Division of
HUMAN RESOURCES
THE UNIVERSITY OF UTAH

University of Utah Performance Management System

UUPM

Employee & Manager Guide

Updated June 2024

UUPM Website

https://www.hr.utah.edu/serviceTeams/perfManagement.php

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For questions regarding UUPM, please contact your assigned HR Team.

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

Or

801-581-2169

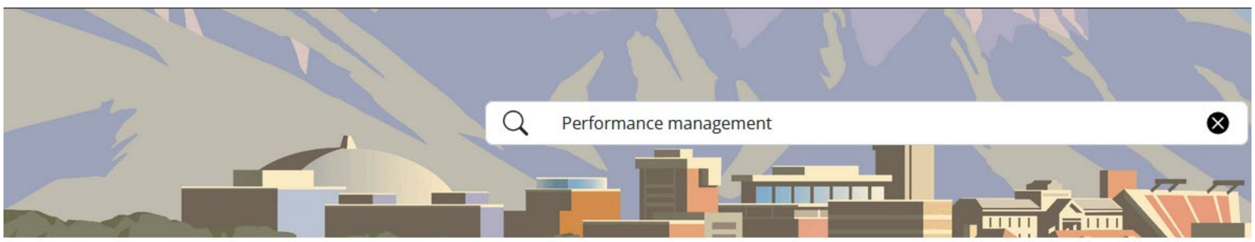
Employee Guide

Accessing UUPM

To access UUPM, log into CIS https://portal.app.utah.edu/ using your uNID and password.

Type "performance management" or "UUPM" in the search bar. Click on the Performance Management (UUPM) tile.

Note: To save the Performance Management (UUPM) tile as a favorite for future use, click on the star.



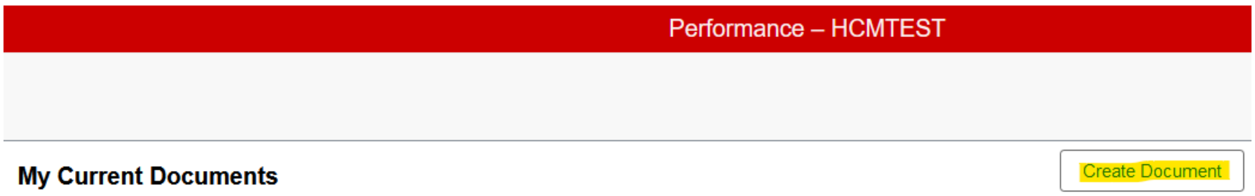
Click the tile to go into the Performance Management System.

Creating Performance Plans

Creating a new plan

Performance plans can be initiated by a manager or by the employee. If your manager has already created your performance plan, please skip to the next section.

From the Performance screen, click on Create Document in the upper right-hand corner of the window.

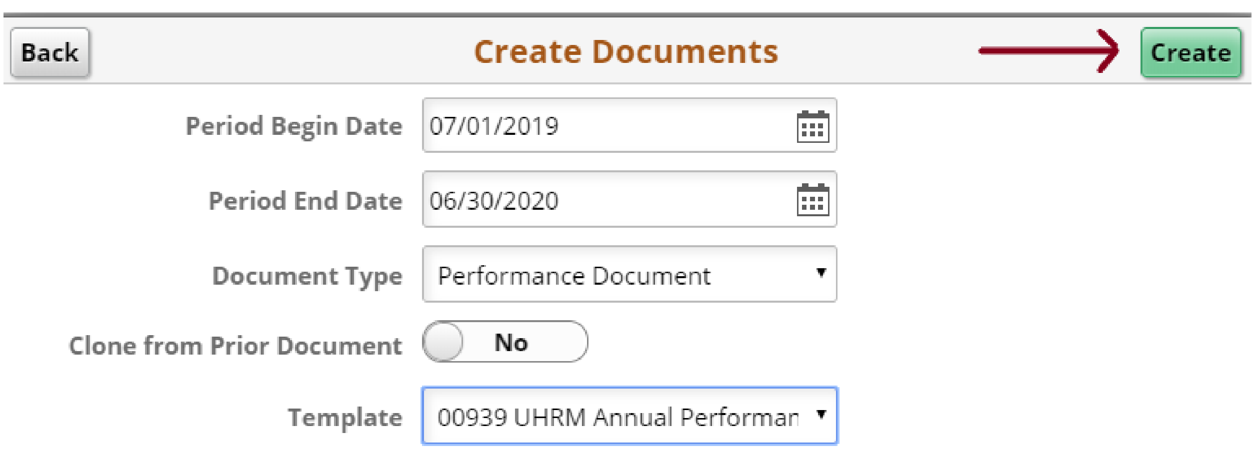


Define the performance plan period begin date and end date. Please note this cannot be edited once the document is created. Check with your supervisor to see what cycle your department utilizes. Typically, the period follows the calendar or fiscal year such as 01/01/20XX – 12/31/20XX or 07/01/20XX – 06/30/20XX.

Ask your supervisor which template to use. From the Template drop-down, select the template for your department.

Work with your manager to determine when the ‘Clone from Prior Document’ option should be used. If a prior document has out of date information, the information will appear in the newly created document.

Click the Create button in the upper right-hand corner of the window.



Define Criteria

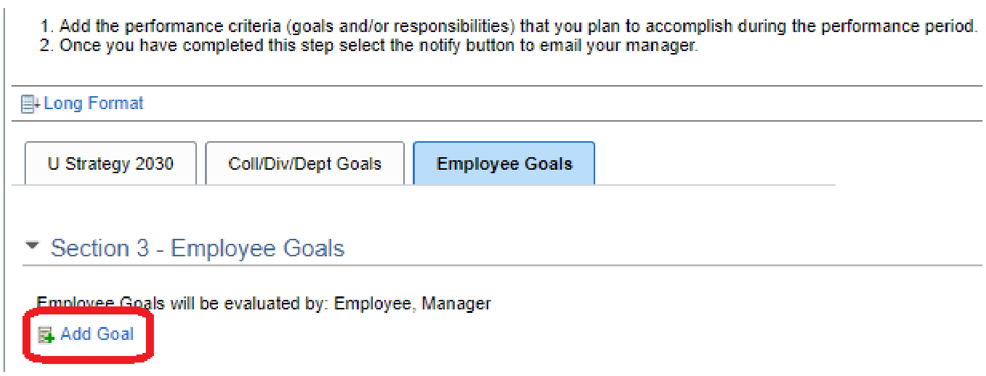
Establishing Employee Goals

From the ‘My Current Documents’ page, click on the new document to go into it.

