

# **University of Utah Performance Management System**

## **UUPM**

### **Supervisor User Guide**

Updated March 2016

## Table of Contents

<b>Accessing UUPM</b> .....	3
<b>Creating Performance Plans: Creating a new plans</b> .....	4
Adding new goals/responsibilities .....	6
Viewing and using templates .....	10
Pulling templates to employees.....	11
Pushing templates to Employees.....	12
Copying plans and goals/responsibilities .....	13
<b>Evaluating Performance Plans: Evaluating goals /responsibilities</b> .....	16
Employee comments .....	19
<b>Summary Comments</b> .....	20
<b>Adding Attachments to Performance Plans</b> .....	22
<b>Performance Notes</b> .....	23
<b>Finalizing Performance Plans</b> .....	24
<b>Reports</b> .....	26
<b>Proxy</b> .....	28
<b>Acknowledgement, Agreements and Authorizations (AAAs)</b> .....	30

For questions regarding UUPM, please contact your HR Manager.

<https://www.hr.utah.edu/contact/search.php>

Or

801-581-2169

## ACCESSING UUPM

---

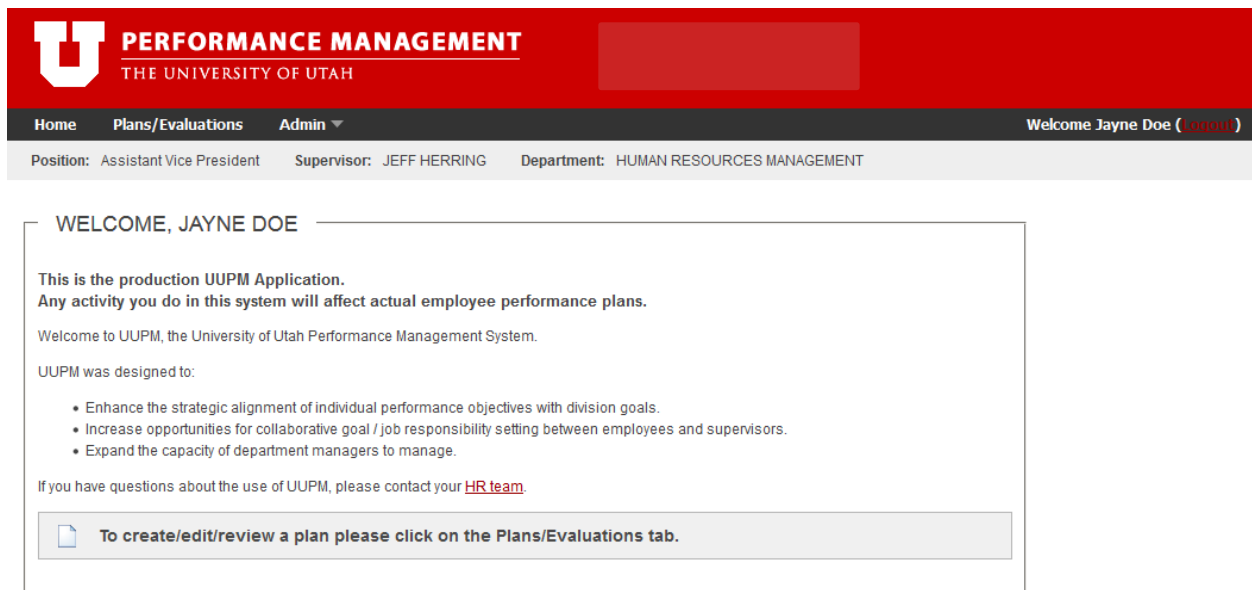
UUPM can be accessed through the following web link:

<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



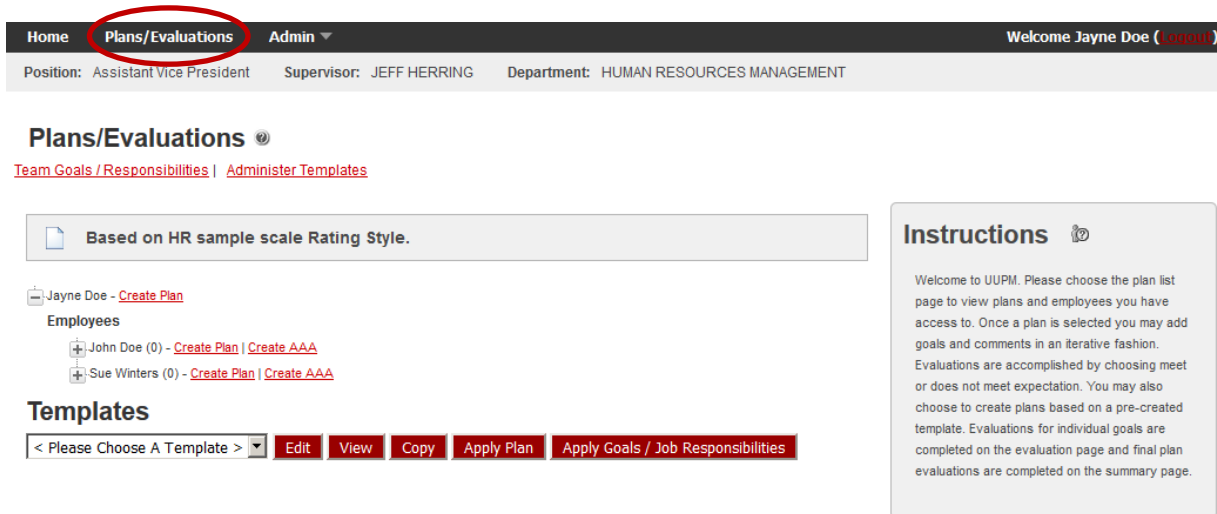
The screenshot shows the UUPM homepage. At the top is a red header with the University of Utah logo and the text "PERFORMANCE MANAGEMENT THE UNIVERSITY OF UTAH". Below the header is a dark navigation bar with links for "Home", "Plans/Evaluations", and "Admin". On the right side of the navigation bar, it says "Welcome Jayne Doe (Logout)". Below the navigation bar is a light gray bar displaying user information: "Position: Assistant Vice President", "Supervisor: JEFF HERRING", and "Department: HUMAN RESOURCES MANAGEMENT". The main content area is titled "WELCOME, JAYNE DOE" and contains the following text: "This is the production UUPM Application. Any activity you do in this system will affect actual employee performance plans. Welcome to UUPM, the University of Utah Performance Management System. UUPM was designed to:" followed by a bulleted list: "Enhance the strategic alignment of individual performance objectives with division goals.", "Increase opportunities for collaborative goal / job responsibility setting between employees and supervisors.", and "Expand the capacity of department managers to manage." Below the list, it says "If you have questions about the use of UUPM, please contact your [HR team](#)." At the bottom, there is a light gray box with a document icon and the text "To create/edit/review a plan please click on the Plans/Evaluations tab."

## 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



Home **Plans/Evaluations** Admin

Welcome Jayne Doe (Logout)

Position: Assistant Vice President Supervisor: JEFF HERRING Department: HUMAN RESOURCES MANAGEMENT

### Plans/Evaluations

[Team Goals / Responsibilities](#) | [Administer Templates](#)

Based on HR sample scale Rating Style.

Jayne Doe - [Create Plan](#)

Employees

- John Doe (0) - [Create Plan](#) | [Create AAA](#)
- Sue Winters (0) - [Create Plan](#) | [Create AAA](#)

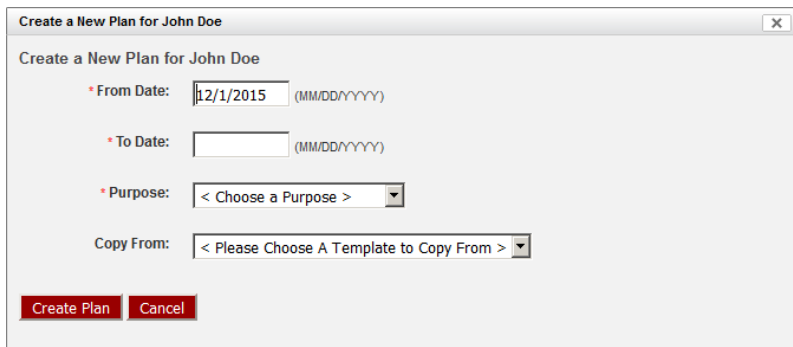
### Templates

< Please Choose A Template > [Edit](#) [View](#) [Copy](#) [Apply Plan](#) [Apply Goals / Job Responsibilities](#)

#### 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



Create a New Plan for John Doe

Create a New Plan for John Doe

\* From Date: 12/1/2015 (MM/DD/YYYY)

\* To Date: (MM/DD/YYYY)

