University of Utah Performance Management System

UUPM

Supervisor User Guide

Updated December 2015
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For questions regarding UUPM, please contact your HR Manager.

http://services.hr.utah.edu/contact/search/

Or

801-581-2169
ACCESSING UUPM

UUPM can be accessed through the following web link: https://www.acs.utah.edu/uofu/hrs/upm. You can also access UUPM through the Performance Management and Employee Reviews section of the Human Resources web page.

Firefox or Chrome are the recommended browsers for accessing UUPM. Internet Explorer and Microsoft Edge are not recommended for accessing UUPM. UUPM is fully functional on laptop and desktop computers. Accessing UUPM from smartphones or tablets is not recommended.

Log in to UUPM using your uNID and password. Users will be directed to the UUPM homepage (figure 1).

Figure 1

![Welcome to UUPM](image)
CREATING PERFORMANCE PLANS

Creating a new plan

Performance plans can be initiated by either the supervisor or employee. To create a new plan, click **Create Plan** next to the employee’s name (figure 2) and a pop-up box will appear (figure 3).

**Figure 2**

![Image of the interface for creating a performance plan](image)

**Instructions**

Welcome to UUPM. Please choose the plan list page to view plans and employees you have access to. Once a plan is selected you may add goals and comments in an iterative fashion. Evaluations are accomplished by choosing meet or does not meet expectation. You may also choose to create plans based on a pre-created template. Evaluations for individual goals are completed on the evaluation page and final plan evaluations are completed on the summary page.

**Figure 3**

![Image of the pop-up box for creating a new plan](image)

Performance plans begin with the **From Date**, which may be the current date auto-populated by UUPM, or by manually entering the date (to accommodate performance plans previously created outside of UUPM). Plans can be back-dated up to 24 months prior to the actual day the plan is created in UUPM. Enter an end date for the plan in the **To Date** box (performance plan cycles are determined by departments). Choose the purpose of the performance plan...
from the drop-down box (table 1). Plans can either be created from scratch (by leaving the Copy From field blank) or copied from a template (by selecting a template from the Copy From field). (see page 10).

Table 1

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>Used to evaluate and document yearly performance criteria and goals.</td>
</tr>
<tr>
<td>Interim</td>
<td>Used to evaluate and document short-term or project-based performance criteria and goals.</td>
</tr>
<tr>
<td>Performance Improvement</td>
<td>Used to document and coach employee performance management issues.</td>
</tr>
<tr>
<td>Probationary</td>
<td>Used to evaluate performance expectations during an employee’s trial probationary period.</td>
</tr>
</tbody>
</table>
CREATING PERFORMANCE PLANS

Adding new goals/job responsibilities

To begin adding information to a performance plan, click the **New Goal/Job Responsibilities** button at the top or bottom of the page (figure 4).

![Figure 4](image)

**Employee Information**
- **Name:** John Doe
- **Username:** 99999999

**Current Employee Information**
- Position: Human Resources Representative
- Division: President
- Supervisor: Jane Doe
- Department: OHR

**Employee Information when Plan Created**
- Position: Human Resources Representative
- Organizational Supervisor: Jane Doe

**Goals / Job Responsibilities**
- **John Doe**
  - **Goal:** Performance Improvement
  - **Start Date:** 12/01/2015
  - **End Date:** 11/30/2015
  - **Last Modified:** 12/07/2015
  - **Modifier:** Jane Doe

**Employee Plan**
- **Employee Plan** is where you create and edit performance plans for your direct report staff.

**Figure 4**
- Plan is in 'Draft' mode. Activate the plan to evaluate it.
CREATING PERFORMANCE PLANS

Adding new goals/job responsibilities, continued

After selecting **New Goals/Job Responsibilities**, a new screen will appear (figure 5). Supervisors can enter information for individual goals and/or job duties. Information entered may be as detailed or as brief as desired. To create another goal or responsibility, select **New Goal/Job Responsibility** at the bottom of the page. When the last goal or job responsibility has been entered, click the **Save & Close** button to save information and return to the main goals and responsibility page.

**Figure 5**

The end date for individual goals need not be the same as the end date for the plan as a whole; the end date for each goal may come sooner or later than the overall plan end date. It is likely that employees will have different timelines for different projects they are working to complete. There is no limit to the number of goals that can be entered into UUPM.
CREATING PERFORMANCE PLANS

Adding new goals/job responsibilities, continued

Employees and supervisors can make changes to a performance plan while it is still in draft form, or “in process.” While the plan is in draft form, changes are not tracked. Once all has been agreed upon by the supervisor and staff member, the plan must be activated. This is done by selecting the **Activate Plan** button at the bottom of the **Goals/Job Responsibilities** tab (figure 6). Supervisors must activate plans for their staff. Employees are unable to activate their own performance plans. Once the plan is activated, it can still be edited, however all changes to the goals will be saved in a history available for review (figures 7 & 8).

