Division of
HUMAN RESOURCES
THE UNIVERSITY OF UTAH

University of Utah Health Academics
Performance Management System
UUPM

Employee & Manager Guide

Created 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/

Employee Guide

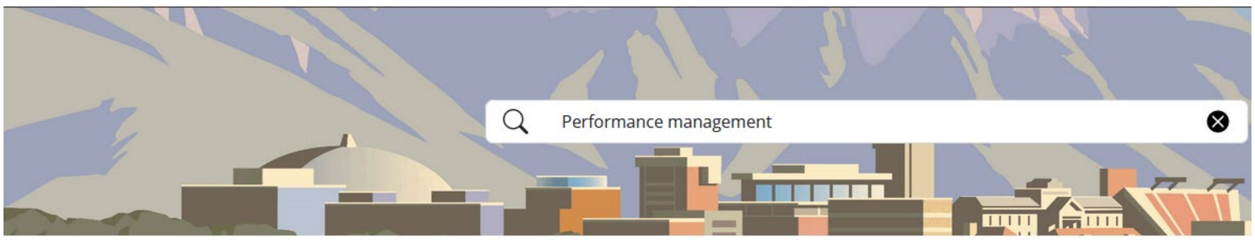
Accessing UUPM

Login to 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.



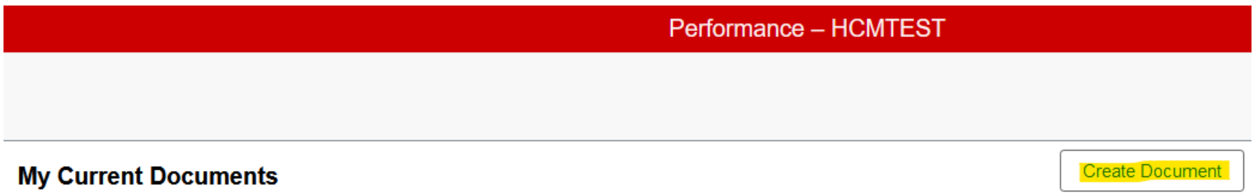
Click the tile to go into the Performance Management System.

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.

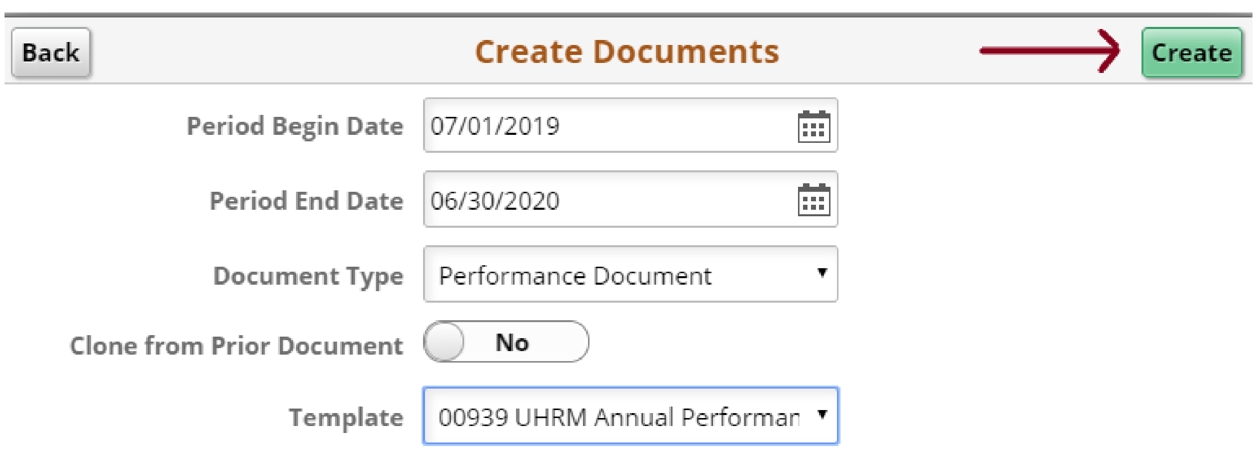


Define the performance plan period begin date and end date. Please note this cannot be edited once the document is created. Check with your manager to see what cycle your department utilizes. Typically, the period follows the calendar or fiscal year such as 01/01/20XX – 12/31/20XX or 07/01/20XX – 06/30/20XX.

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 If a prior document has out of date information, the information will appear in the newly created document.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.