\* Purpose: < Choose a Purpose >

Copy From: < Please Choose A Template to Copy From >

[Create Plan](#) [Cancel](#)

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*

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

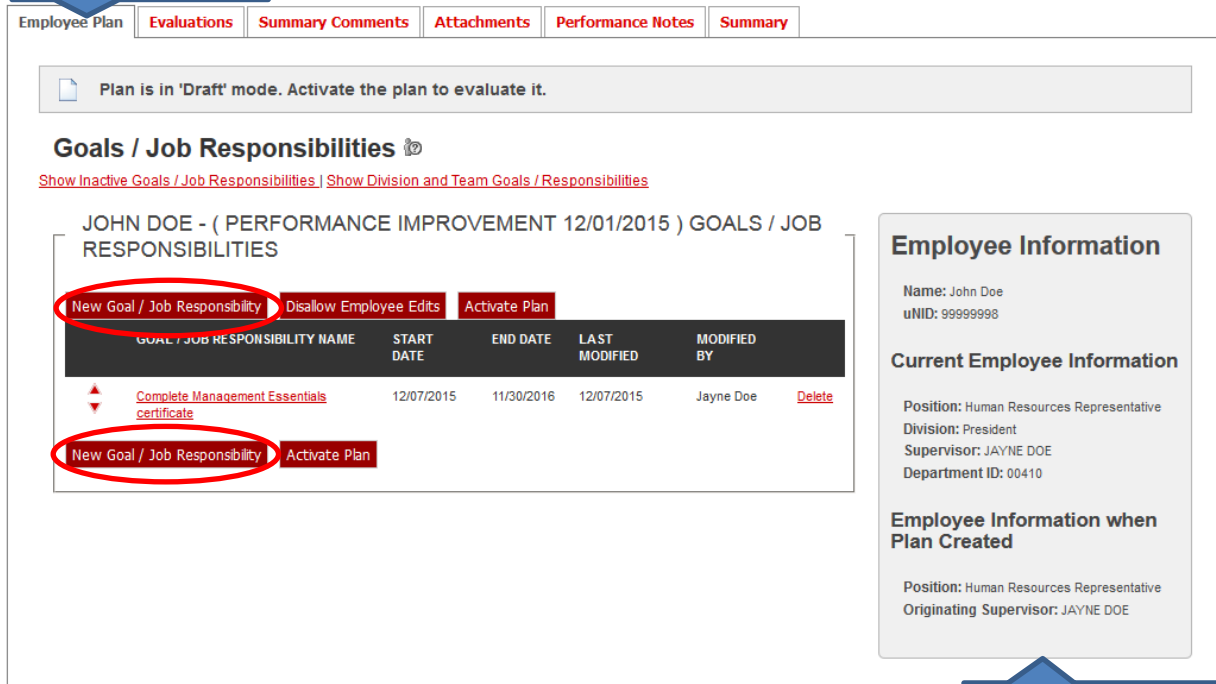
## CREATING PERFORMANCE PLANS

### *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).

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

Figure 4



Employee Plan | Evaluations | Summary Comments | Attachments | Performance Notes | Summary

Plan is in 'Draft' mode. Activate the plan to evaluate it.

### Goals / Job Responsibilities

[Show Inactive Goals / Job Responsibilities](#) | [Show Division and Team Goals / Responsibilities](#)

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

**New Goal / Job Responsibility** | Disallow Employee Edits | Activate Plan

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY
Complete Management Essentials certificate	12/07/2015	11/30/2016	12/07/2015	Jayne Doe

**New Goal / Job Responsibility** | Activate Plan

#### Employee Information

Name: John Doe  
uNID: 99999998

#### Current Employee Information

Position: Human Resources Representative  
Division: President  
Supervisor: JAYNE DOE  
Department ID: 00410

#### Employee Information when Plan Created

Position: Human Resources Representative  
Originating Supervisor: JAYNE DOE

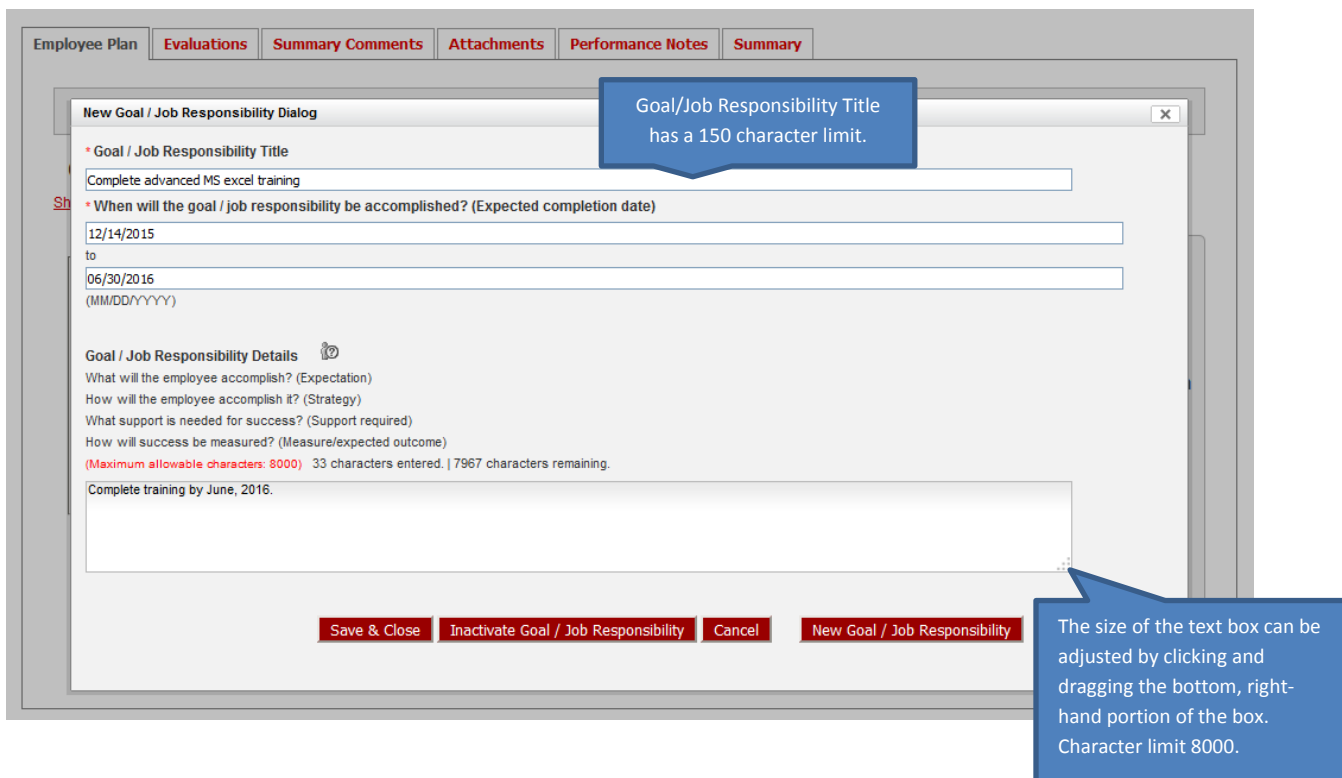
**Employee Information** provides current information about the employee.

