

UUPM OVERVIEW

Q: What is UUPM?

A: UUPM stands for University of Utah Performance Management. UUPM is the online tool available to main campus (non-health sciences) departments to help manage performance management processes for non-faculty employees.

Q: How do I access UUPM?

A: UUPM can be accessed through the following link: <https://hr.apps.utah.edu/uofu/hrs/upm/upm.action> or through the *Employee Resources* menu in CIS. UUPM is also accessible through the [Managers/Administrative Resources](#) page on the Human Resources website.

Q: What is my UUPM login and password?

A: Your UUPM login is your uNID, your password is your CIS password. If you have forgotten your password, contact the Campus Help Desk for assistance.

Q: What types of performance plans are available in UUPM?

A: UUPM can be used to create a variety of performance plans:

Plan Type	Purpose
Annual	Evaluate and document yearly performance criteria and goals.
Interim	Evaluate and document short-term or project-based performance criteria and goals.
Performance Improvement	Document and coach employee performance management issues.
Probationary	Evaluate performance expectations during an employee's trial probationary period.

Q: Is using the UUPM system mandatory?

A: Yes. UUPM is the required performance management tool for main campus (non-health sciences) to evaluate non-faculty employees.

TECHNICAL FAQS

Q: What browser should I use to work in UUPM?

A: UUPM works best in Firefox, Chrome, and Safari. UUPM is not supported in any version of Internet Explorer or Microsoft Edge.

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

A: UUPM can be accessed through a tablet or smartphone. Not all functionality displays well in these formats, however. It is recommended that UUPM be accessed and used from a desktop or laptop computer.

Q: Can I print completed forms from UUPM?

A: Yes. Through the *Summary* tab, select “View PDF” and print.

Q: How long can I leave UUPM open in my browser?

A: UUPM will time-out after 10 hours.

Q: Are there character limits in UUPM?

A: Yes. There are character limits in certain sections of UUPM. Refer to the chart below. We recommend drafting information in a word processing document to get a word count, and then pasting information into UUPM.

Item	Location in UUPM	Character Limit
Goal/Job Responsibility Title	Plans and Evaluations →Employee Plan (select employee) → New Goal/ Job Responsibility dialog box	150
Goals/Job Responsibility Details	Plans and Evaluations →Employee Plan (select employee) → New Goal/ Job Responsibility dialog box	8000
What was accomplished	Plans and Evaluations →Employee Plan (select employee) → Evaluations → Goal dialog box (appears after selecting goal to evaluate)	3800

POLICY FAQS

Q: How often should a supervisor conduct a performance evaluation for his or her employees?

A: Performance evaluations should be conducted annually with each employee. Supervisors may choose to evaluate performance more often based on individual or department need.

Q: Can UUPM be used in the disciplinary process?

A: UUPM should be used to document steps taken in informal corrective action and disciplinary processes, including:

- Performance coaching
- Verbal counseling
- Memos of expectations

Formal disciplinary action, including written warnings and final written warnings should be handled through your HR manager, not UUPM.

Q: Will a performance plan in UUPM be part of an employee’s personnel file?

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

Q: Will performance plans be available to view by future supervisors?

A: Yes. Current supervisors are able to view the entire performance management history of an employee, regardless of what positions or departments the employee has worked in the past. If either a current or past supervisor, or an employee as concerns about the information in UUPM, they should contact their HR manager.

Q: Are UUPM performance plans viewable to health sciences supervisors?

A: No. Performance plans created in UUPM are only viewable to main campus employees and supervisors. Conversely, performance plans created in PULSE for health sciences are only viewable to health sciences employees and supervisors.

Q: What should I do if I want to include confidential documents in UUPM?

A: Contact your HR manager.

PROCESSES

Q: What kinds of access and functions can I perform within UUPM?

A: The level of access an individual has within UUPM depends on his or her job function. There are three general departmental access levels:

UUPM Role	Access/Ability
Employee/Non Supervisor Access	Create, view and edit their own performance plans. View AAAs created for them. Comment on activated performance plans. Upload documents to performance plans (through Attachments tab).
Supervisor Access	Initiate, edit, and evaluate performance plans for direct-report staff. Upload documents to performance plans (through Attachments tab). Apply AAA's to individual performance plans. Run performance management reports for supervisory chain. Grant proxy access to other users to access account. Edit templates.
Agency/ Division Administrator	Modify and assign AAAs for division and groups within division. Create, view, edit and assign templates for division. Access reports for division. Edit rating styles for division or agency. Assign rights and permissions to individuals within division.

