departments as they effectively practice performance management with their staff members.

Q: What are the UUPM systems:

A: There are currently three University (non Hospital) approved systems where performance plans and evaluations are managed and stored:

1. The Legacy UUPM system was implemented in 2014 and will be available to create new plans and evaluations for 18 months after Policy 5-141 is implemented. Departments will be able to access previous employee plans and evaluations out of the Legacy UUPM system by contacting their [HR team](#).
2. UU Health Academics Performance Management tool was implemented in 2014 and will be available to complete evaluations through June 30, 2019. Departments will be able to access previous employee plans and evaluations out of the UU Health Academics tool by contacting their [HR team](#).
3. The new UUPM system (maintained in PeopleSoft) was implemented in January 2019 and is the tool currently available to all departments (non Hospital). To begin using the new UUPM system, please contact your [HR team](#).

Q: Why did the University of Utah (non Hospital) switch to a different system?

A: There are multiple advantages to the new UUPM system:

- We implemented a UUPM system in PeopleSoft because the PeopleSoft platform is already used for many other functions at the University of Utah
- We endeavor to do all we can to protect employee information and the new UUPM system in PeopleSoft is very secure
- It has robust reporting capabilities
- It is readily maintained by UIT and HRIS
- It is accessible to all University of Utah employees, regardless of department

Q: When can I start using the new UUPM system?

A: The system is available now but documents must be created and launched before supervisors and employees may access the system. Please contact your [HR Team](#) to start the set-up.

Q: Is there training about how to use the new UUPM system?

A: Yes, online trainings can be accessed in Bridge (accessible through CIS) or visit the UUPM website for direct links to training: <https://www.hr.utah.edu/serviceTeams/perfManagement.php>.

Q: Is there a “test” site that I can use to practice and/or provide training and demonstrations?

A: This system does not have a “test” site, so we encourage you to view the online trainings. Those can be accessed in Bridge or visit the UUPM website for direct links to training: <https://www.hr.utah.edu/serviceTeams/perfManagement.php>.

Q: Is performance management mandatory?

A: The University of Utah will soon implement a policy that requires all benefited staff employees to have a performance plan and evaluation at least once per year. For non-benefited staff performance plans and evaluations are encouraged but not required.

Q: Can the new UUPM system be used in the disciplinary process?

A: Formal disciplinary action, including written warnings and final written warnings should be handled outside the system. Please contact your [HR Team](#) for assistance.

Q: Will employee performance plans and evaluations get put into the employee’s personnel file?

A: Performance plans and evaluations are considered to be part of the employee personnel file. This means that the information contained in the system will be accessible to employees and supervisors (according to existing policies) for the duration of an individual’s employment with the University.

TECHNICAL FAQS

Q: What is my login and password for the new UUPM system?

A: Your login is your uNID and your password is your CIS password. If you have forgotten your password, contact the Campus Help Desk at 801-581-4000 for assistance.

Q: Can I use the new UUPM system on a tablet or smartphone?

A: Yes, it can be accessed through a tablet or smartphone.

Q: What fields in the performance document have character limits and what are those limits?

A: The “Goal” fields have a limit of 61 characters.

Q: If I want to add more content to a field that has character limits, are there “comment boxes” or other places I can add information?

A: Yes, additional goal information can be put into the “description” field. There are also comment boxes throughout the performance document.

Q: Will the system allow an employee to have multiple performance plans?

A: An employee may have multiple performance plans, but the performance period dates must differ for each document. For example, an employee can have a plan for a calendar year and a plan for a fiscal year, but not two plans with the exact same calendar dates (such as two documents dated 1-1-19 to 12-31-19).

Q: Can I print completed forms?

A: Yes.

Q: Does this system have the ability to create electronic forms for employees to acknowledge (similar to the “AAAs” in the legacy UUPM system)?

A: The new UUPM system is used exclusively for performance plans and evaluations and does not have “agreements, acknowledgements, and authorizations.”

Q: Does this system allow for other people besides the immediate supervisor to evaluate the employee (for example a higher level supervisor or a 360 feedback tool)?