## 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



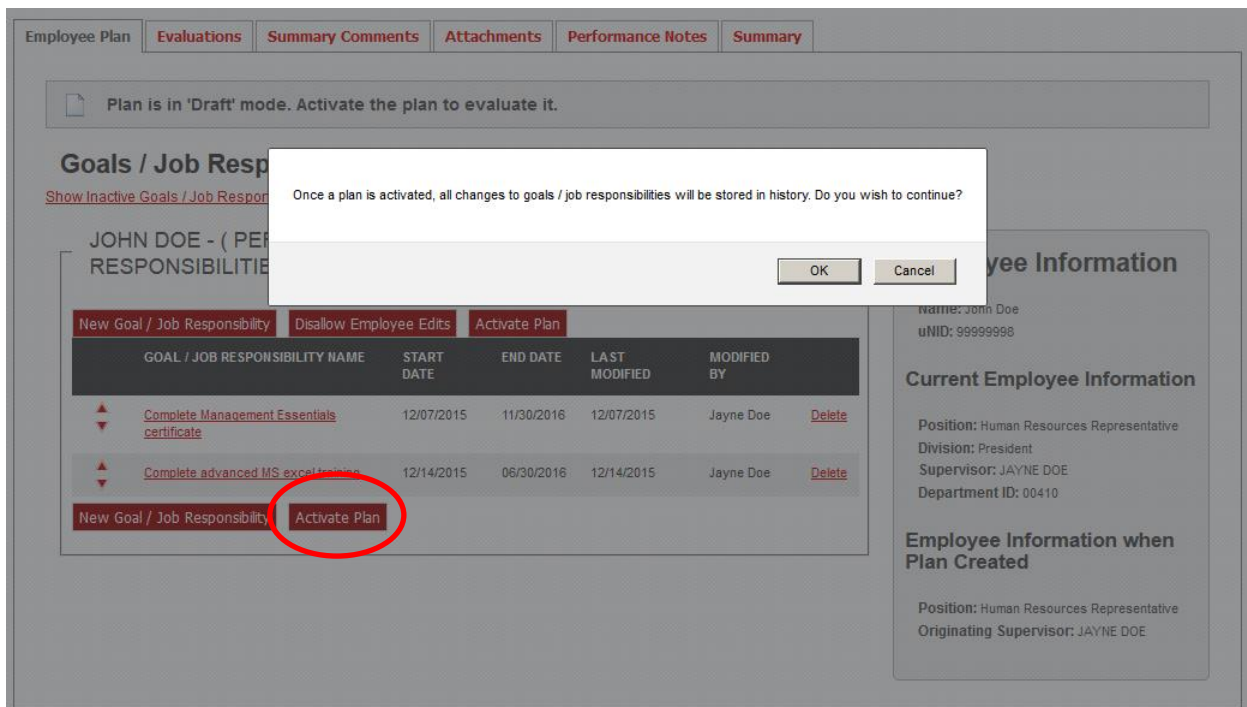
The end date for individual goals need not be the same as the end date for the plan as a whole; the end date for each goal may come sooner or later than the overall plan end date. It is likely that employees will have different timelines for different projects they are working to complete. There is no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



The screenshot shows a web interface for managing performance plans. At the top, there are tabs: Employee Plan, Evaluations, Summary Comments, Attachments, Performance Notes, and Summary. A message at the top states: "Plan is in 'Draft' mode. Activate the plan to evaluate it." Below this, the "Goals / Job Responsibilities" section is active, showing a list of goals for "JOHN DOE - (PERFORMANCE PLAN)". A modal dialog box is open in the center, asking: "Once a plan is activated, all changes to goals / job responsibilities will be stored in history. Do you wish to continue?" with "OK" and "Cancel" buttons. The "Activate Plan" button at the bottom of the goals list is circled in red. To the right, there is a section for "Employee Information" for John Doe, including his name, uNID, position, division, supervisor, and department ID.

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY
<a href="#">Complete Management Essentials certificate</a>	12/07/2015	11/30/2016	12/07/2015	Jayne Doe
<a href="#">Complete advanced MS excel training</a>	12/14/2015	06/30/2016	12/14/2015	Jayne Doe

Employee Information

name: John Doe  
uNID: 99999998

**Current Employee Information**

Position: Human Resources Representative  
Division: President  
Supervisor: JAYNE DOE  
Department ID: 00410

**Employee Information when Plan Created**

Position: Human Resources Representative  
Originating Supervisor: JAYNE DOE



Figure 7

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

New Goal / Job Responsibility Disallow Employee Edits

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY	
<a href="#">Complete Management Essentials certificate</a>	12/07/2015	11/30/2016	12/14/2015	Jayne Doe	<a href="#">History</a>
<a href="#">Complete advanced MS excel training</a>	12/14/2015	06/30/2016	12/14/2015	Jayne Doe	

New Goal / Job Responsibility

Figure 8

Goal / Job Responsibility History Dialog

REVISION	NAME	MODIFIED BY	DATE
1	<a href="#">Complete Management Essentials certificate</a>	Jayne Doe	12/14/2015

Notes Summary

Goals / Job Responsibilities

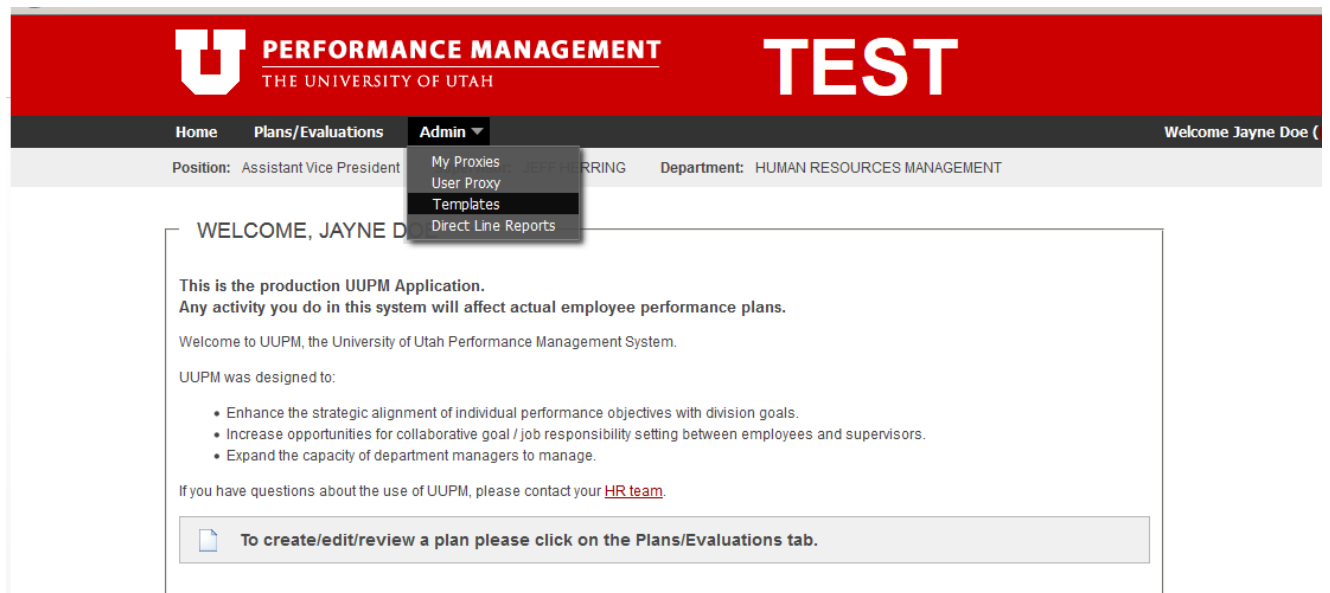
## CREATING PLANS

### *Viewing and using templates*

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

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

Figure 9



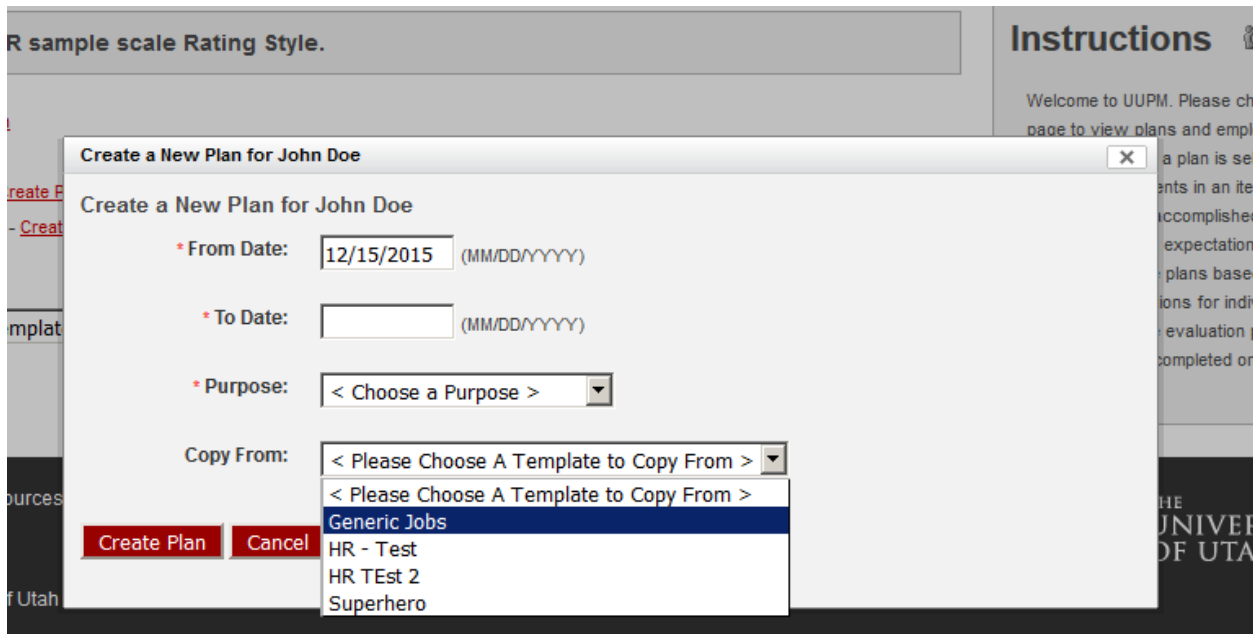
Supervisors have access to edit templates in listed in the Template Drop-Down box. Changes made to templates in this section will be permanent and will be viewable to all members of your division. For this reason, we recommend speaking with your HR Manager or Division/Agency Administrator prior to editing any templates in this section.