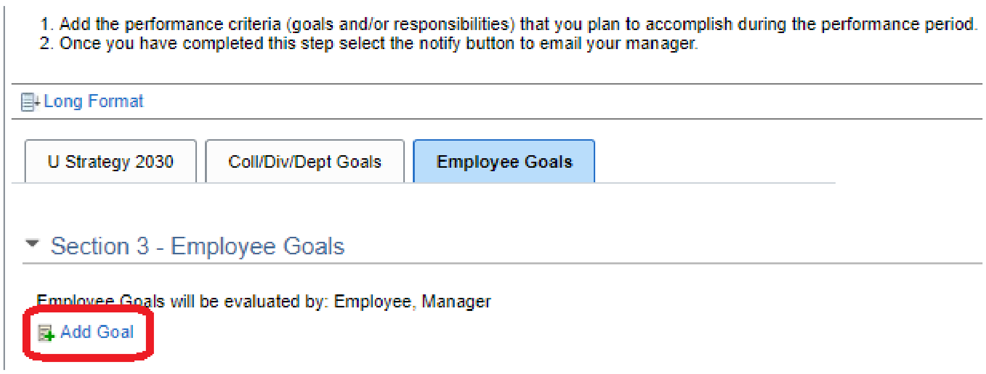
Define Criteria

Establish Employee Goals

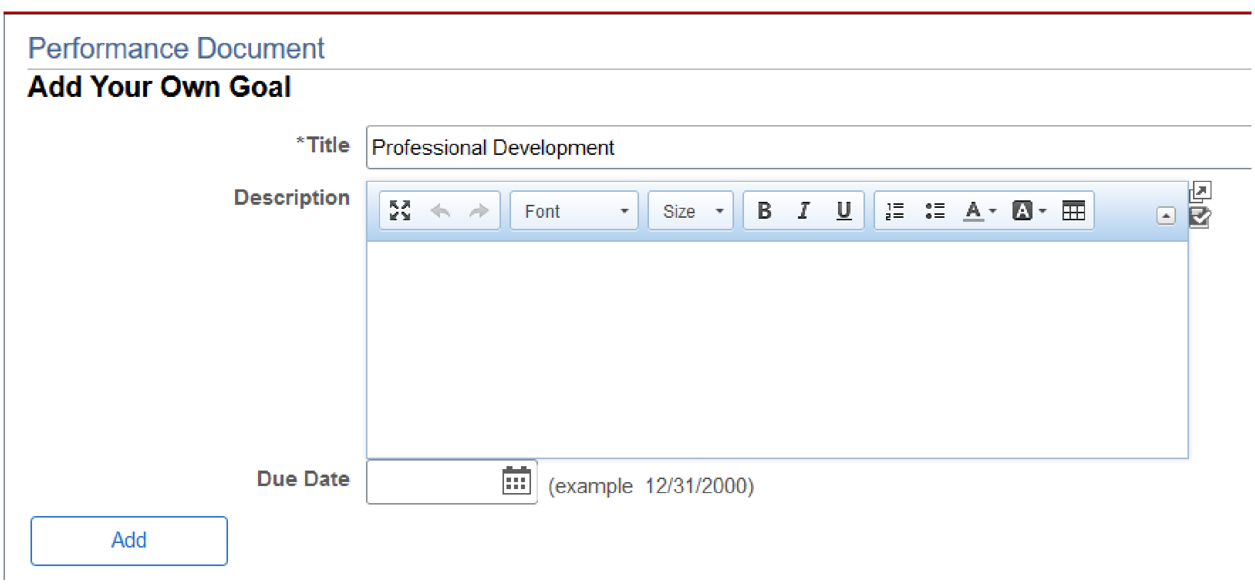
To establish employee goals which you will be evaluated on, click on the Employee Goals tab.

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

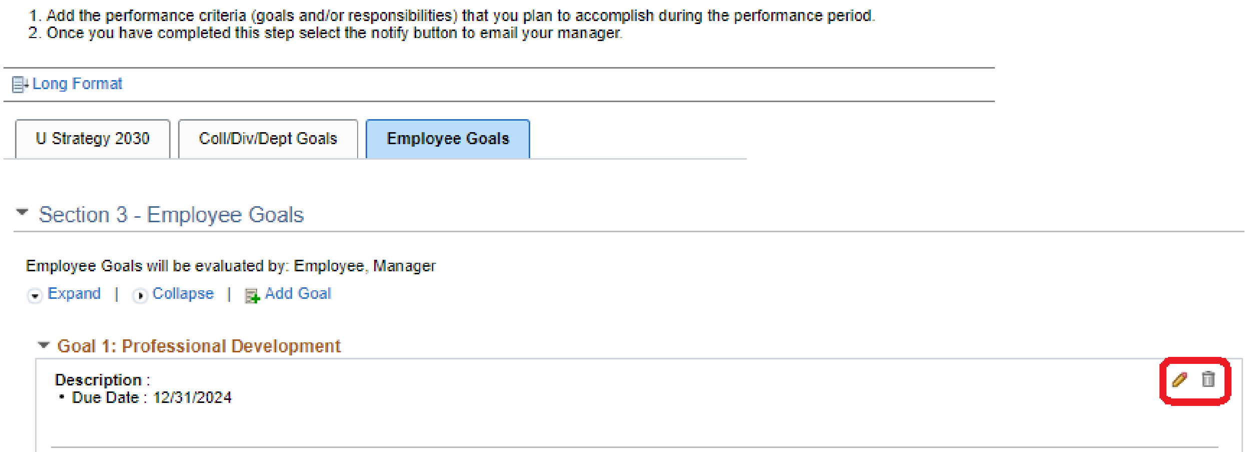
On the Employee Goals tab, click Add Goal



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. Then click Notify – This will send an email to your manager letting them know your goals are ready for review. 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 log into CIS to review and/or edit your goals.

Once the goals are reviewed, your manager will approve them.

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

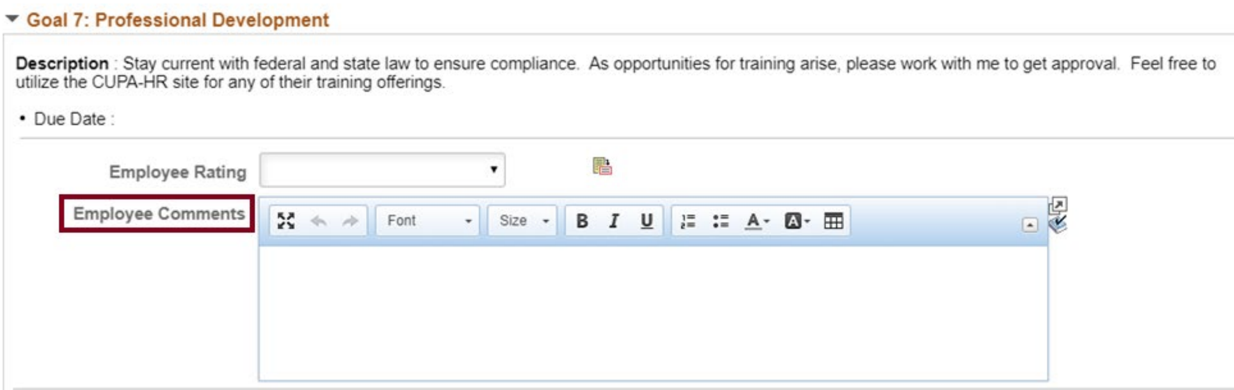
Evaluation in Progress

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

During the evaluation period, you and your manager will have periodic performance discussions. 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.

Finalize Criteria

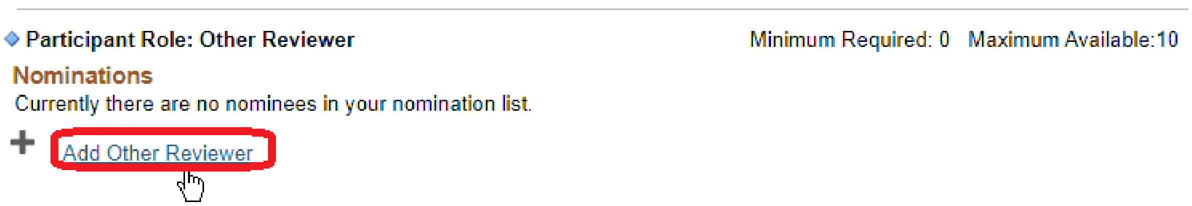
This step allows you and your manager to make any final changes on the goals that you'll be evaluated on.