A: Depends on where you work:

- UU Health Academics: Yes. Contact your [HR Team](#) for more information.
- Non-Health: No, the current version of the tool is only for supervisors to evaluate employees.

PROCESSES

Q: How do I set up performance documents in the new UUPM system?

A: Contact your [HR Team](#) to start the process. Before launching, the following tasks will need to be completed:

- Ensure all employees have the correct supervisor in PeopleSoft. To update employees, contact the payroll reporter in your department or your [HR Team](#).
- Decide if an entire college/division will be launching at the same time, because you’ll be asked to provide the highest level Org ID number for that college/division. If not an entire college/division will be launching, then decide what departments the performance document will roll up to and provide those Org ID numbers.
- Decide what goals all employees in that college/division/department will be evaluated on.
- Decide the timeframe for the evaluation. For example, 1-1-20 through 12-31-20 or 7-1-19 through 6-30-20.
- Decide what the rating style be. Options (based on best practices) are:
 - 2 point scale:
 - Meets expectations
 - Does not meet expectations
 - 3 point scale:
 - Exceeds expectations
 - Meets expectations
 - Does not meet expectations
 - 5 point scale:

- Exceptional
 - Exceeds expectations
 - Meets expectations
 - Improvement needed
 - Unsatisfactory
- Notify your team members that the document is forthcoming, because they will receive a system-generated email when the document is launched.

Q: Is there a particular format goals need to be in?

A: No, you can phrase the goals as you see fit. Examples of goal formats/styles to consider include:

- Individual goal: I will reduce spending by 15% in the next fiscal year.
- Value: Diversity and inclusion – I will endeavor to obtain a more diverse pool of job applicants this year by advertising all job postings at the Center for Ethnic Student Affairs (CESA).
- Competency: Communication skills – I will take the “Conflict Resolution” class at Continuing Education within 6 months.

Q: Is there one “template” or one set of goals used University of Utah-wide?

A: No, each college/division/department can create their own document with goals. It is recommended that each college/division share the same goals and rating style. HR is happy to share sample templates and best practices. Contact your [HR Team](#) for more information.

Q: What happens when a document is “launched” in my college/division/department?

A: All employees will receive a system-generated email notifying them that a document has been created for them. They can then login to the system to view University goals, view college/division/department goals, and set their own individual goals.

Q: Must all employees in one department “launch” at the same time, or can we launch select employees at different times? For example, what if we want to “launch” just the leadership team first?

A: Currently an entire college/division/department launches at the same time. In the future a “create” button will be made available to supervisors if they want to create performance documents for select individuals.

Q: Can different employees within one department have different time frames?

A: Currently an entire college/division/department launches at the same time with the same performance time frame. In the future a “create” button will be made available to supervisors if they want to create performance documents with different performance time frames for different individuals.

Q: Who can create a performance plan?

A: Currently, performance plans can be created by a supervisor for her or his direct-report staff. When the “create” button is added in the future, individual employees will be able to create their own performance documents.

Q: After a plan is created, does the person who created the plan need to use the system to notify the other person that the plan is ready to review?

A: No, as soon as the plan is saved, the other person can view it.

Q: Can I create a plan retroactively? And if yes, can plans for previous years be created at any time?

A: The new UUPM system allows plans to be created back to the date of 1-1-2019.

Q: As a supervisor, what if I want my employee to create their own goals first.

A: The new UUPM system does allow employees to add their own goals to their plan.

Q: Can supervisors or employees edit or change their performance goals?

A: Depends on where you work:

- UU Health Academics: Goals can be added and changed during multiple phases. Contact your [HR Team](#) for more information.
- Non-Health: During the “Define Criteria” stage of the performance plan, both supervisors and employees have the ability to add, delete, or edit goals. After the plan is approved by the supervisor, no further edits can be made.

Q: If the supervisor or employee makes any changes to the plan during the “define criteria” step, will a system-generated email be sent out?

A: No. A system-generated email is only sent when the supervisor “approves” this step of the process.