*Figure 6*
Figure 7

JOHN DOE - (PERFORMANCE IMPROVEMENT 12/01/2015) GOALS / JOB RESPONSIBILITIES

<table>
<thead>
<tr>
<th>GOAL / JOB RESPONSIBILITY NAME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LAST MODIFIED</th>
<th>MODIFIED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Management Essentials certificate</td>
<td>12/07/2015</td>
<td>11/30/2016</td>
<td>12/14/2015</td>
<td>Jayne Doe</td>
</tr>
<tr>
<td>Complete advanced MS excel training</td>
<td>12/14/2015</td>
<td>06/30/2016</td>
<td>12/14/2015</td>
<td>Jayne Doe</td>
</tr>
</tbody>
</table>

Figure 8

Goal / Job Responsibility History Dialog

<table>
<thead>
<tr>
<th>REVISION</th>
<th>NAME</th>
<th>MODIFIED BY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete Management Essentials certificate</td>
<td>Jayne Doe</td>
<td>12/14/2015</td>
</tr>
</tbody>
</table>
CREATING PLANS

Viewing and using templates

Templates are general performance plans that may be customized and applied to one or many employees in a department. Templates can be created at a team level by HR managers or department administrators - individuals who have been given administrative rights in UUPM for their departments.

Available templates can be viewed by selecting Templates in the Admin drop-down box (figure 9). Templates can also be viewed on the bottom of the Plans/Evaluations tab.

Figure 9
CREATING PLANS

Pulling templates to employees

When creating a performance plan for one employee, you can pull an existing template to the individual performance plan. A template is pulled to an employee by initiating a performance plan on the Plans/Evaluations tab and selecting a template from the Copy From drop-down menu (figure 10). After a plan has been created using a template, the plan be can customized by editing, deleting, and adding items to the individual performance plan. These changes will be for the individual plan only, and will not change the original template.

Figure 10
CREATING PLANS
Pushing templates to employees

A template can be pushed to one or many employees. To do this, select the template that you want to apply from the available templates at the bottom of the employee list in the Plans and Evaluations tab and then select Apply Plan (figure 11).

![Figure 11]

When creating plans from templates, it is not necessary to already have an open plan for each employee. To apply the template, click Apply Plan (figure 12). You will then be directed back to the Plans and Evaluations tab where you can individualize each employee plan or activate the plan as is.

![Figure 12]
CREATING PLANS

Copying Plans and Goals/Responsibilities

Individual goals may be copied from a template to an employee’s plan, or a goal can be copied from one employee’s plan and applied to one or several other employees. This can be done from the Plans/Evaluations tab. Whole performance plans can also be copied from one employee plan to another (figure 13).

To copy a performance plan from one employee to another, select the employee whose plan you wish to copy from the Employees tree, and select Copy Plan. A list of the employees will appear. Select the employee to whom you will be copying the plan from the Available Employees drop-down box, and then select Apply Plan (figure 14).

To copy performance goals/responsibilities from one employee to another, select the employee whose goals or responsibilities you wish to copy from the Employee tree, and select Copy Goals/Job Responsibilities. A list of employees will appear. Select the employees to whom you will be copying goals in the Available Employees drop-down box. Select the plan(s) to which you will be applying the goals in the Employee Plans box. Next, select all goals and/or responsibilities you wish to copy to the plan in the Goals/Job Responsibilities to Copy box. Complete the process by selecting Copy Goals/Responsibilities button at the bottom of the screen (figure 15).
After copying the goals you will be directed back to the **Plans/Evaluation** tab. You will be able to view each employee's individual performance plan and continue to customize as desired.

*Figure 14*
Figure 15

Copy Goals / Job Responsibilities from John Doe to Employees

Available Employees: Winters, Sue

Employee Plans:
- 12/16/2015 Annual
- 12/16/2015 Interim

Selected Employees & Plans:
Winters, Sue - 12/16/2015 Interim

Goals / Job Responsibilities to Copy:
- Complete Management Essentials certificate
- Complete advanced MS excel training

Buttons:
- Copy Goals / Job Responsibilities
- Cancel

Buttons:
- Add
- Add all
- Remove
EVALUATING PERFORMANCE PLANS

Evaluating Goals/Responsibilities

After a plan has been activated, individual goals and responsibilities may be evaluated at any time. Individual goals and responsibilities may be completed by the employee and evaluated by the supervisor without completing a final evaluation of the performance plan. **It is recommended that goals/and responsibilities are evaluated as soon as they are completed.** By evaluating a goal as soon as it is accomplished, supervisors are provided a formal opportunity to discuss ongoing employee performance and firmly establish an individual performance feedback cycle.