Your manger will approve the final criteria and you can move on to the next steps.

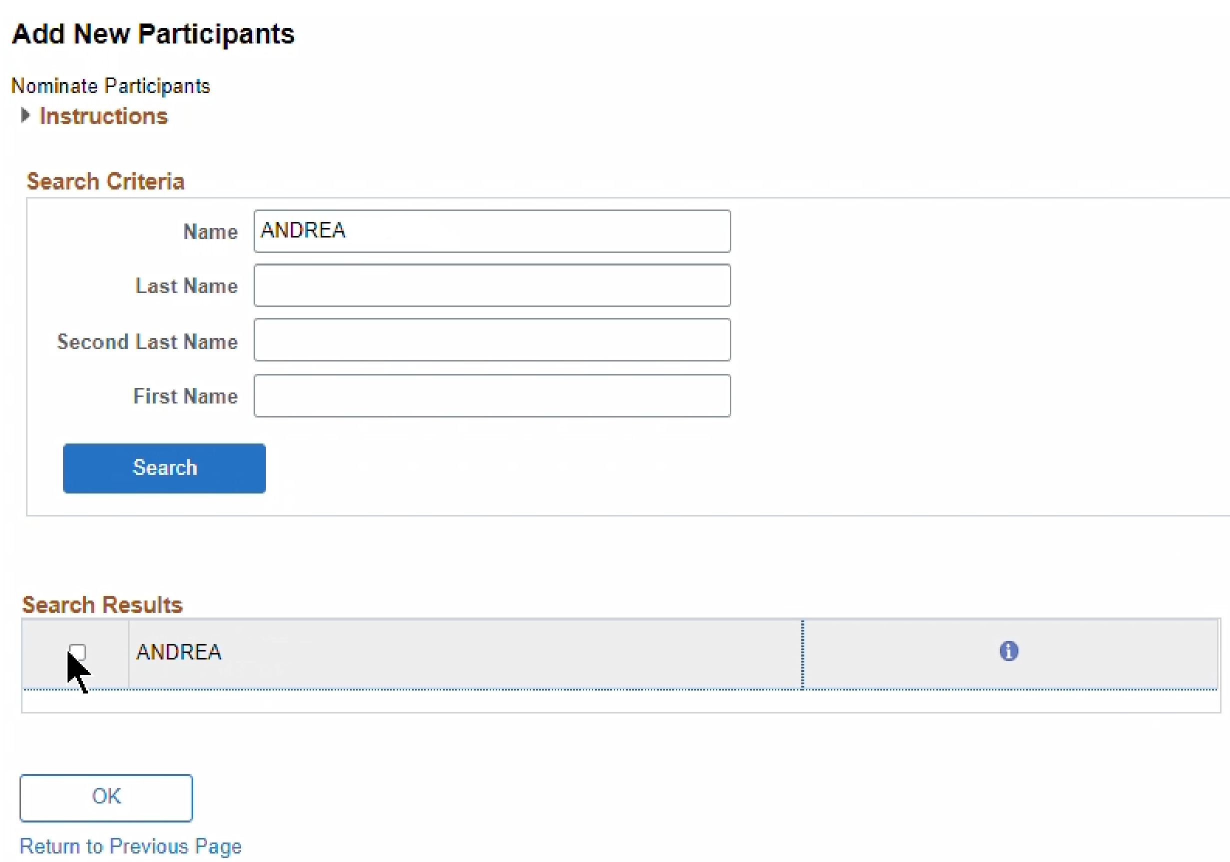
Nominate Participants

Nominate participants is an optional step where you and your manager can invite up to 10 other people to participate in your performance evaluation.

Click Add Other Reviewer



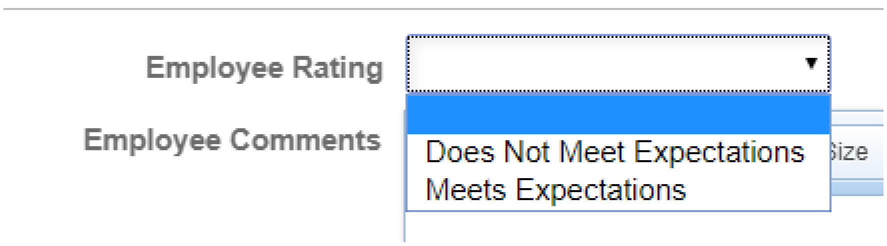
Search for them by name → Add to List by checking the box next to their name → then click Ok.



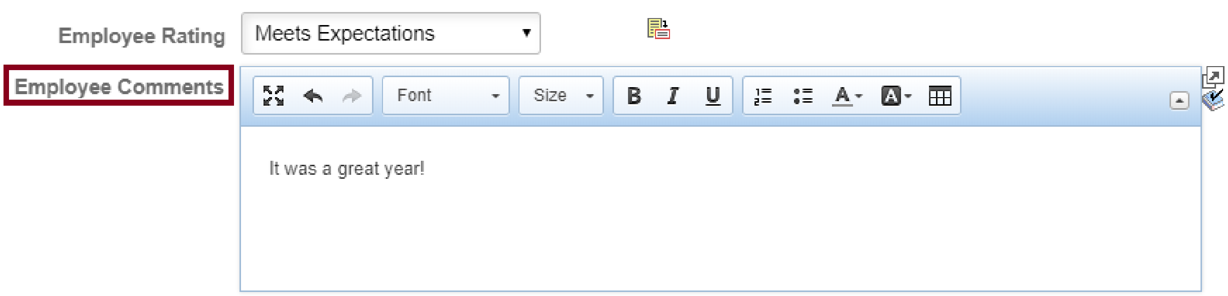
Once you've finished click Save. Your manager will review your nominees and perhaps add others and approve the list prompting an email to be sent to each nominee.

Complete Self-Evaluation

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

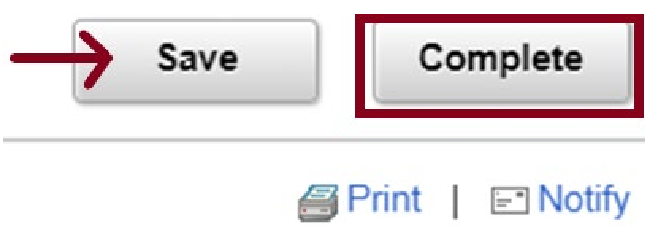


Next finalize your comments for each goal in the Employee Comments box.