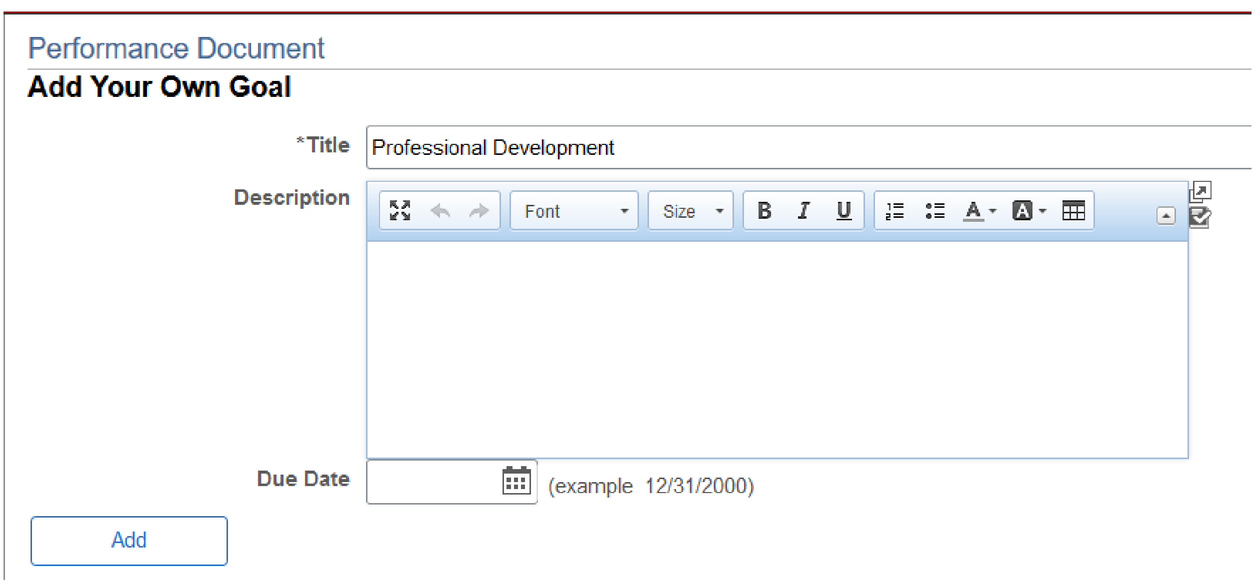
To establish employee goals which you will be evaluated on, click on the Employee Goals tab.

> Note: You will see the U Strategy 2030 tab and the Coll/Div/Dept Goals tab. Review the goals under these tabs. No action is required at this time.

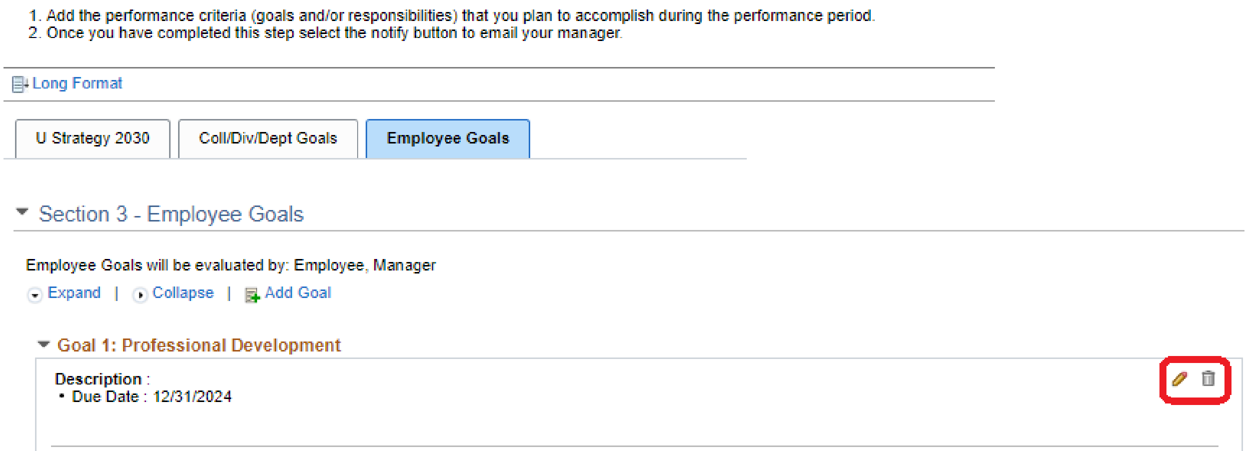
On the Employee Goals tab, click Add Goal



Create a summarized title for the goal, provide a description, enter a due date (optional), and click Add.



Existing goals can be edited by clicking the pencil icon, or deleted by selecting the trash can icon. Due date is not required.



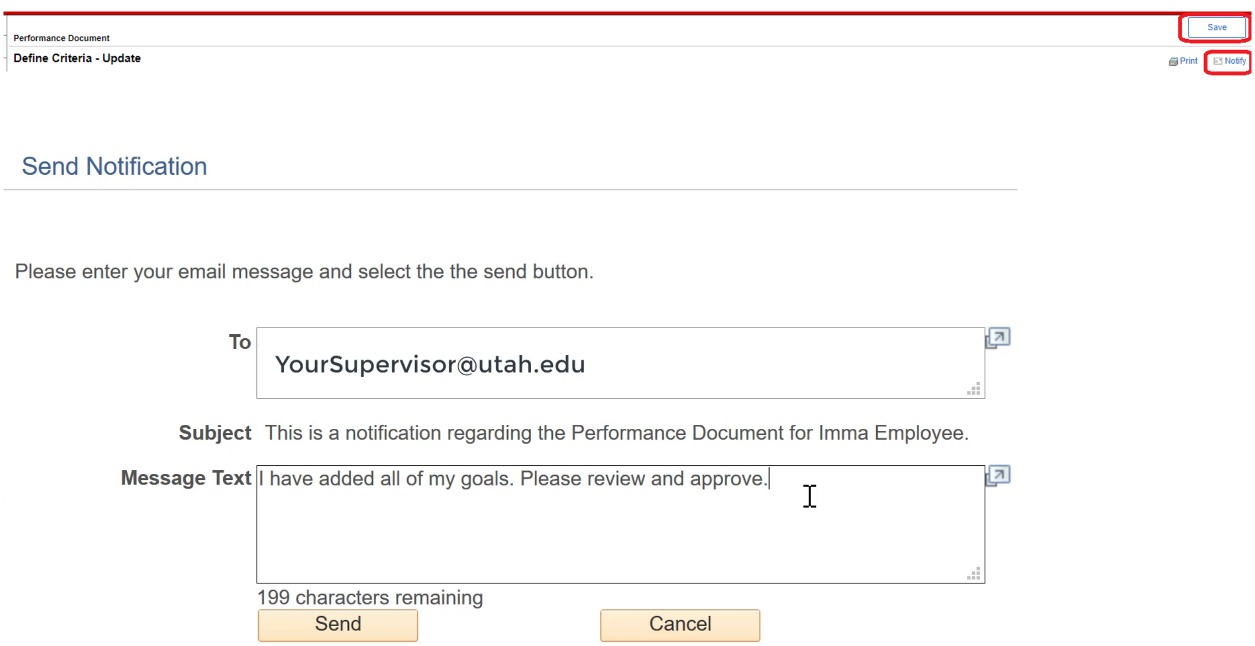
Establish Employee Goals

Define criteria, continued

To create more goals, repeat the Add Goal process.

Save progress often by clicking Save in the upper right-hand corner of the window.

When all goals are created, click Save. To notify your manager that your goals are ready, click Notify. Leave a brief message in the Message Text box – "I have added my goals. Please review and approve" and click Send.



When your manager receives the email that your goals have been created, they will login to CIS and open your performance plan, review the goals you've set, edit if needed, and perhaps add additional goals. They will then approve your performance plan.

After the Employee Goals section has been approved by your manager, the Define Criteria step is complete.