## 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



The screenshot shows a web application interface. In the foreground, a modal dialog box titled "Create a New Plan for John Doe" is open. It contains the following fields:

- \* From Date: 12/15/2015 (MM/DD/YYYY)
- \* To Date: (empty) (MM/DD/YYYY)
- \* Purpose: < Choose a Purpose >
- Copy From: < Please Choose A Template to Copy From >

The "Copy From" dropdown menu is expanded, showing the following options:

- < Please Choose A Template to Copy From >
- Generic Jobs
- HR - Test
- HR TEst 2
- Superhero

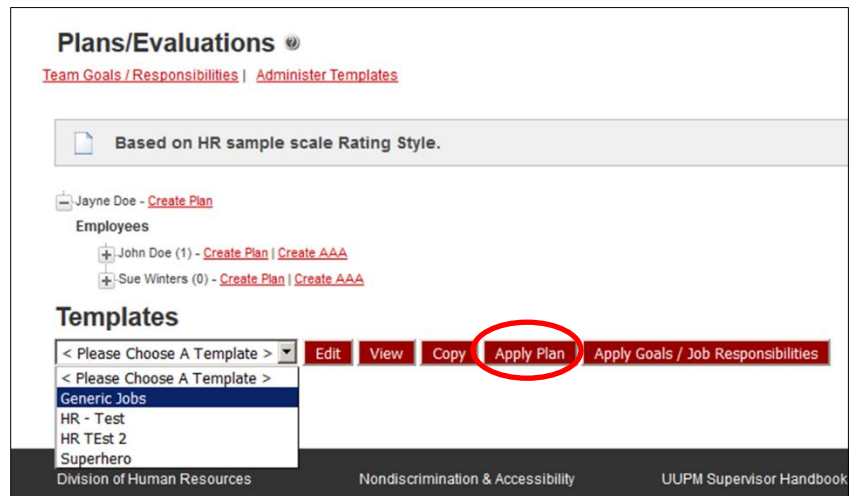
At the bottom left of the dialog box, there are two buttons: "Create Plan" and "Cancel".

## CREATING PLANS

### *Pushing templates to employees*

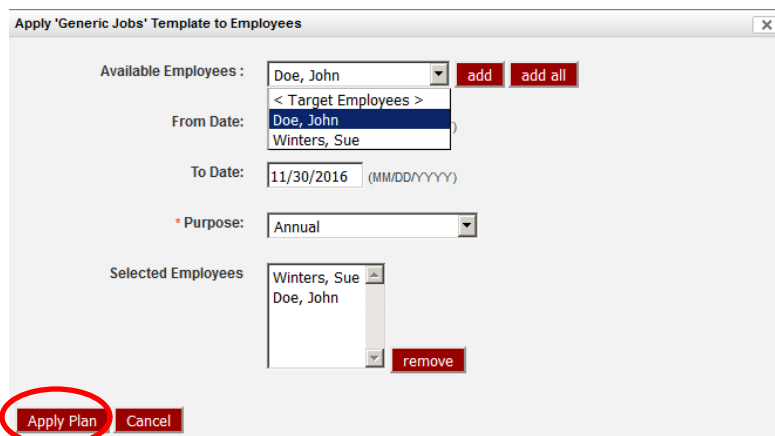
A template can be **pushed** to one or many employees. To do this, select the template that you want to apply from the available templates at the bottom of the employee list in the **Plans and Evaluations** tab and then select **Apply Plan** (figure 11).

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

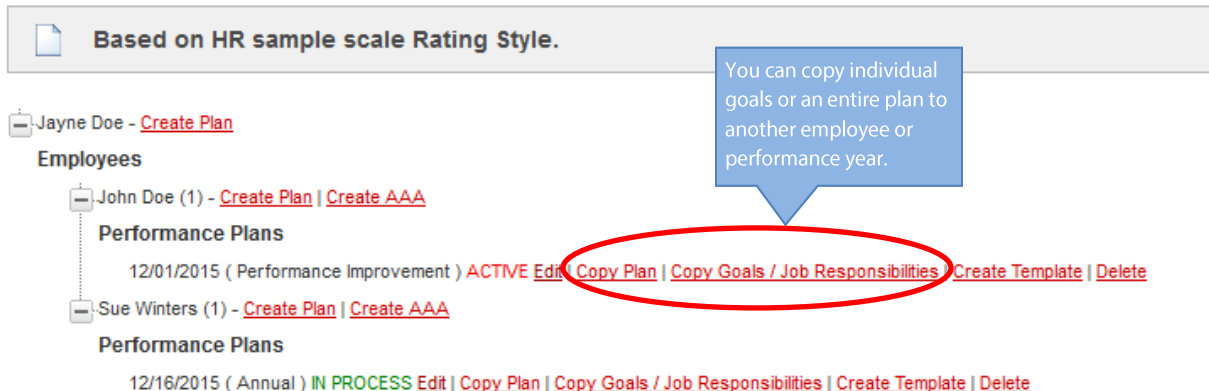
### *Copying Plans and Goals/Responsibilities*

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).

Figure 13

### Plans/Evaluations

[Team Goals / Responsibilities](#) | [Administer Templates](#)



Based on HR sample scale Rating Style.

Jayne Doe - [Create Plan](#)

**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](#)
- Sue Winters (1) - [Create Plan](#) | [Create AAA](#)

**Performance Plans**

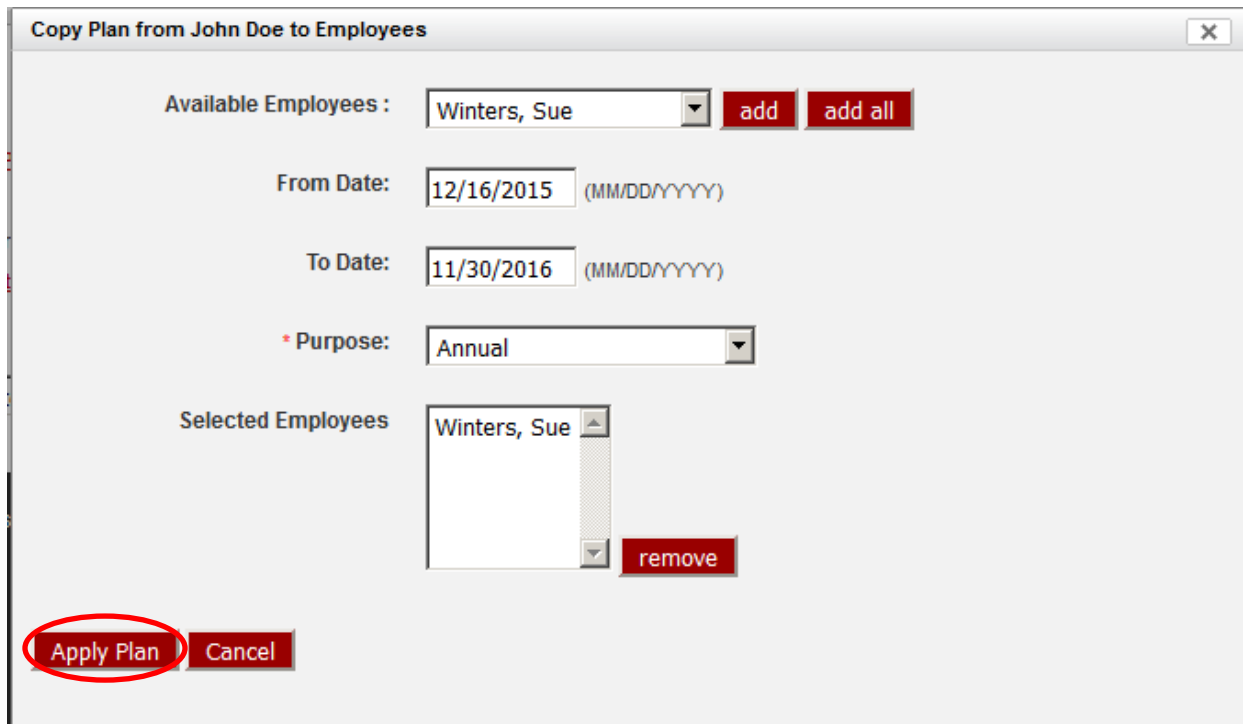
- 12/16/2015 ( Annual ) IN PROCESS [Edit](#) | [Copy Plan](#) | [Copy Goals / Job Responsibilities](#) | [Create Template](#) | [Delete](#)

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.