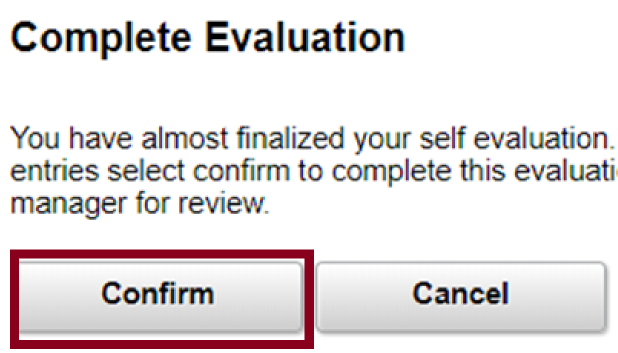


Repeat this process for each goal within each tab.

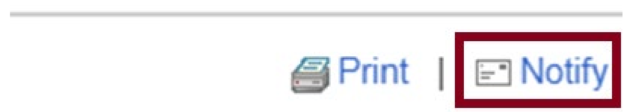
When finished, click Save in the top right-hand corner of the window. Then click Complete.

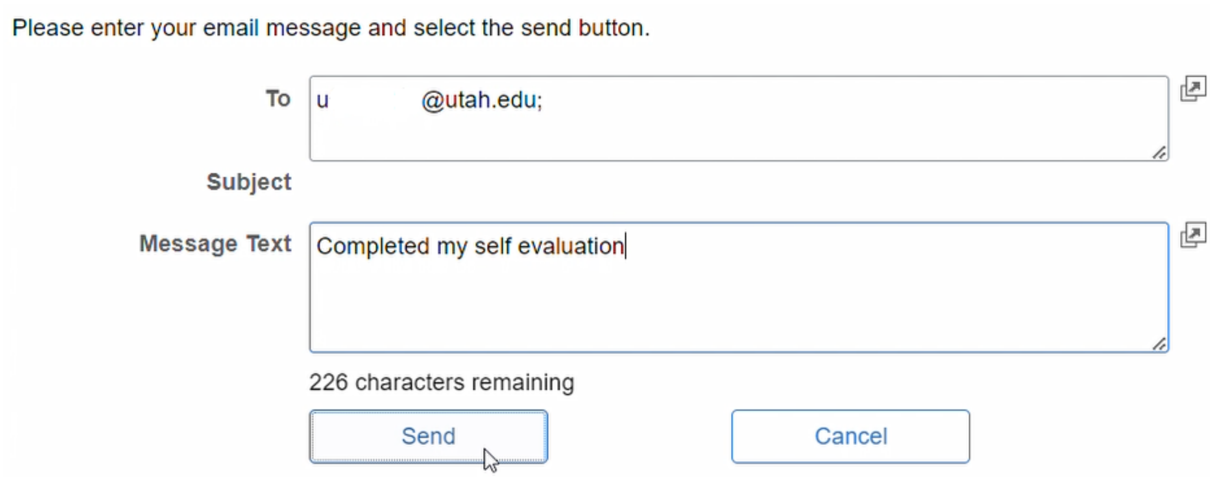


Next, click Confirm.



Finally, click Notify and leave a brief message. This will send an email to your manager that your self-evaluation is complete.





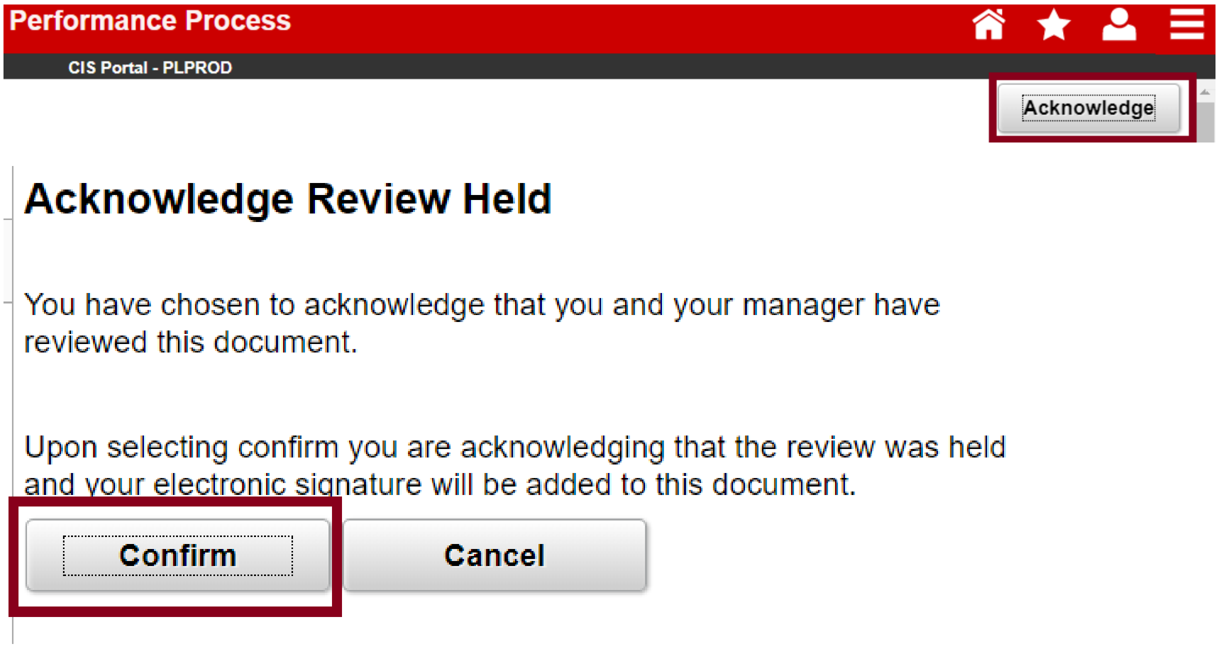
Manager Evaluation and In-Person Review

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.

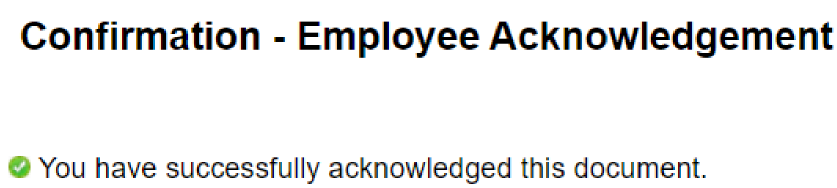
You and your manager will meet in person to discuss your performance for the evaluation period.