Evaluation in Progress

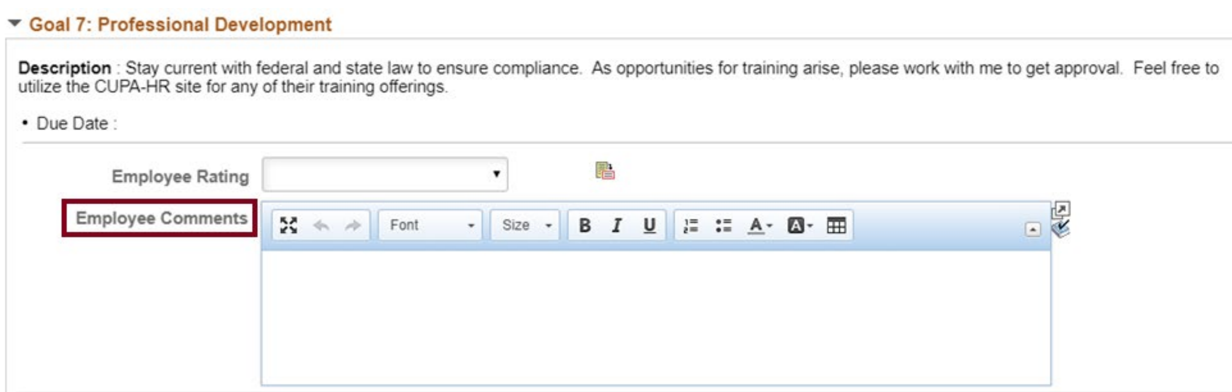
You will now see two additional tabs, Successes, Strengths and Overall Summary. Utilize these tabs as desired.

During the evaluation period, you and your manager will have periodic performance discussions. At the end of the year/period, you and your manager will sit down to evaluate your performance.

You are able to record your progress towards achieving your goals and other areas you are being evaluated on. Enter your comments in the Employee Comments box under each available tab.

Note: Goals cannot be changed at this step in the process.

Expand your goals and enter any additional comments regarding your performance in the Employee Comments box.



Date each comment to differentiate the various comments you add during the evaluation period.

You can complete this process for each goal within all tabs, excluding the U Strategy 2030 tab.

Click Save in the top right-hand corner of the window.

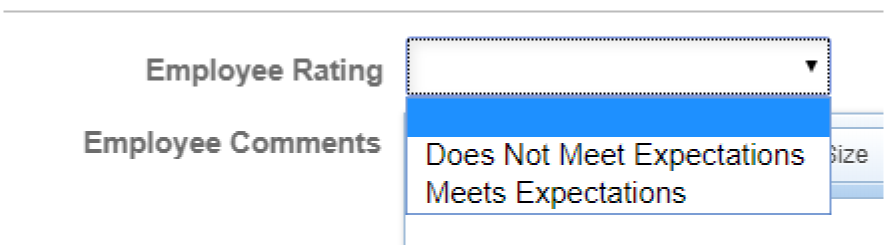
Note: Do **not** click Complete until your self-evaluation is finalized at the end of the evaluation period.

Save progress often. The system may log you out unexpectedly.

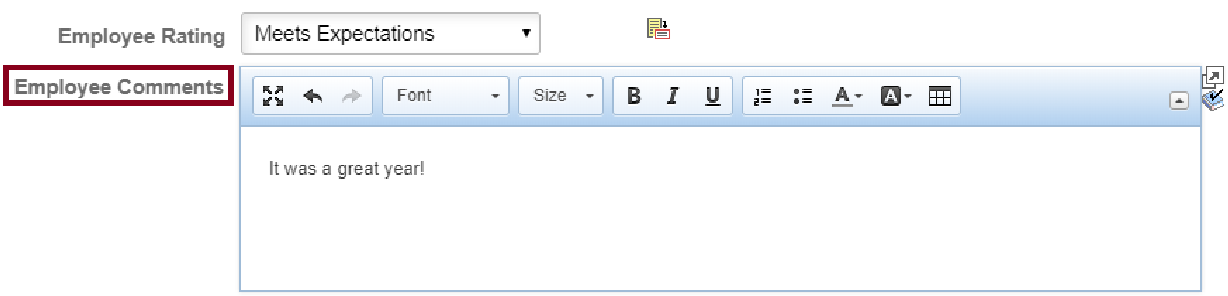
Your manager will review your comments and add their comments in response. Expand the goals and you will see their comments in the Manager Comments box.

Complete Self-Evaluation

At the end of the evaluation period, you will conduct your self-evaluation. To complete your self-evaluation, click through your goals and rate your performance on each goal by making a selection from the drop-down menu.

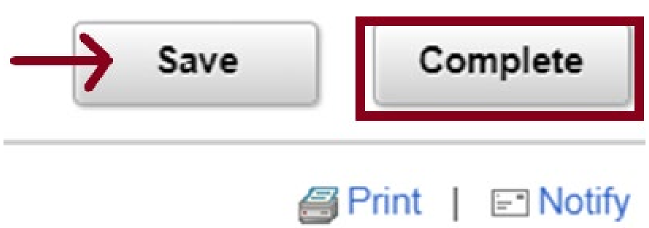


Next finalize your comments for each goal in the Employee Comments box.

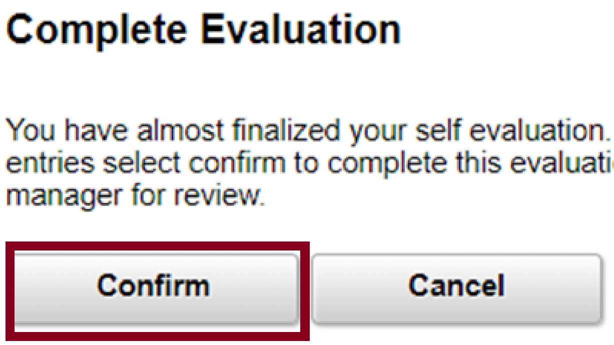


Repeat this process for each goal within each tab.

When finished, click Save in the top right-hand corner of the window. Then click Complete.



Next, click Confirm.



Finally, click Notify. This will send an email to your manager that your self-evaluation is complete.

Manager Evaluation and In-Person Review

After you have submitted your self-evaluation, your manager will complete their evaluation. Managers can add attachments during this process. If you have any relevant attachments, you would like included in your evaluation, provide those documents to your manager.

You and your manager will meet in person to discuss your performance for the evaluation period.

The final step is to acknowledge that you discussed the evaluation with your manager.

When ready, select Review Manager Evaluation and then click Acknowledge in the top right-hand corner of the window. Then click Confirm.

Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document.