Q: Who can create a performance plan?

A: Performance plans can be created by either the employee or his or her *direct* supervisor. After the plan is created, the performance plan must be activated by the supervisor.

Q: Who can evaluate performance plans in UUPM?

A: Direct supervisors will be able to evaluate employees with the same ORG ID's. If a supervisor does not have the same ORG ID as a staff member, he or she can still contribute to the evaluation by providing information that can be uploaded in the **Attachments** tab by either the employee or his or her supervisor with the correct ORG ID.

Q: Who can edit performance plans?

A: Supervisors and employees can make changes to the performance plan at any time. While a plan is still being created (In Process), changes are not tracked. After a plan becomes active, both the supervisor and employee are notified via email when the other party has made changes in the plan.

Q: How will employees and supervisors be notified of changes made to a performance plan?

A: When a change is made to a goal/job responsibility in an active plan, an email will be automatically sent to the employee (if the supervisor made the change) or supervisor (if the employee made the change). Email alerts are sent at 12:30 a.m. the following morning for changes made to a goal/job responsibility. Emails for all other changes are sent immediately.

Q: When can a supervisor evaluate a performance plan?

A: A supervisor can evaluate a plan after it has been made active. It is recommended that goals within a plan be evaluated as soon as they are completed.

Q: I am an employee who works for two separate managers/supervisors at the University. Will they both be able to create a performance plan for me?

A: Yes, supervisors will be able to create a plan for employees who work in more than one department. Supervisors will only have access to the performance plan that pertains to their department. Employees will be able to see all performance plans that have been created for them.

Q: What templates do I have access to?

A: A supervisor can access templates that have been added to his or her department's or division's UUPM profile by an HR Admin or an Agency Admin user.

Q: Can I edit templates?

A: Supervisors have the ability to edit templates. Supervisors can apply a template to an employee performance plan and then edit the template for that specific employee. Supervisors also have access to edit templates in listed in the Template Drop-Down box. Changes made to templates in this section will be permanent and will be viewable to all members of your department. For this reason, we recommend speaking with your HR Manager or Division/Agency Administrator prior to editing any templates in this section.

Q: Can I attach documents to my employee's performance evaluation?

A: Yes. Many common file types, including word processing, spreadsheet, .pdf, and .jpeg files can be uploaded to the an employee's file. You can also attach web links to an employee's plan.

Attach files by selecting an individual's performance plan and then clicking on the **Attachments** tab.

Q: How long do forms and attachments stay in UUPM?

A: Forms and attachments will stay in UUPM indefinitely.

Q: Can performance plans be created retroactively?

A: Yes. Plans can be back-dated up to 24 months before the day it is actually entered in UUPM system.

Q: What are division and team Goals?

A: Division and team goals are statements that a supervisor can create to remind staff of overall strategic vision and direction. These goals are outside individual performance plans and are not evaluated in performance plans.

Q: What is proxy access?

A: Proxy access allows you to designate an individual who can use UUPM on your behalf, with all of your user rights and access. Because you would be allowing someone to view and potentially edit all that you have access to, it is recommended that proxy access only be given when absolutely necessary.

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:

Report Title	Function
Active Performance Plan Detail Plan	Lists individuals in a manager/supervisor reporting line with an active performance plan of any type in UUPM.
Active Performance Plan Summary	Lists the number of individuals in a manager/supervisor reporting line with active performance plans of any type in UUPM.
Evaluation Status Detail	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).
Employees Without a Current Performance Plan	Lists staff members in the manager/supervisors direct line that do not currently have an active performance plan in UUPM.
Employees on Performance Improvement Plan	Lists staff members in the manager/supervisors direct line currently who have active performance improvement plans in UUPM.
AAA Employee Comments Report	Lists staff members in the manager/supervisors direct line who currently have completed an AAA and have made comments in UUPM regarding items in the AAA.
Employees Without a Current Evaluation	Lists staff members in the manager/supervisors direct line who currently have active performance plans but have not been evaluated in UUPM.
AAA Agency Report	Generates a list of all employees within a department who have completed any AAA.

Reports are accessed through the Admin drop-down box. Reports are generated as .pdf files and can also be downloaded as .csv files.