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.



You will receive a confirmation screen once this has been completed

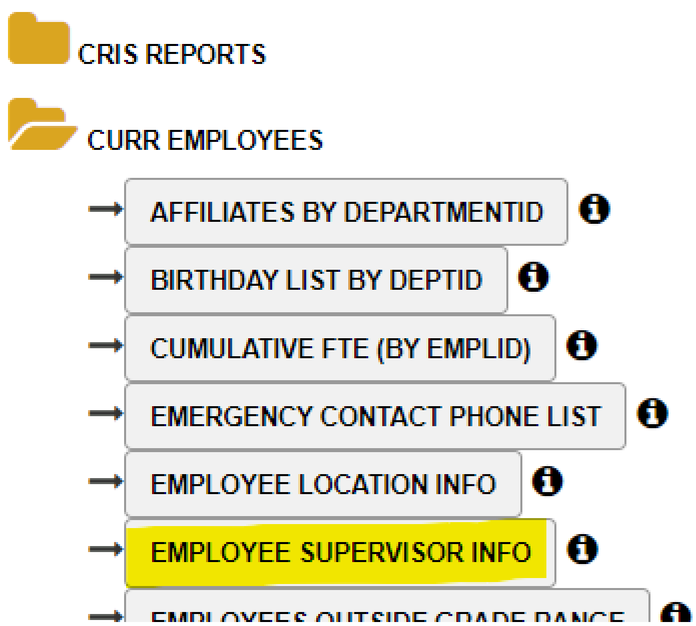


Manager Guide

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.

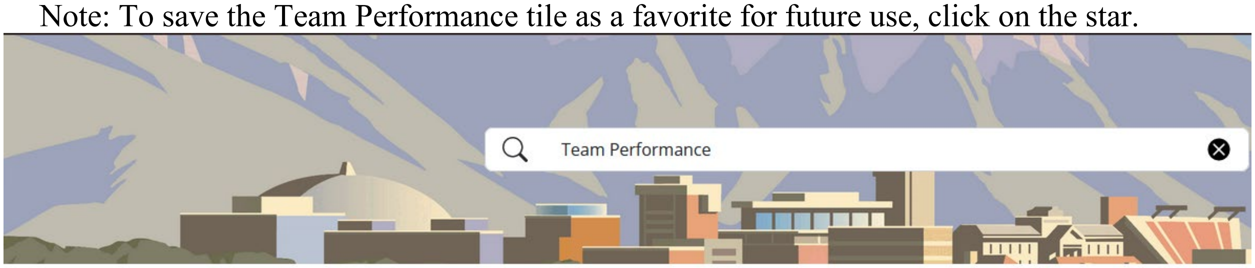
- The JIRA ticket will take a minimum of 14 days from the ticket submission date to configure the system for the department.
- Once UUPM is configured, the HRIS team will notify the department. At that time, Managers will be able to access Team Performance through the Manager Self Service role in CIS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

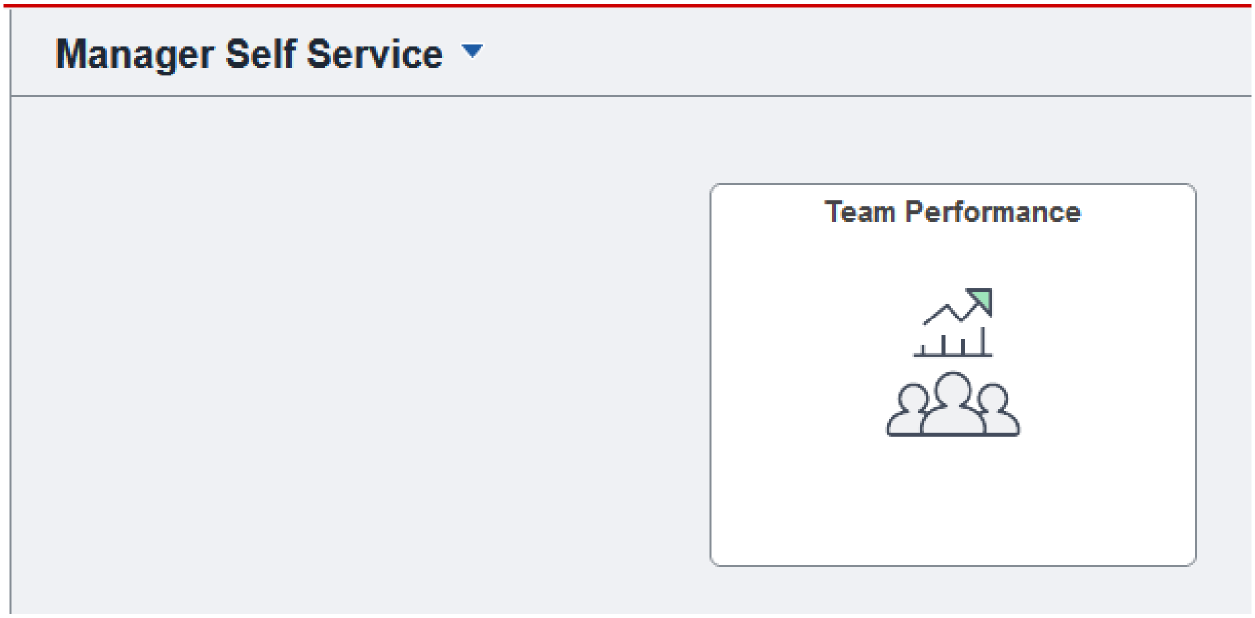
To access UUPM, log into CIS using your uNID and password.

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.