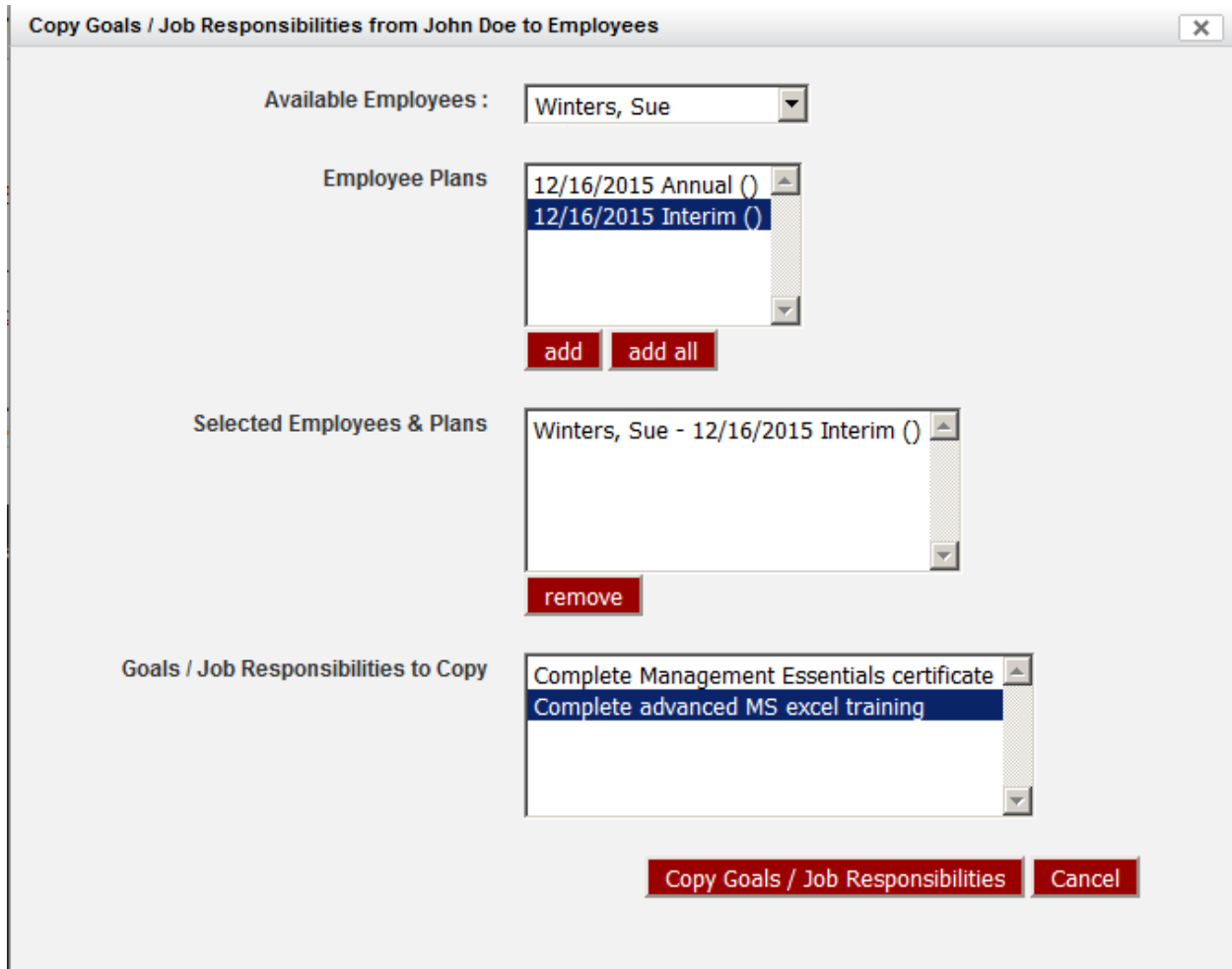
Figure 14



The screenshot shows a dialog box titled "Copy Plan from John Doe to Employees" with a close button (X) in the top right corner. The dialog contains the following fields and buttons:

- Available Employees :** A dropdown menu showing "Winters, Sue", followed by "add" and "add all" buttons.
- From Date:** A date input field containing "12/16/2015" with "(MM/DD/YYYY)" to its right.
- To Date:** A date input field containing "11/30/2016" with "(MM/DD/YYYY)" to its right.
- \* Purpose:** A dropdown menu showing "Annual".
- Selected Employees** section containing a list box with "Winters, Sue" and a "remove" button below it.
- At the bottom left, there are two buttons: "Apply Plan" (circled in red) and "Cancel".

Figure 15



**Copy Goals / Job Responsibilities from John Doe to Employees** [X]

Available Employees : Winters, Sue

Employee Plans

- 12/16/2015 Annual ()
- 12/16/2015 Interim ()

add add all

Selected Employees & Plans

- Winters, Sue - 12/16/2015 Interim ()

remove

Goals / Job Responsibilities to Copy

- Complete Management Essentials certificate
- Complete advanced MS excel training

Copy Goals / Job Responsibilities Cancel

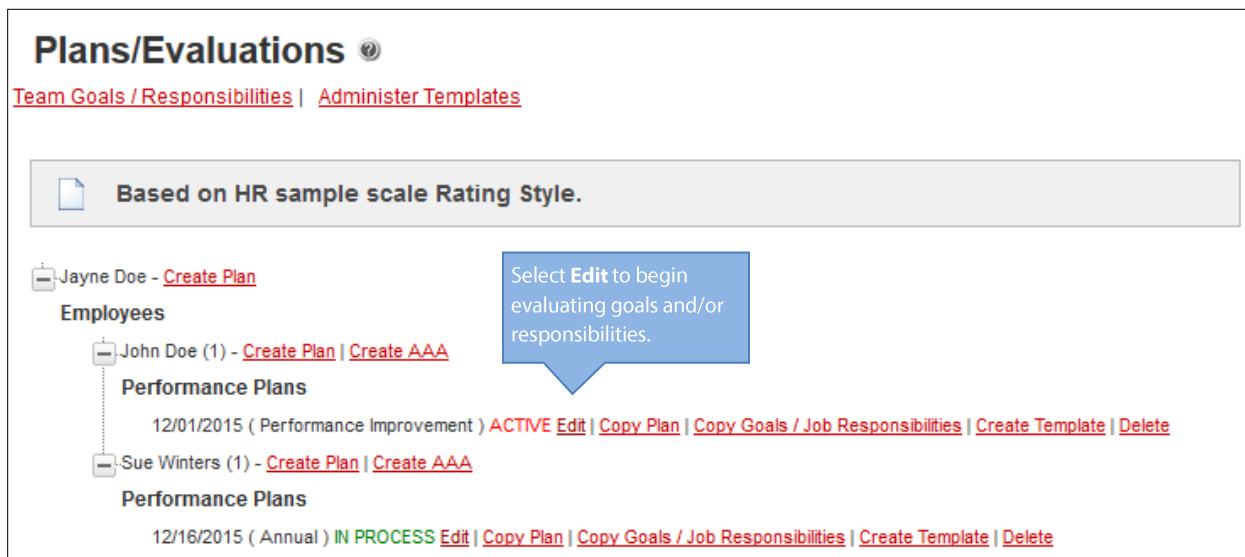
## EVALUATING PERFORMANCE PLANS

### *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).

Figure 16



**Plans/Evaluations** ⓘ

[Team Goals / Responsibilities](#) | [Administer Templates](#)

 Based on HR sample scale Rating Style.

Jayne Doe - [Create Plan](#)

**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](#)
- 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).

Figure 17



Employee Plan Evaluations Summary Comments Attachments Performance Notes Summary

Plan is ready for Evaluation

### Evaluate Goals / Job Responsibilities

[Show Inactive Goals / Job Responsibilities](#)

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

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY	EVALUATED DATE
<a href="#">Complete Management Essentials certificate</a>	12/07/2015	11/30/2016	12/14/2015	Jayne Doe	
<a href="#">Complete advanced MS excel training</a>	12/14/2015	06/30/2016	12/14/2015	Jayne Doe	

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

**Last modified by:** Jayne Doe on 12/14/2015 ✕

**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: 3800) 91 characters entered. | 3709 characters remaining.

This box has a 3800 character limit.