Q: All my employees have the same performance goals. Do I have to enter the goals over again in each performance plan or is there a way to mass-enter goals into their performance plans?

A: If college/division/department has a list of goals they want all employees to be evaluated on, those can be pre-loaded to the performance plans. Please coordinate with your [HR team](#). If only your direct reports will share goals, but not all employees within a college/division/department, then either you will need to add the goals to each plan or your employees can add the goals to their own plan.

Q: Can I attach documents to my employees’ performance documents?

A: Yes. You can attach a file by selecting an employee’s performance evaluation and then clicking on the “Add Attachment” button at the bottom of the “Overall Summary” tab.

Q: Can an employee attach documents to their own performance documents?

A: Not at this time, but that functionality is being explored for the future.

Q: While working in the documents, do I need to hit “save” after every edit? Or just before exiting the system?

A: Technically “save” must only be selected before exiting, but it is a good practice to save often.

Q: As a supervisor, if I’m out of town or otherwise unavailable, can I designate a different person to work on performance plans and/or performance evaluations for me? (For example, a “proxy?”)

A: No, this system does not have proxy capability.

Q: How long do forms and attachments stay in any of the UUPM systems?

A: Forms and attachments can stay in the UUPM systems indefinitely.

Q: What in the process to complete the performance evaluation?

A: At the end of the designated performance timeline, the employee will login to the system to rate themselves on all goals listed on the second tab (college/division/department) and the third tab (individual goals). They may also add comments. They will then provide an overall rating on the fourth and final tab. Then the supervisor will login to the system to rate the employee on the goals listed on the second and third tabs, provide comments, and provide an overall rating on the fourth and final tab. After supervisor and employee meet to discuss the evaluation, the supervisor will “share” the document with the employee and “acknowledge” the performance evaluation. For more information, please view the online trainings in Bridge (accessible through CIS) or visit the UUPM website for direct links to training: <https://www.hr.utah.edu/serviceTeams/perfManagement.php>.

Q: Can supervisors and employee add comments throughout the year?

A: Yes, but they cannot see each other’s comments during the “Define Criteria” stage, only during the “self-evaluation” and “manager evaluation” stages of the process.

Q: Must employees be rated on all goals?

A: The University of Utah goals on the first tab are view only and do not require a rating. All other goals require a rating.

Q: Must employees receive an “overall rating” at the end of the performance timeframe?

A: Yes. The current evaluation does require an “overall rating.”

Q: Besides the annual performance evaluation, can this system be used for other types of performance management, such as probationary period reviews, interim reviews, or performance improvement plans (PIPs)?

A: Not yet. The first document type created was for annual performance evaluations. In the future other types of documents will be created.

Q: If an employee has two supervisors, will they both be able to see the performance plan and evaluation?

A: No. The one supervisor who can view an employee’s performance document is the supervisor listed in PeopleSoft.

Q: If an employee transfers to a different department at the University of Utah, will the new supervisor be able to see the performance plan and/or performance evaluation at the previous department?

A: In the system, a supervisor can only see plans and evaluations of their current employees and will not see previous performance documents from any former departments.

Q: If an employee gets a different supervisor during the performance timeframe, will the new supervisor be able to see the plan that was set by the previous supervisor?

A: The department will need to contact HR in order to grant the new supervisor access to the employee's plan. Please contact your [HR Team](#).

Q: What reports are available to help me manage performance plans?

A: A variety of reports are available to help managers and supervisors manage performance plans and evaluations. To request a report, fill out an information request form here:

<https://go.utah.edu/cas/login?service=https%3A%2F%2Fwww.hr.utah.edu%2Fjiraforms%2Finformationrequest.php>.

Available reports include:

- Number of active performance plans
- Performance plans by employee ID number
- Number of final/completed performance evaluations
- Number of performance plans still in "draft" status, for example where supervisor and employee are still deciding on goals
- List of performance documents (plans and evaluations) based on Org ID and date range
- Performance documents (plans and evaluations) based on employee ID number
- List of employees in a department (Org ID) who have no performance documents (plans or evaluations)