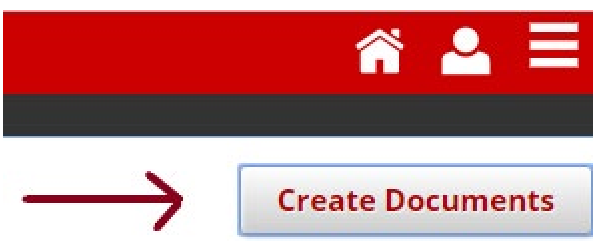


Creating Performance Plans

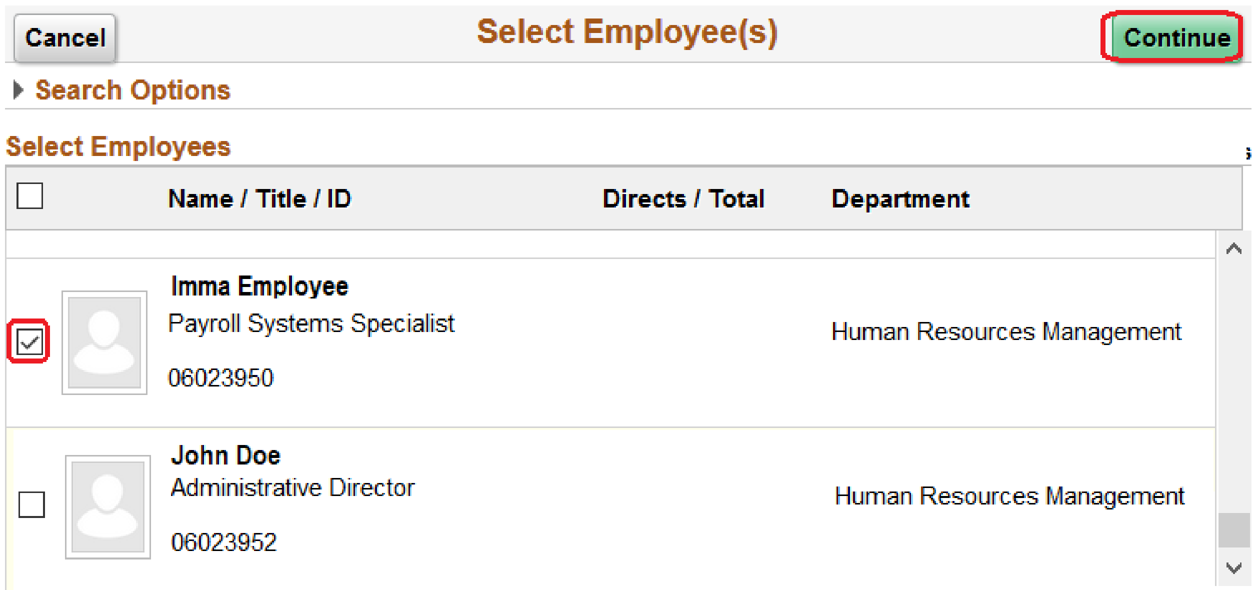
Creating a new plan

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.



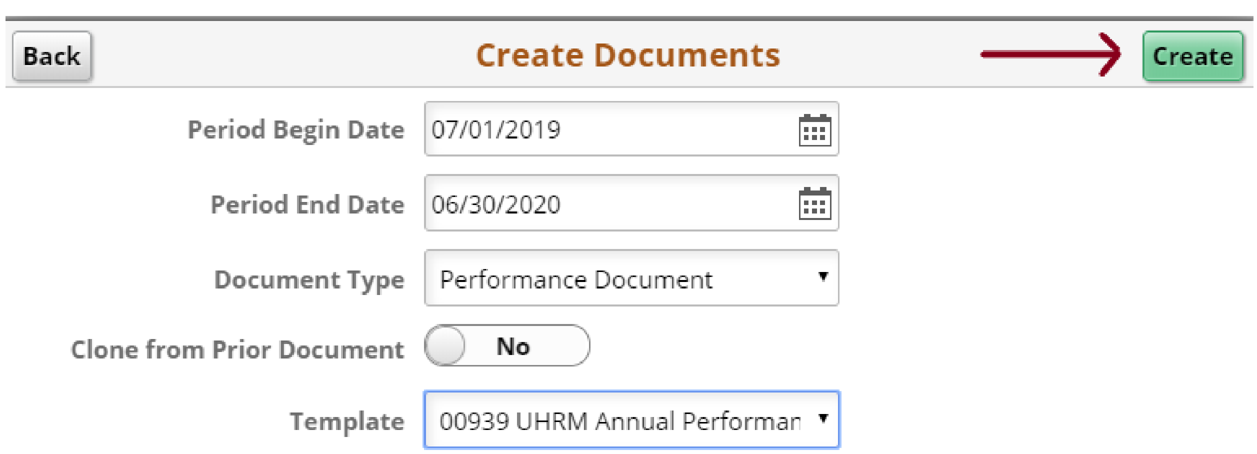
Define the performance plan period begin date and end date. Performance plan review periods are established by departments.

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

Creating Performance Plans

Creating a new plan, continued

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



Completing a Performance Plan

Define criteria

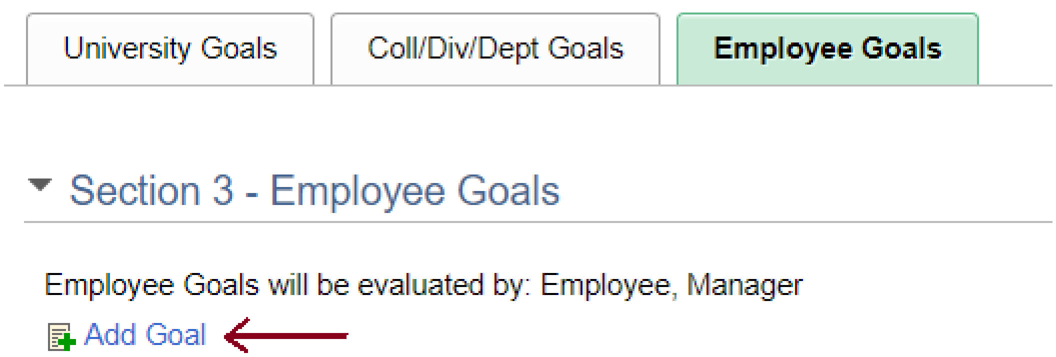
Both the employee and the manager can enter the employee's goals on the Employee Goals tab by clicking the Add Goal option. Follow the instructions below to add goals to and approve an employee's Performance Plan.

> 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.