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

**\* Outcome:**

Does Not Meet Expectations  
Meets Expectations

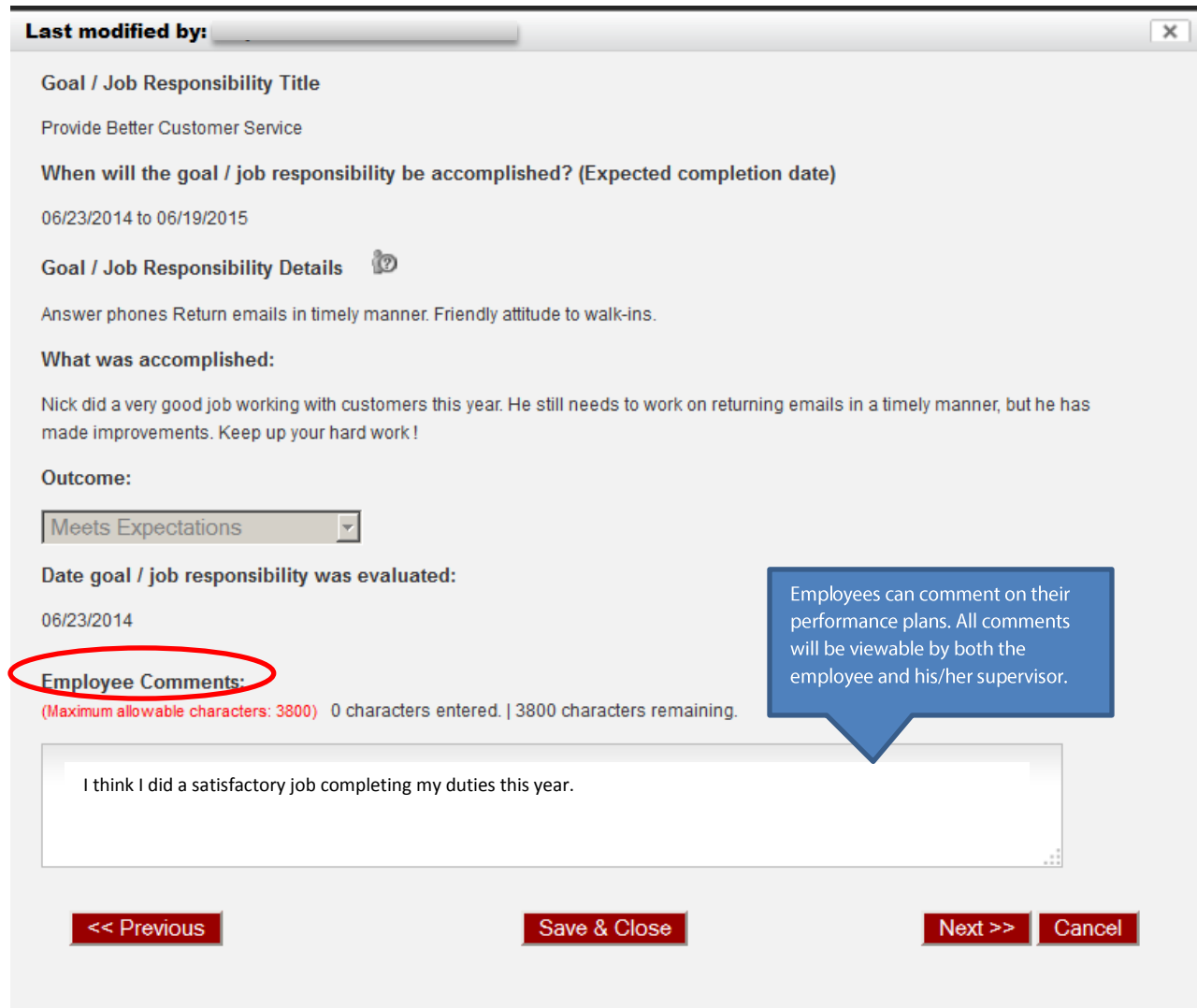
is evaluated:  
03/15/2016 (MM/DD/YYYY)

## 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



**Last modified by:** \_\_\_\_\_

**Goal / Job Responsibility Title**  
Provide Better Customer Service

**When will the goal / job responsibility be accomplished? (Expected completion date)**  
06/23/2014 to 06/19/2015

**Goal / Job Responsibility Details**   
Answer phones Return emails in timely manner. Friendly attitude to walk-ins.

**What was accomplished:**  
Nick did a very good job working with customers this year. He still needs to work on returning emails in a timely manner, but he has made improvements. Keep up your hard work !

**Outcome:**

**Date goal / job responsibility was evaluated:**  
06/23/2014

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

I think I did a satisfactory job completing my duties this year.

*Employees can comment on their performance plans. All comments will be viewable by both the employee and his/her supervisor.*

## SUMMARY COMMENTS

---

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

<b>Employee Plan</b>	<b>Evaluations</b>	<b>Summary Comments</b>	<b>Attachments</b>	<b>Performance Notes</b>	<b>Summary</b>
----------------------	--------------------	-------------------------	--------------------	--------------------------	----------------

### Summary Comments

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

**Save**

**Achievements and Strengths:**  
(Maximum allowable characters: 3800) 85 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 want 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.

**Save**



Figure 21

<b>My Plan</b>	<b>Evaluation</b>	<b>Attachments</b>	<b>Overall Employee Comments</b>	<b>Performance Notes</b>	<b>Summary</b>
----------------	-------------------	--------------------	----------------------------------	--------------------------	----------------