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

Confirm Cancel

You will receive a confirmation screen once this has been completed

Confirmation - Employee Acknowledgement

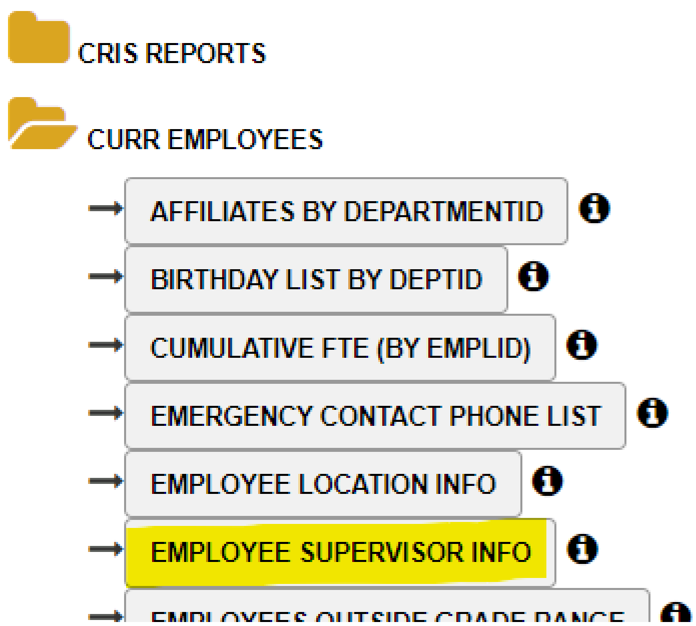
You have successfully acknowledged this document.

Manager Guide

Performance Management Evaluation Set Up

Creating individualized templates/evaluations for your department/team:

- STEP 1: Ensure that all employees are reporting to the correct supervisor in PeopleSoft before submitting a JIRA request. To validate supervisors, run the 'Employee Supervisor Info' report located in CURR EMPLOYEES folder in HRIL (Human Resources Information Library). If any changes are needed, contact your assigned HR Team or submit an Edit Job eForm.



- STEP 2: Watch the UUPM Training Video. Watching the video prior to setting up UUPM will provide a better understanding of how the information requested on the JIRA ticket will be incorporated on the department specific UUPM Evaluation.
- STEP 3: Connect with your HR Team to discuss setting up UUPM prior to completing the next step.
- STEP 4: Submit a JIRA Ticket. Completing this ticket will provide the HRIS team with the details needed to configure the tool for your department including the department roll

up, any department/division/college specific goals, and the rating mechanism the department would like to use. If the department has previously used the old UUPM, you may include notes if you would like to utilize or model after any previous tools the department has used.

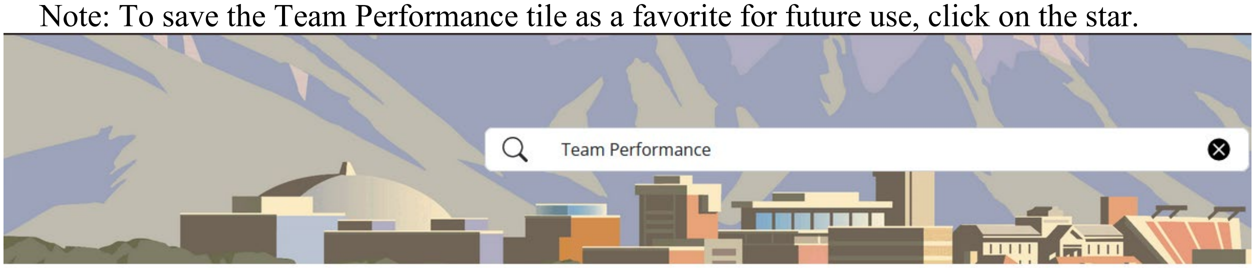
- The JIRA ticket will take a minimum of 14 days from the ticket submission date to configure the system for the department.
- Once UUPM is configured, the HRIS team will notify the department. At that time, Managers will be able to access Team Performance through the Manager Self Service role in CIS and employees will be able to complete their portion of the process through the Performance Management tile on the Employee page in CIS.

Accessing UUPM

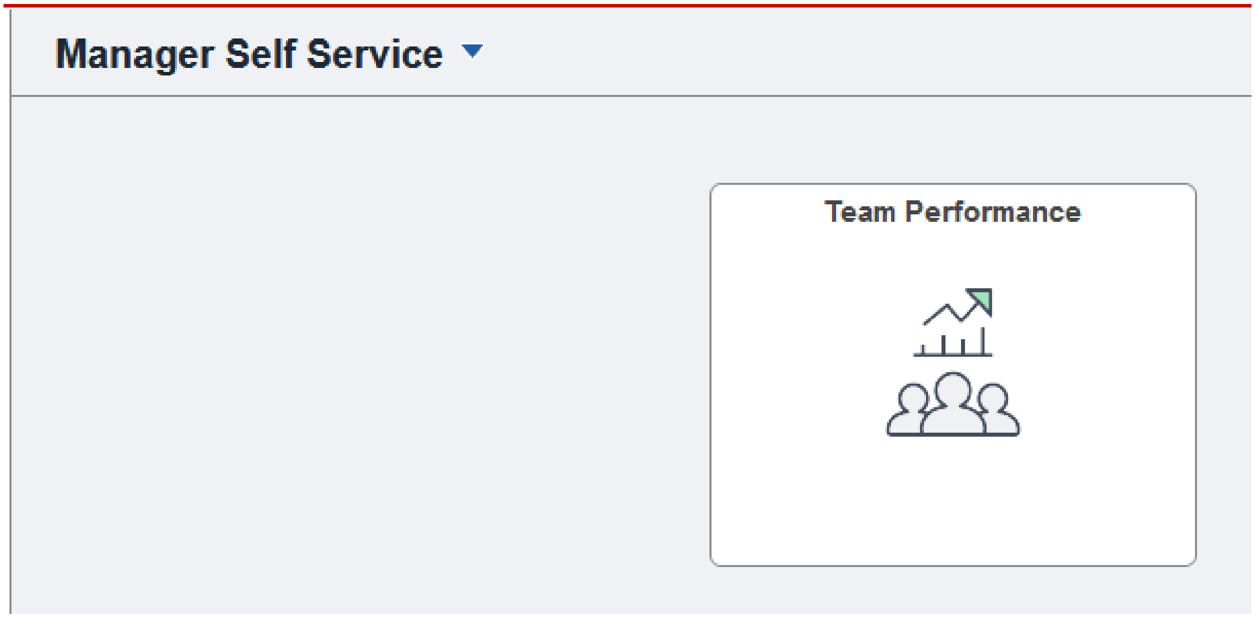
To access UUPM, log into CIS using your uNID and password.

Type “team performance” in the search bar. Click on the Team Performance tile.

Note: To save the Team Performance tile as a favorite for future use, click on the star.



Click on the Team Performance tile on the Manager Self Service screen.