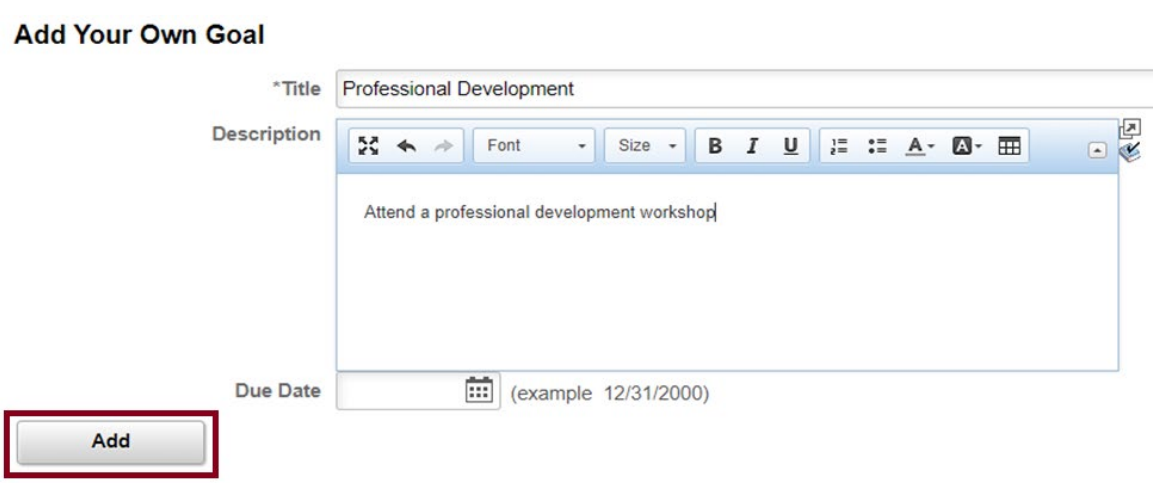
From the Team Performance Screen, select an employee.

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.

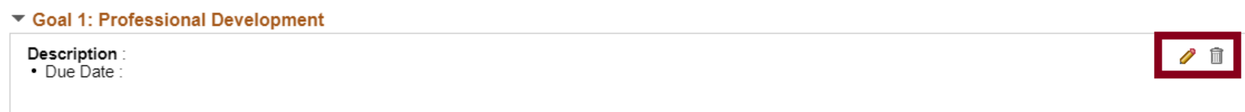
Select the Employee Goals tab to review any existing goals. To add a goal for the employee, click Add Goal.



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

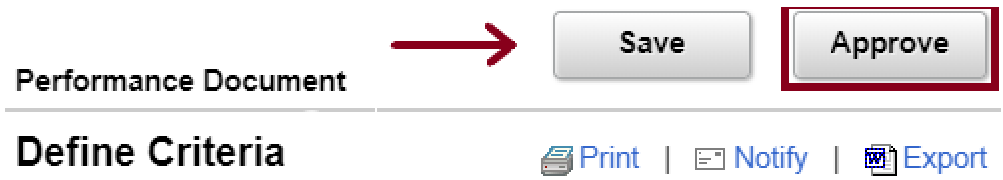


Existing goals can be edited by selecting the pencil icon, or deleted by selection the trash can icon.

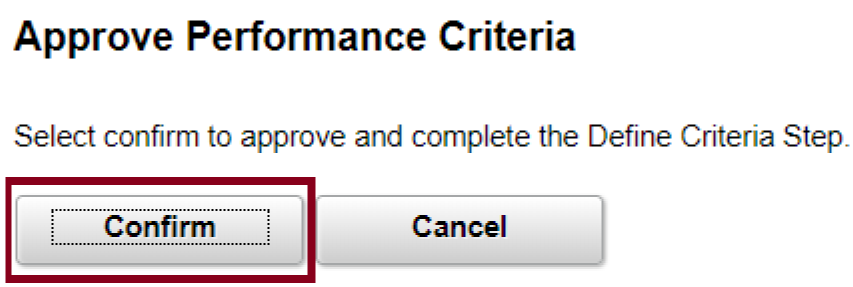


Save progress often by clicking Save in the upper right-hand corner of the window.

To complete the Define Criteria step, click Approve.



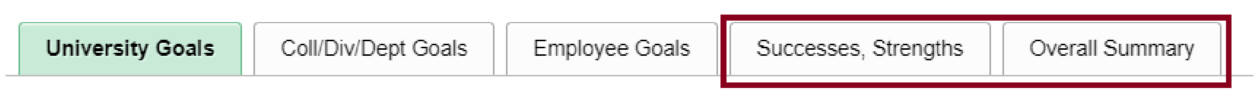
On the next screen, click Confirm.



Evaluation in Progress

Checkpoint 1 – Update and Share

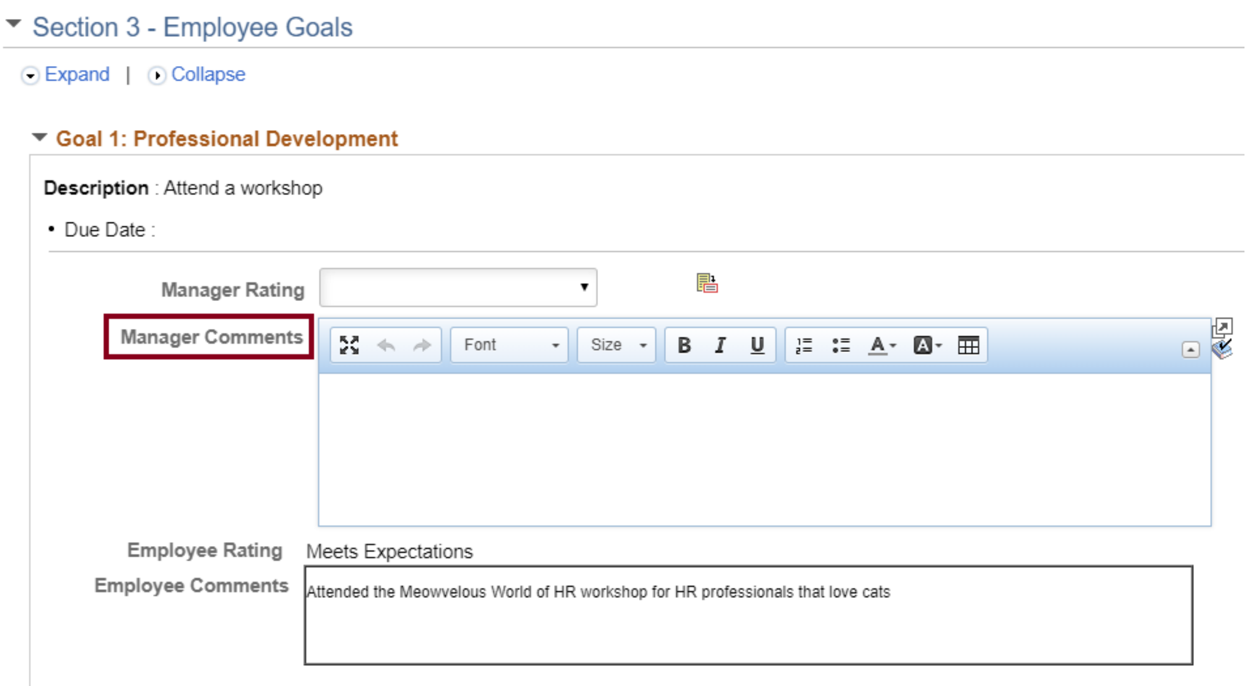
You will now see two additional tabs – Successes, Strengths and Overall Summary.