## Comments

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

**Save**

**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.

**Save**

## ADDING ATTACHMENTS TO PERFORMANCE PLANS

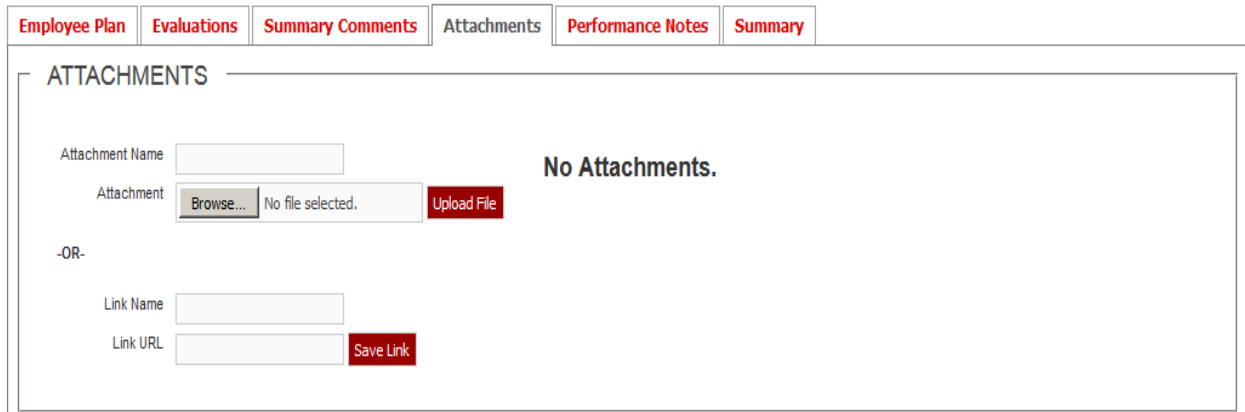
---

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



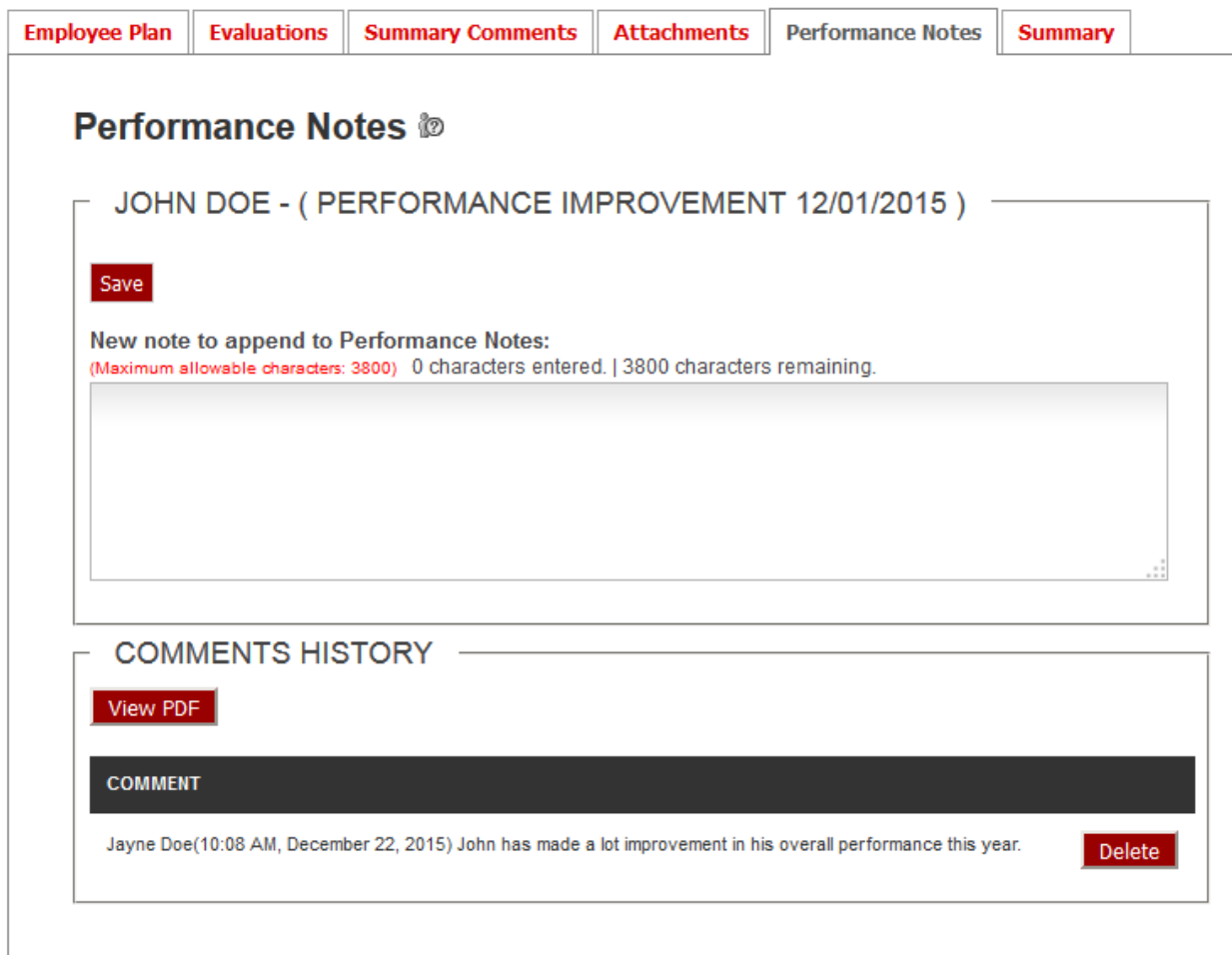
The screenshot shows a web interface with a navigation bar at the top containing tabs: Employee Plan, Evaluations, Summary Comments, Attachments (selected), Performance Notes, and Summary. Below the navigation bar is a large box titled "ATTACHMENTS". Inside this box, the text "No Attachments." is displayed in the center. On the left side of the box, there are two sections for adding content. The first section is for file uploads, featuring an "Attachment Name" text input field, an "Attachment" label, a "Browse..." button, a text field containing "No file selected.", and an "Upload File" button. The second section is for adding links, featuring a "Link Name" text input field, a "Link URL" text input field, and a "Save Link" button. A "-OR-" separator is placed between the two sections.

## 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



The screenshot displays a web interface for performance management. At the top, a horizontal tabbed menu includes 'Employee Plan', 'Evaluations', 'Summary Comments', 'Attachments', 'Performance Notes' (which is active), and 'Summary'. Below the tabs, the main content area is titled 'Performance Notes' with an information icon. A specific note is shown for 'JOHN DOE - ( PERFORMANCE IMPROVEMENT 12/01/2015 )'. To the left of the note is a 'Save' button. Below the note title, there is a section for adding a new note, labeled 'New note to append to Performance Notes:', with a character count '(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.' and a large text input area. Below this is a 'COMMENTS HISTORY' section. It features a 'View PDF' button and a list of comments. One comment is visible: 'Jayne Doe(10:08 AM, December 22, 2015) John has made a lot improvement in his overall performance this year.' with a 'Delete' button to its right.

## 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)



Figure 24

<a href="#">Employee Plan</a>	<a href="#">Evaluations</a>	<a href="#">Summary Comments</a>	<a href="#">Attachments</a>	<a href="#">Performance Notes</a>	<a href="#">Summary</a>
-------------------------------	-----------------------------	----------------------------------	-----------------------------	-----------------------------------	-------------------------

### Summary

View PDF
Save
Unable to finalize evaluation until all goals / job responsibilities are evaluated.
Exit

---

#### PERFORMANCE SUMMARY REPORT

Name: John Doe	Division: President
Position: Human Resources Representative	Department: HUMAN RESOURCES MANAGEMENT
uNID#: 99999998	Department ID: 00410
Supervisor: JAYNE DOE	Originating Supervisor: JAYNE DOE

Evaluation Date: \_\_\_\_\_

Period Covered:  (MM/DD/YYYY) to  (MM/DD/YYYY)

Purpose: 
 Overall Rating:

Rating Explanation: 3. Duh!  
 2. Ho Hum.  
 1. Woo Hoo!

Provide an overall rating to evaluate the entire performance plan.

---

#### PART 1: ACHIEVEMENTS, STRENGTHS AND OVERALL RATING

**Summary Comments:**

- Achievements and Strengths:  
John is very personable and has good rapport with his colleagues and his customers.
- Development Plans:  
Continue to work on proficiency with Microsoft office programs. John also want to complete the Professional Development and Business Skills workshops.
- Additional Comments:  
John is a great asset to the team. I look forward to continuing to work with him in the next year.

**Employee Comments:**  
 Overall Rating: \_\_\_\_\_

**Rating Explanation:** 3. Duh!  
 2. Ho Hum.  
 1. Woo Hoo!

**Recommended Actions:** (Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

I acknowledge that I have discussed this performance evaluation with my employee:

I acknowledge that I have discussed this performance evaluation with my supervisor: --

Employee Comment: \_\_\_\_\_

Both the supervisor and the employee must acknowledge discussing the performance plan.

## REPORTS

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

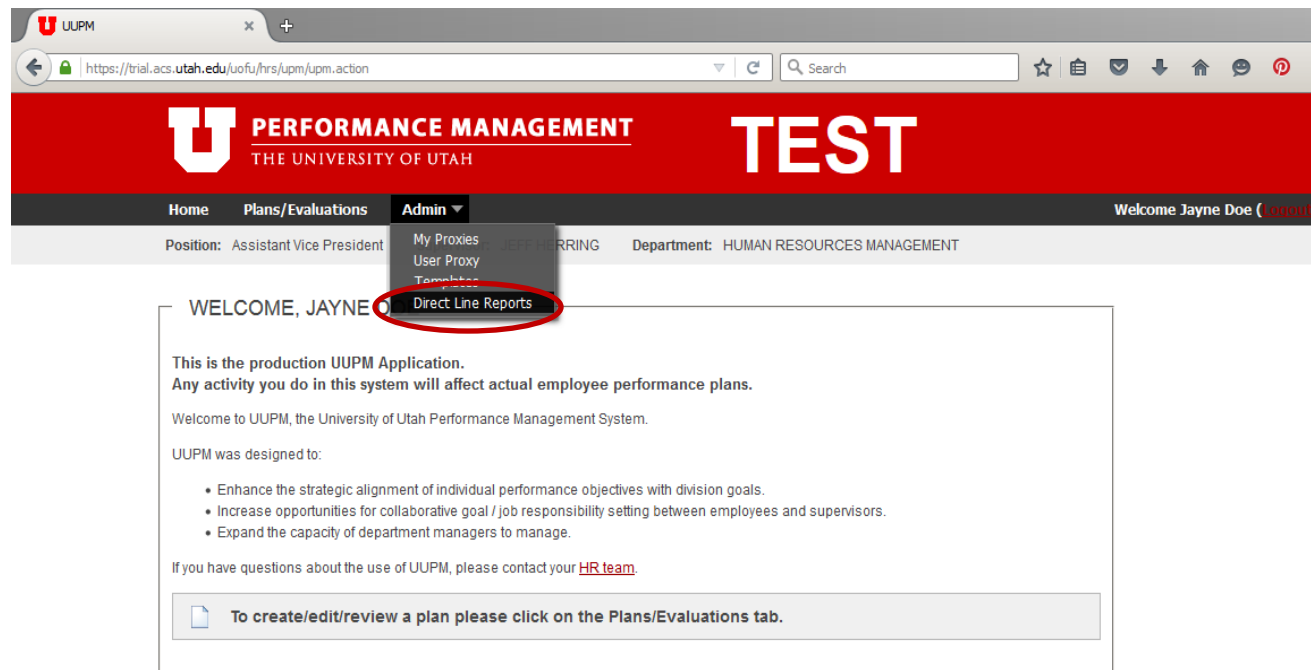


Figure 26



The screenshot shows the 'Direct Line Reports Search Filter' form. It includes a 'Report Types' dropdown menu with the text '< Please Choose a Report Type >'. Below this are 'From Date' and 'To Date' input fields with values '07/01/2015' and '12/28/2015' respectively. The 'Break On' section contains several dropdown menus: 'Division' (OFFICE OF THE PRESIDENT), 'Supervisor' (< All Supervisors >), 'Job Title' (< All Job Titles >), and 'Department' (< All Departments >). There is also a checkbox for 'Include Indirect Employees'. At the bottom, there are two buttons: 'Generate Report' and 'Reset'.