To begin evaluating goals or responsibilities, select the performance plan to be evaluated and click on the **Edit** link (figure 16).

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**Figure 16**

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**Plans/Evaluations**

Team Goals / Responsibilities | Administer Templates

- **Based on HR sample scale Rating Style.**

- **Employees**
  - J. Doe (1) - Create Plan | Create AAA
  - J. Smith (1) - Create Plan | Create AAA

- **Performance Plans**
  - 12/01/2015 (Performance improvement) - ACTIVE: Edit | Copy Plan | Copy Goals / Job Responsibilities | Create Template | Delete
  - Sue Winters (1) - Create Plan | Create AAA

- **Performance Plans**
  - 12/16/2015 (Annual) - IN PROCESS: Edit | Copy Plan | Copy Goals / Job Responsibilities | Create Template | Delete
Once a plan has been selected, open the **Evaluation** tab and select the goal or responsibility to be evaluated (figure 17).

The supervisor can use the box labeled **What was Accomplished** to comment on the degree to which the employee achieved goals or completed tasks, and add comments which may impact the employee’s overall performance rating.

To complete the evaluation, select an outcome from the **Outcome** drop-down box, and enter the date the goal or job responsibility was evaluated (figure 18).
Figure 18

Goal / Job Responsibility Title
Complete Management Essentials certificate

When will the goal / job responsibility be accomplished? (Expected completion date)
12/07/2015 to 11/30/2016

Goal / Job Responsibility Details
Take 8 classes and complete the online requirements within one year. Provide a certificate as verification. Again

Employee Comments:

What was accomplished:
(Maximum allowable characters: 3000) 81 characters entered, 3799 characters remaining.

John completed the goal in 90 days. He is using the skills he learned everyday. Great job!

* Outcome:

Does Not Meet Expectations
Meets Expectations
03/15/2016 (MM/DD/YYYY)

<< Previous  Save & Close  Inactivate Goal / Job Responsibility  Next >>  Cancel
EVALUATING PERFORMANCE PLANS

Employee Comments

Employees may enter comments about their own performance plan through their access to the UUPM system. Any information added in any of the fields will be viewable by the employee's supervisor (figure 19).

Figure 19
The **Summary Comments** section allows managers to write additional comments about overall performance considerations that may not be tied to a specific goal (figure 20). Employees are also able to provide summary comments on their own plan through **Overall Employee Comments** (figure 21).

![Figure 20]

---

**Summary Comments**

**JOHN DOE - (PERFORMANCE IMPROVEMENT 12/01/2015)**

**Achievements and Strengths:**

(Maximum allowable characters: 3800) 86 characters entered | 3715 characters remaining.

John is very personable and has good rapport with his colleagues and his customers.

**Development Plans:**

(Maximum allowable characters: 3800) 151 characters entered | 3649 characters remaining.

Continue to work on proficiency with Microsoft office programs. John also wants to complete the Professional Development and Business Skills workshops.

**Additional Comments:**

(Maximum allowable characters: 3800) 99 characters entered | 3701 characters remaining.

John is a great asset to the team. I look forward to continuing to work with him in the next year.

---
Comments

JOHN DOE - (ANNUAL 10/26/2015) COMMENTS

My Noteworthy Achievements:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

Additional Comments:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

Support I need to improve my performance:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.
ADDING ATTACHMENTS TO PERFORMANCE PLANS

Attachments and web links can be added to a performance plan to provide evidence or as supplemental documentation. To attach a file or link, first select a performance plan to add the documents to and select the **Attachments** tab.

All file types can be uploaded to UUPM. In order for an individual to view the attachments, he or she must have the software on their computer that corresponds to the file type (i.e. Adobe Acrobat Reader for .pdf files).

There is no limit to the amount of files or links that can be uploaded or attached (figure 22).

---

*Figure 22*
PERFORMANCE NOTES

Performance notes allow supervisors to write comments at any time that may or may not be specific to the performance plan. Notes made in the Performance Note section can only be made by supervisors and are date/time stamped. A history of notes is available at the bottom of the Performance Notes tab.

Figure 23
FINALIZING PERFORMANCE PLANS

Performance plans may be finalized only after individual goals/responsibilities have been evaluated. Plans are finalized on the Summary tab. Select Overall Rating to rate the performance plan as a whole. **(NOTE:** Overall rating criteria are determined by each department. To have your rating criteria entered in UUPM, contact your HR manager).**

Supervisors must acknowledge discussing the performance evaluation with his or her employee, and the employee must also acknowledge discussing the plan with his or her supervisor. The supervisor must acknowledge the discussion in UUPM before the employee will be allowed to make his or her acknowledgement selection. (figure 24)
Provide an overall rating to evaluate the entire performance plan.