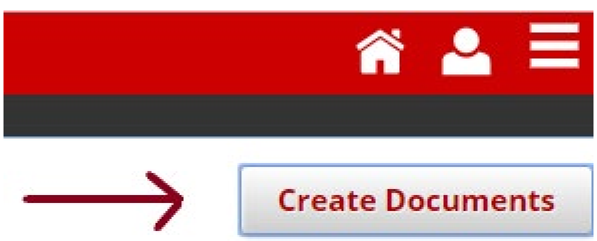


Creating Performance Plans

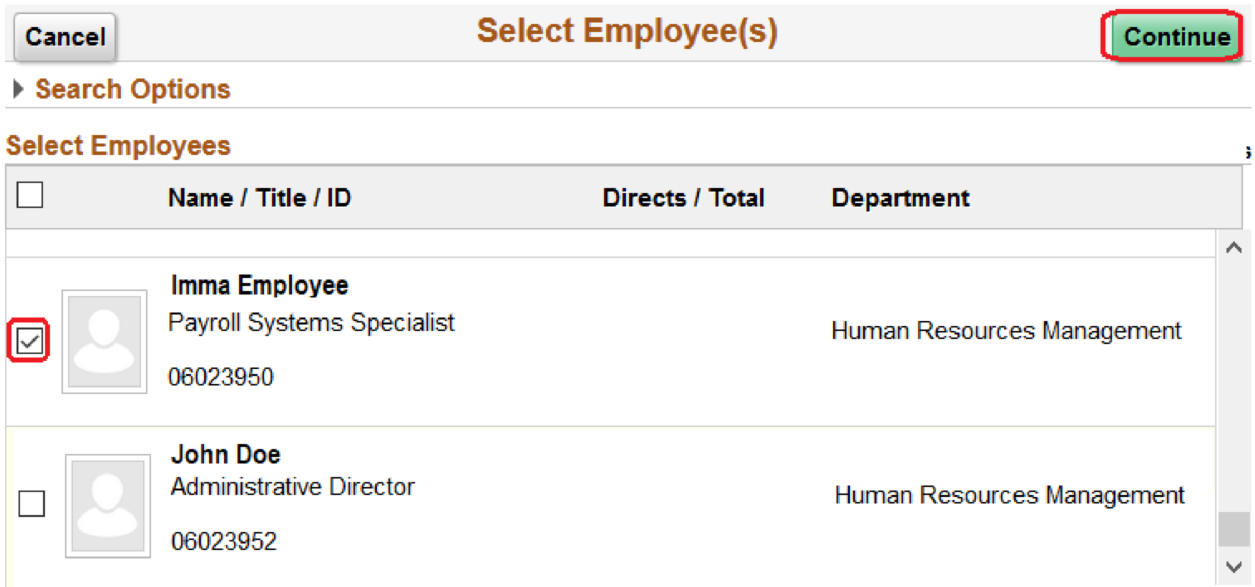
Creating a new plan

Performance plans can be initiated by a manager or by the employee. If your employee has already created their performance plan, please skip to the next section.

From the Team Performance screen, click on Create Documents in the upper right-hand corner of the window.



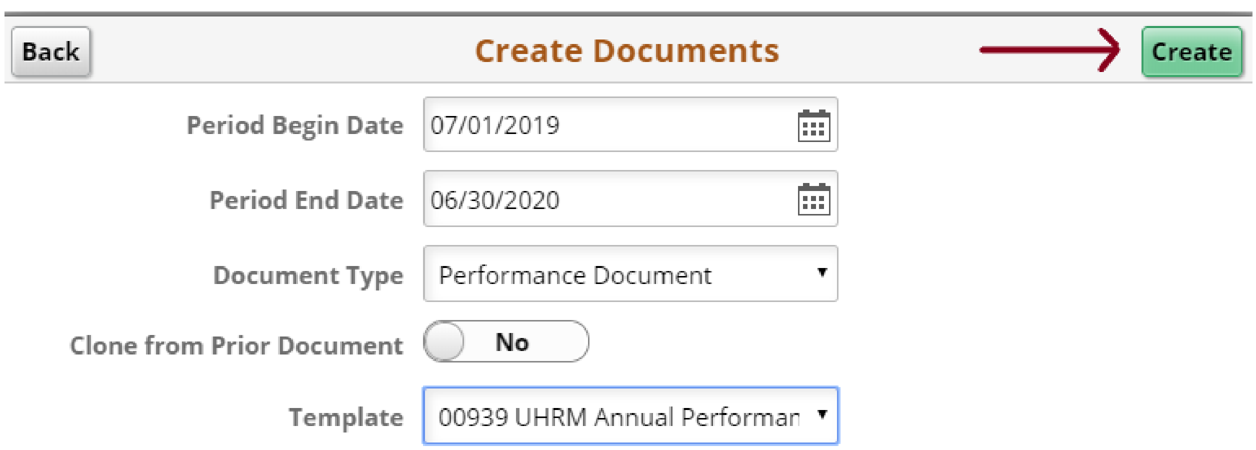
The Select Employee(s) window will appear. Click the checkbox next to the employee you are creating a plan for and click continue. You may select multiple employees to create performance plans simultaneously. If you do not see one of your direct reports, or see someone who is not a direct report, please reach out to your HR team to process ePAFs for those employees to update their supervisor.



Define the performance plan period begin date and end date. Performance plan review periods are established by departments.

The document type should be Performance Document. From the Template drop-down, select the template for your department.

Click the Create button in the upper right-hand corner of the window.



Completing a Performance Plan

Define criteria

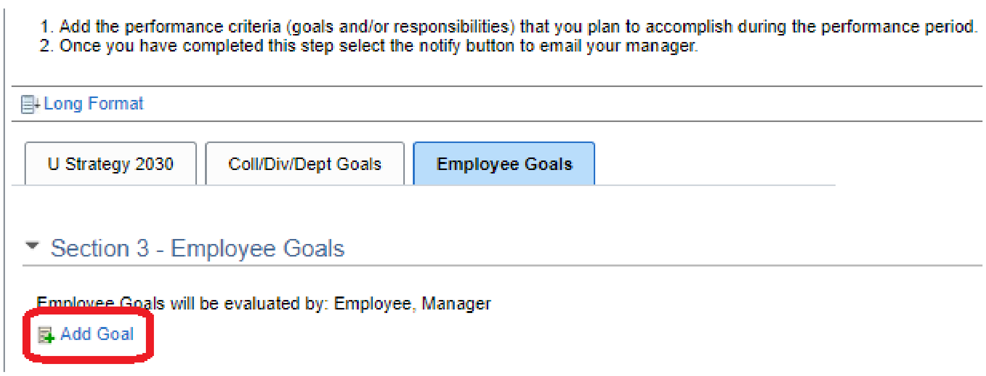
Both the employee and the manager can enter the employee's goals on the Employee Goals tab by clicking the Add Goal option. Follow the instructions below to add goals to and approve an employee's Performance Plan.

> Note: If the employee has already entered their goals for the defined performance review period, you will receive an email notification for approval. You can add, edit, and remove goals as necessary.

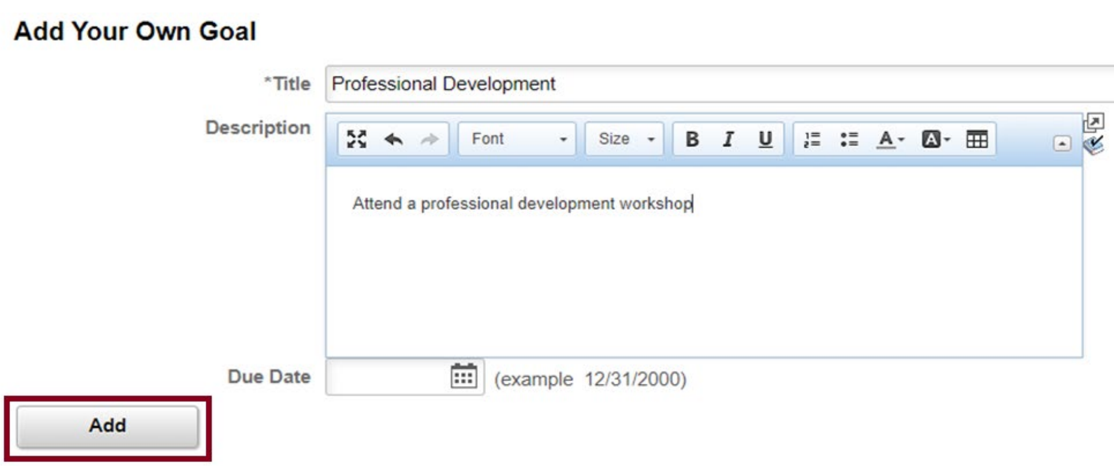
From the Team Performance Screen, select an employee.