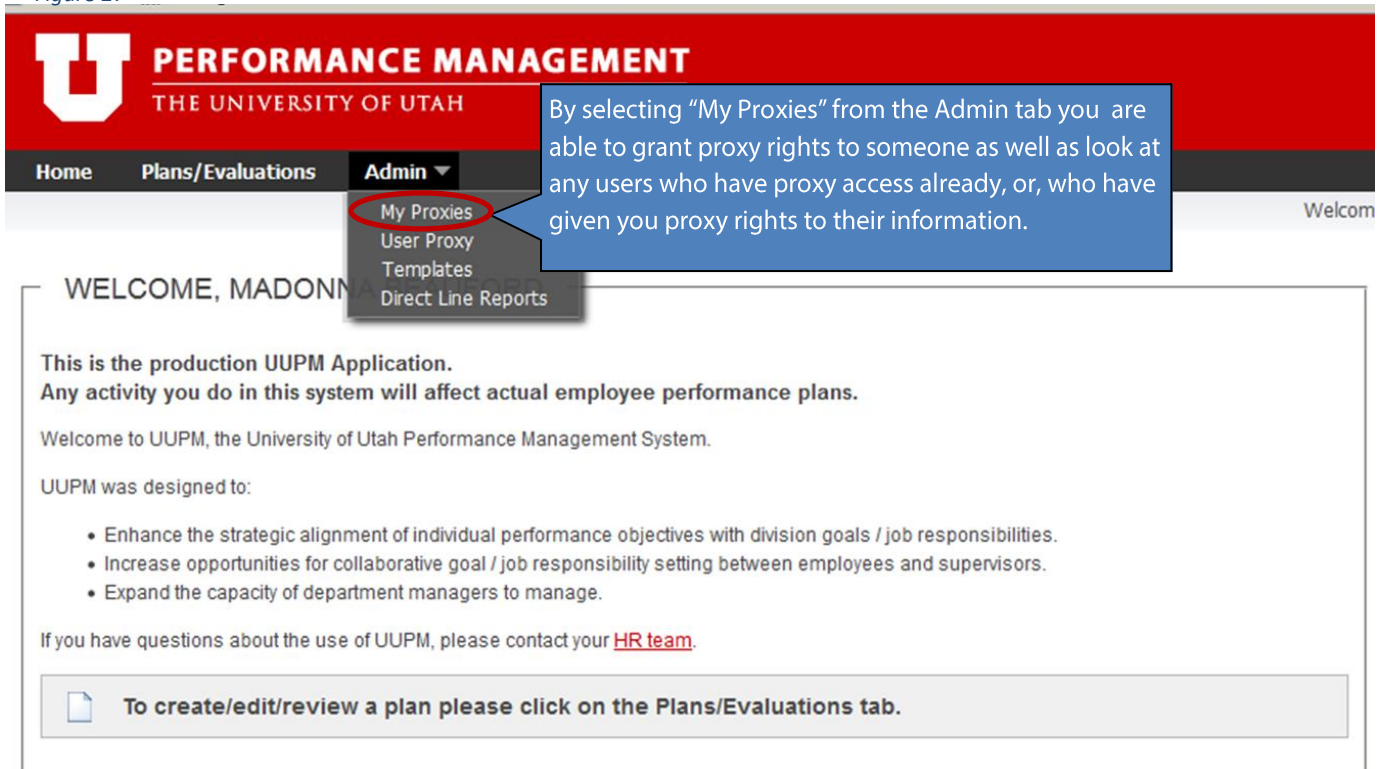
Table 2

<b>Report Title</b>	<b>Function</b>
Active Performance Plan Detail Plan	Lists individuals in a manager/supervisor reporting line with an active performance plan of any type.
Active Performance Plan Summary	Lists the number of individuals in a manager/supervisor reporting line with active performance plans of any type.
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.
Employees on Performance Improvement Plan	Lists staff members in the manager/supervisors direct line that currently have active performance improvement plans.
Acknowledgement, Agreement, and Authorization (AAA) Employee Comments Report	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.
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.
Acknowledgement, Agreement, and Authorization (AAA) Agency Report	Generates a list of all employees within a department who have completed any AAA.

## PROXY

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.

Figure 27



The screenshot shows the UUPM (University of Utah Performance Management) interface. At the top, there is a red header with the University of Utah logo and the text "PERFORMANCE MANAGEMENT THE UNIVERSITY OF UTAH". Below the header is a navigation bar with tabs: "Home", "Plans/Evaluations", and "Admin". The "Admin" tab is selected, and a dropdown menu is open, showing options: "My Proxies", "User Proxy", "Templates", and "Direct Line Reports". The "My Proxies" option is circled in red. A blue callout box points to the "My Proxies" option with the text: "By selecting 'My Proxies' from the Admin tab you are able to grant proxy rights to someone as well as look at any users who have proxy access already, or, who have given you proxy rights to their information." Below the navigation bar, the main content area displays a welcome message: "WELCOME, MADONN". Below the welcome message, there is a paragraph: "This is the production UUPM Application. Any activity you do in this system will affect actual employee performance plans. Welcome to UUPM, the University of Utah Performance Management System. UUPM was designed to:" followed by a bulleted list of three points: "Enhance the strategic alignment of individual performance objectives with division goals / job responsibilities.", "Increase opportunities for collaborative goal / job responsibility setting between employees and supervisors.", and "Expand the capacity of department managers to manage." Below the list, there is a note: "If you have questions about the use of UUPM, please contact your [HR team](#)." At the bottom of the main content area, there is a grey box with a document icon and the text: "To create/edit/review a plan please click on the Plans/Evaluations tab."

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)

Figure 28

## Administration and Proxy Management

**PROXY TO**

The drop down list contains individuals who you can give your proxy rights. This will allow them to evaluate individuals within your team and gain system rights that you have.

Grant Proxy To:

---

The following is a list of all the users who can proxy for you AND those you can proxy from.

USERS	PROXY FROM
-------	------------

View your proxies by selecting **My Proxies** from the **Admin** tab.

To delete a proxy, select on 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)

Figure 29

**Administration and Proxy Management**

**PROXY FOR**

Use the drop down list to see individuals who have given you proxy rights. Select an individual from the list to gain their user rights.

Login as:

**PROXY TO**

The drop down list contains individuals who you can give your proxy rights. This will allow them to evaluate individuals within your team and gain system rights that you have.

Grant Proxy To:

---

The following is a list of all the users who can proxy for you AND those you can proxy for.

USERS	PROXY FOR	
NAGLE, JAMIE	OPHEKENS, CASSANDRA	Delete
OPHEKENS, CASSANDRA	SARACNO, SHERRY	Delete

## 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.

Jayne Doe - [Create Plan](#)

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](#)
- Sue Winters (2) - [Create Plan](#) | [Create AAA](#)

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

Plans/Evaluations

[Team Goals / Job Responsibilities](#) | [Administer Templates](#)

Based on 2 Step - Pass/Fail Rating Style.

Madonna Beauford

Employees

- Nicholas Absinthe (3) - [Create Plan](#) | [Create AAA](#)
  - Performance Plans
    - 04/10/2014 ( Interim ) [Edit](#) | [Copy Plan](#) | [Copy Goals / Job Responsibilities](#) | [Create Template](#) | [Delete](#)

Create a New AAA for Nicholas Absinthe

Division AAA: < Select AAA >

- < Select AAA >
- Alternate Work Schedule Agreement
- Test IPA

Acceptable Use of Technology Resources ( Acknowledged ) 05/10/2011 - 06/30/2012 [View](#)

Templates

< Please Choose A Template > [Edit](#) [View](#) [Copy](#) [Apply Plan](#) [Apply Goals / Job Responsibilities](#)

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 me or does not meet expectation. You may also choose to create plans based on a template.

## ROLES AND PERMISSIONS

---

Table 3

UUPM Role	Access/Ability
Employee/non supervisor Access	Create, view and edit performance plans. View AAAs created for them. Can comment on activated performance plans.
Supervisor Access	Initiate, edit, and evaluate performance plans. Apply AAA's to individual files. Run performance management reports for chain of command. Grant proxy access to other users to access account.
Agency/ Division Administrator	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.

For questions regarding UUPM, please contact your HR Manager.

<https://www.hr.utah.edu/contact/search.php>

Or

801-581-2169