Both the supervisor and the employee must acknowledge discussing the performance plan.
Managers and supervisors can view reports to help manage the performance management process. Reports can be accessed through the **Admin** drop-down box. (figure 25). Reports can be selected through the **Report Types** drop-down menu. (figure 26)

*Figure 25*

![Image of Performance Management System](image)

*Figure 26*

![Image of Direct Line Reports Search Filter](image)
<table>
<thead>
<tr>
<th>Report Title</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Performance Plan Detail Plan</td>
<td>Lists individuals in a manager/supervisor reporting line with an active performance plan of any type.</td>
</tr>
<tr>
<td>Active Performance Plan Summary</td>
<td>Lists the number of individuals in a manager/supervisor reporting line with active performance plans of any type.</td>
</tr>
<tr>
<td>Evaluation Status Detail</td>
<td>Lists the current status of performance plans for each staff member in the manager and supervisors reporting line, including beginning and end dates, plan types, and ratings (if evaluation is complete).</td>
</tr>
<tr>
<td>Employees Without a Current Performance Plan</td>
<td>Lists staff members in the manager/supervisors direct line that do not currently have an active performance plan.</td>
</tr>
<tr>
<td>Employees on Performance Improvement Plan</td>
<td>Lists staff members in the manager/supervisors direct line that currently have active performance improvement plans.</td>
</tr>
<tr>
<td>Acknowledgement, Agreement, and Authorization (AAA) Employee Comments Report</td>
<td>Lists staff members in the manager/supervisors direct line who currently have completed an AAA and have made comments in UUMP regarding items in the AAA.</td>
</tr>
<tr>
<td>Employees Without a Current Evaluation</td>
<td>Lists staff members in the manager/supervisors direct line who currently have active performance plans but have not been evaluated.</td>
</tr>
<tr>
<td>Acknowledgement, Agreement, and Authorization (AAA) Agency Report</td>
<td>Generates a list of all employees within a department who have completed any AAA.</td>
</tr>
</tbody>
</table>
A user can grant another person proxy access to their account. By doing so, you allow that person access anything in UUPM that you would be able to do.

You can select individuals within your agency to give proxy rights to by clicking on the drop-down list next to the “Grant Proxy” button. Choose an individual by highlighting their name and then click “Grant Proxy”. (figure 28)
View your proxies by selecting **My Proxies** from the **Admin** tab.

To delete a proxy, select the **Delete** button from the **My Proxies** screen.

To log in for someone else, select **Login As** pull-down list, select a name and submit proxy. You will now be able to work in UUPM as that person. However, anything you do in proxy will reflect your name in the history of changes. (figure 29)
ACKNOWLEDGEMENTS, AGREEMENTS AND AUTHORIZATIONS (AAAs)

Acknowledgements, Agreements, and Authorizations (AAA’s) are documents created by the University to inform employees of policies, or set individual work agreements or authorizations. AAA’s can be added to an employee file in UUPM.  (figure 30)

*Figure 30*

**Plans/Evaluations**

- Team Goals / Responsibilities
- Administer Templates

Based on HR sample scale Rating Style.

- John Doe - Create Plan | Create AAA

Employees

- John Doe (1) - Create Plan | Create AAA

Performance Plans

- 12/01/2015 (Performance Improvement) [ACTIVE Edit | Copy Plan | Copy Goals / Job Responsibilities | Create Template | Delete]

To add an AAA to an employee files select “Create AAA” from Plans/Evaluations tab.

**Templates**

- Please Choose A Template
- Edit | View | Copy | Apply Plan | Apply Goals / Job Responsibilities

To create a new AAA, contact your HR manager for guidance. Once added, you will be able to select the correct AAA from the drop-down box.  (figure 31)

*Figure 31*
Table 3

<table>
<thead>
<tr>
<th>UUPM Role</th>
<th>Access/Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee/non supervisor Access</td>
<td>Create, view and edit performance plans. View AAAs created for them. Can comment on activated performance plans.</td>
</tr>
<tr>
<td>Supervisor Access</td>
<td>Initiate, edit, and evaluate performance plans. Apply AA’s to individual files. Run performance management reports for chain of command. Grant proxy access to other users to access account.</td>
</tr>
<tr>
<td>Agency/ Division Administrator</td>
<td>Modify and assign AAAs for division and groups within their division. Create, view, edit and assign job templates for their division. Access reports for their division. Edit rating styles for their division or agency. Assign rights and permissions to individuals within their division.</td>
</tr>
</tbody>
</table>

For questions regarding UUPM, please contact your HR Manager.

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Or

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