You will see the U Strategy 2030 and may see the Coll/Div/Dept Goals tab. Review the goals under these tabs. No action in these areas is required at this time.

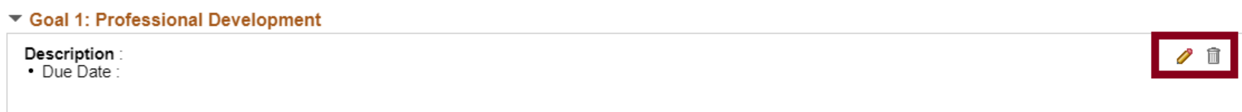
Select the Employee Goals tab to review any existing goals. To add a goal for the employee, click Add Goal.



Create a summarized title for the goal, provide a description, enter a due date (optional), and click Add.

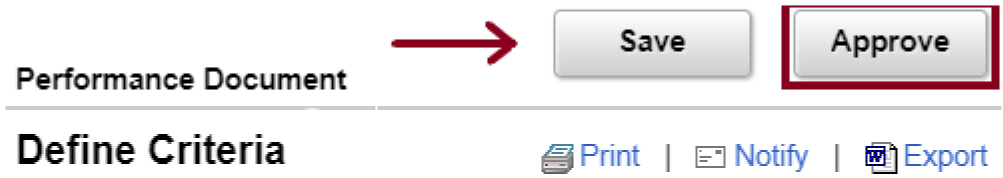


Existing goals can be edited by selecting the pencil icon, or deleted by selection the trash can icon.

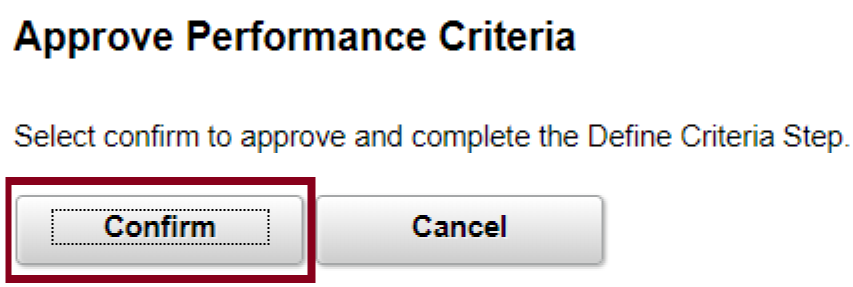


Save progress often by clicking Save in the upper right-hand corner of the window.

To complete the Define Criteria step, click Approve.



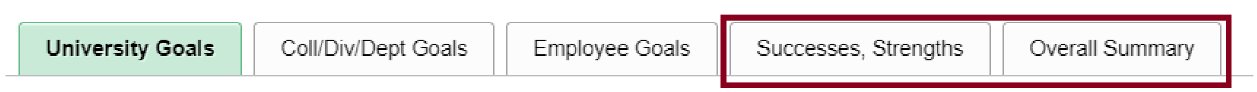
On the next screen, click Confirm.



Evaluation in Progress

Review Manager Evaluation

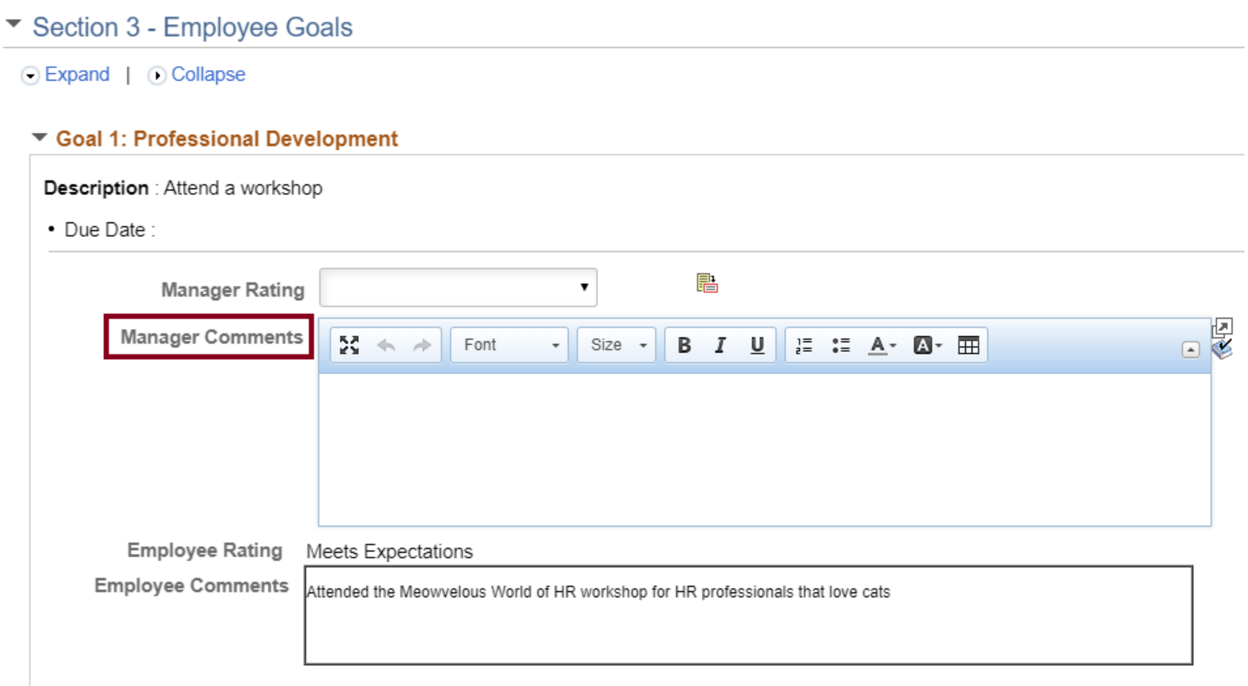
You will now see two additional tabs – Successes, Strengths and Overall Summary.



During the evaluation period, you and your employee will have periodic performance discussions. You are able to record the employee's progress towards achieving their goals and other areas they are being evaluated on. You will enter your comments in the Manager Comment box under each available tab.

Note: Goals cannot be changed at this step in the process.

Expand the employee's goals and enter any additional comments regarding the employee's progress and performance in the Manager Comment box.



Date each comment to differentiate the various comments you add during the evaluation period.

You can complete this process for each goal within all tabs, excluding the U Strategy 2030 tab.

Evaluation in Progress

Review Manager Evaluation, continued

Click Save in the top right-hand corner of the window.

Note: Do **not** click Share with Employee until you have added all comments and rated each section of the employee's performance for the entire evaluation period.

Save progress often.

Review Employee Self-Evaluation

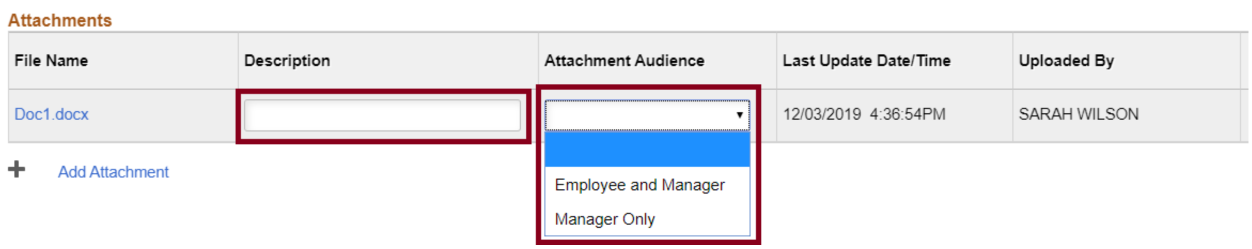
Before meeting with the employee to finalize the evaluation, the employee should rate their performance and add comments in each area of the evaluation. Once the employee has submitted their self-evaluation, you will receive a system generated email prompting you to begin the manager evaluation.

Perform Manager Evaluation and Ratings

Finalize performance review

Prior to meeting with the employee to finalize and complete the performance evaluation, you will add the manager ratings and comments to each section of the evaluation. Expand the goals, review employee comments, and select a rating from the drop-down menu. Provide comments to support your rating. Complete this step for all available tabs.

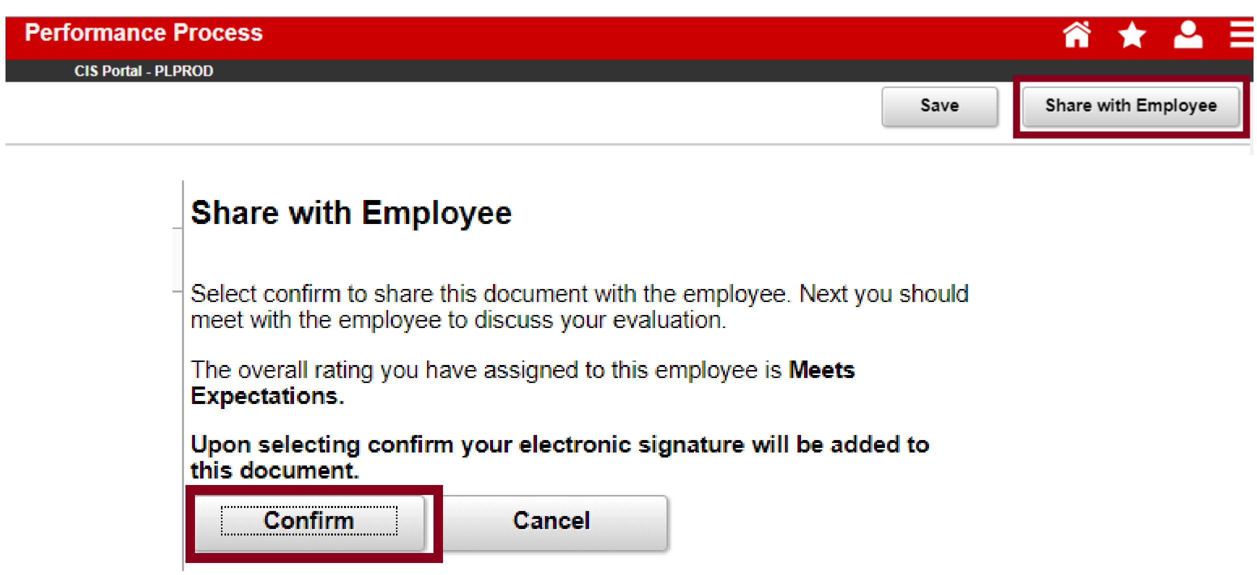
Documents can be attached to each section of the evaluation. Locate the appropriate tab, scroll down, and click Add Attachment. Add a document description, select the appropriate attachment audience.



Once you have uploaded all necessary attachments, click Save.

When you have completed the manager evaluation, click Save and then Complete in the upper right-hand corner of the window.

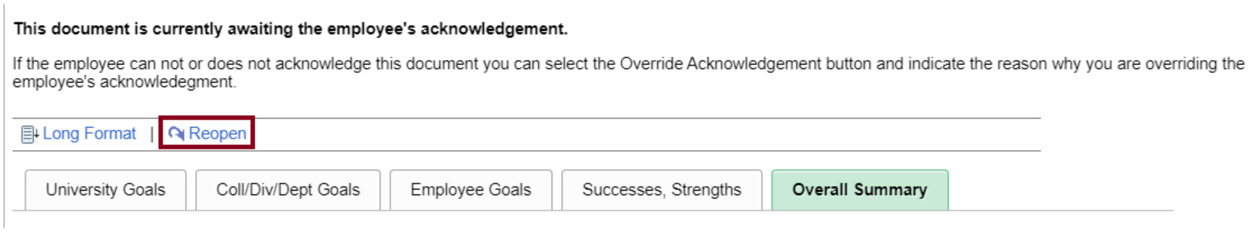
You may choose to share your ratings and comments with the employee prior to meeting in person to discuss their performance evaluation. To do so click Share with Employee and then Confirm.



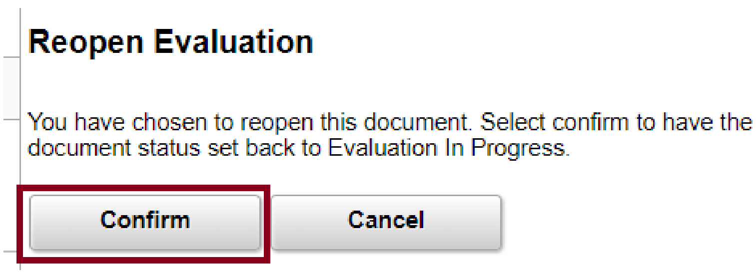
Meeting with Employee

Meet with the employee in-person to discuss the performance evaluation.

After the in-person meeting has been completed, if there are any final changes or comments you need to make to the evaluation, you must reopen the evaluation by clicking Reopen.



Next click Confirm. This will reopen the document in the Evaluation in Progress status.

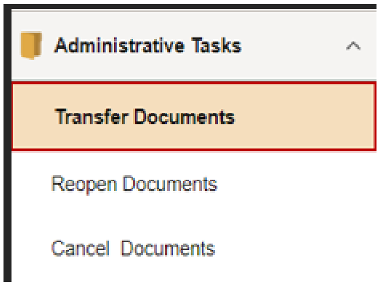


Once all changes are complete, repeat the process of sharing the evaluation with the employee.

Finally, the employee must log into CIS to acknowledge the document. The employee should select Review Manager Evaluation and then click Acknowledge in the upper right-hand corner of the window.

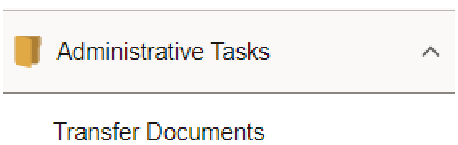
Administrative Tasks

Managers have access to Administrative Tasks for UUPM documents. To access the menu, click on the Administrative Tasks folder on the left side of the Team Performance menu:



Transfer a Document

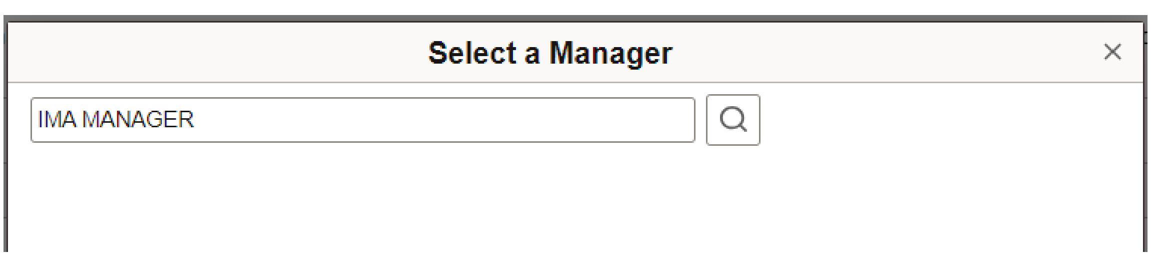
If an employee has transferred to another department and reports to a new manager, their UUPM documents will need to be transferred to their new manager. To transfer a document, go to the Administrative Tasks. Select Transfer Documents:



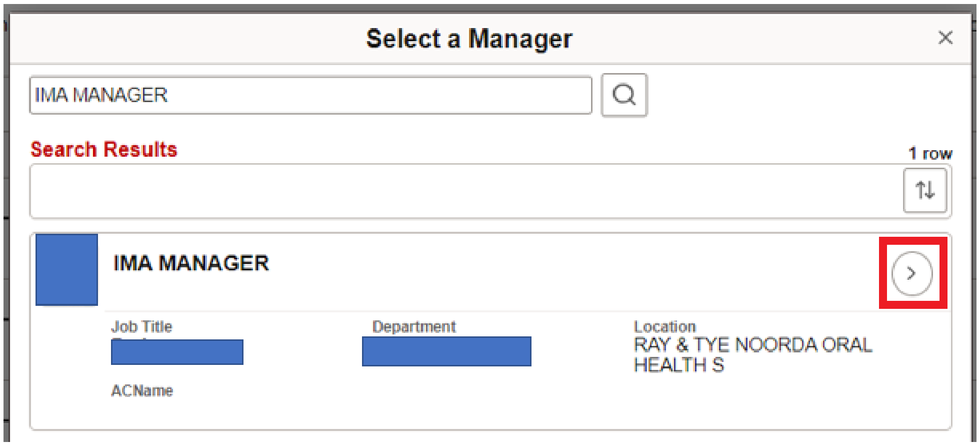
Select the document that needs to be transferred by checking the box to the left of the employee's picture. Click the next button on the top right of your screen.

At this point, search for the Manager to transfer the document to.

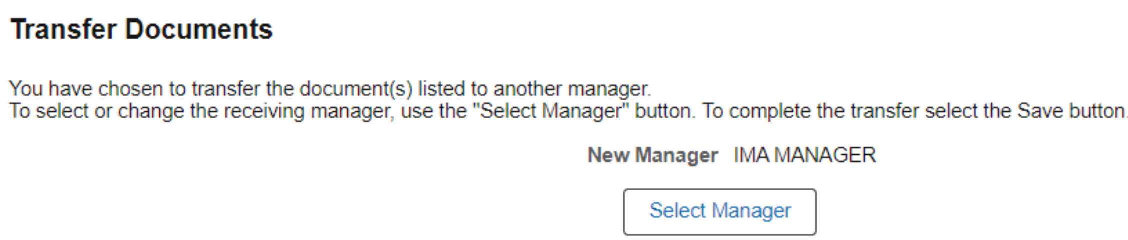
PLEASE NOTE: The system will allow a document transfer to any employee in the organization. To search for a manager, you must type in the first and last name. Please make sure you are selecting the correct manager for this employee. If you transfer a document to a non-manager, the document will not be retrievable by that employee and will require action by an administrator. Only current documents can be transferred.



Once you have found the correct Manager for the transfer, select the manager by clicking the circled arrow on the right:



The manager should display as the New Manager at the top of the page. To make changes, click the Select Manager Button at the top and search for a different manager. Once you have successfully selected the manager for the document transfer, click Save on the top right of the screen.



Reopen a Document

To change the status of a document back to “Evaluation in Progress”, select the Reopen Documents from the Administrative Tasks folder. Select the document(s) and then click the Next button.

Only documents with the status of “Shared with Employee”, “Pending Acknowledgement”, “Acknowledged”, or “Approval” (with Approval status of “Submitted” or “Approved”) can be changed back to “Evaluation in Progress” status.

Cancel a Document

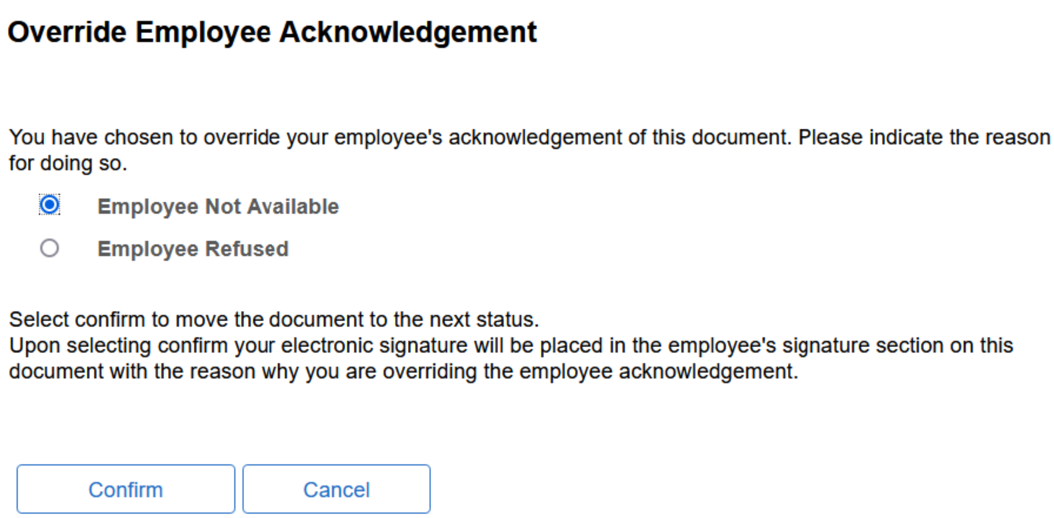
If an employee has terminated their employment and their performance plan has not been evaluated, the supervisor can cancel the uncompleted document.

To cancel a document, select the Cancel Documents from the Administrative Tasks folder. Select the document(s) and then click the Next button.

Only documents with a status of “Define Criteria”, “Track Progress” or “Evaluation in Progress” can be canceled.

Override Employee Acknowledgement

If an employee has terminated their employment and their performance plan has not been evaluated, the supervisor can move through the document as the manager and close it out. Once the plan is closed out, the supervisor will receive a system prompt to override an employee’s acknowledgement in a performance document. Once the ‘Override Acknowledgement’ button is clicked, the Acknowledge confirmation page will appear:


Override Employee Acknowledgement

You have chosen to override your employee's acknowledgement of this document. Please indicate the reason for doing so.

- (●) Employee Not Available
- ( ) Employee Refused

Select confirm to move the document to the next status.
Upon selecting confirm your electronic signature will be placed in the employee's signature section on this document with the reason why you are overriding the employee acknowledgement.

Confirm | Cancel