During the evaluation period, you and your employee will have periodic performance discussions. For each discussion, you and the employee will update the performance document in the Checkpoint step.

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.

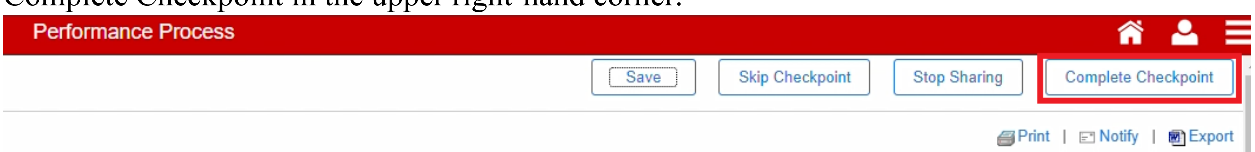
You can complete this process for each goal within all tabs, excluding the U Strategy 2030 tab.

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

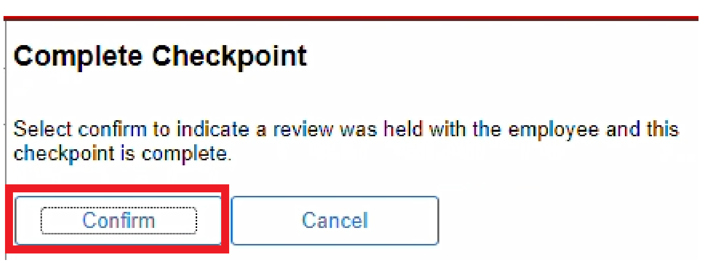
Note: Do **not** click Share with Employee until you have added all comments and rated each section of the employee’s performance for the entire evaluation period.

Save progress often.

At the end of the performance period, you’ll need to approve the Checkpoint step by clicking Complete Checkpoint in the upper right-hand corner.



Click Confirm.



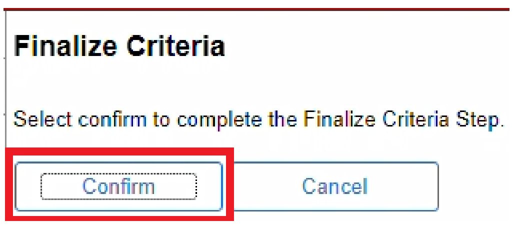
Finalize Criteria

Update and Complete

This step allows both you and the employee to make any final changes to the goals that the employee will be evaluated on. If you have made any changes, remember to share them with the employee.

Once the criteria are ready for evaluations, click Complete.

Click Confirm.

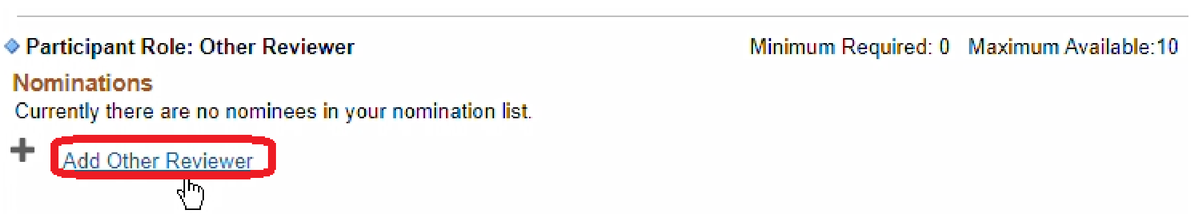


Nominate Participants

Nominate participants is an optional step where you and the employee can invite up to 10 other people to participate in the performance evaluation.

If the employee has invited participants, you will see their nominees in the Nominations box.

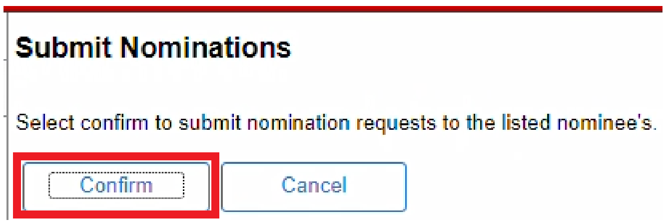
If you'd like to add others, click Add Other Reviewer.



Search for the person by name and then add them to the list. You can also delete a nominee by clicking the trash can icon next to their name.

When the list is ready, click Save → Submit Nominations → Confirm.

Click Confirm.



Confirm will send a system email to each nominee. The employee will see the approved participant list, but not the comments submitted. This feedback can be summarized in the manager review.

Review Employee Self-Evaluation

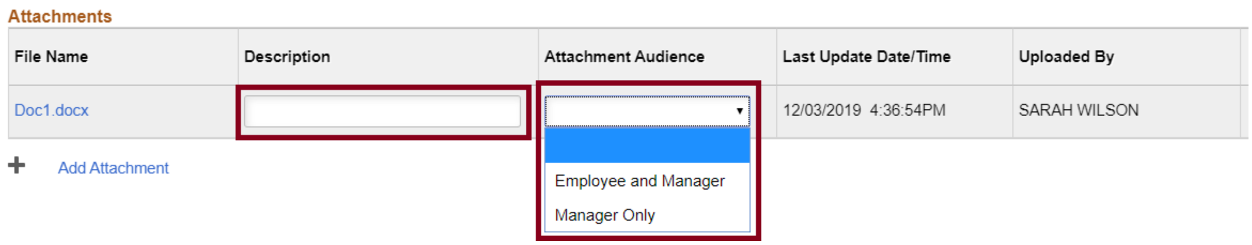
The employee will complete a Self-Evaluation at this step. Once the employee has submitted their self-evaluation, you will receive a system generated email prompting you to complete the manager evaluation.

Complete Manager Evaluation

Manager Evaluation – Update and Share

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.

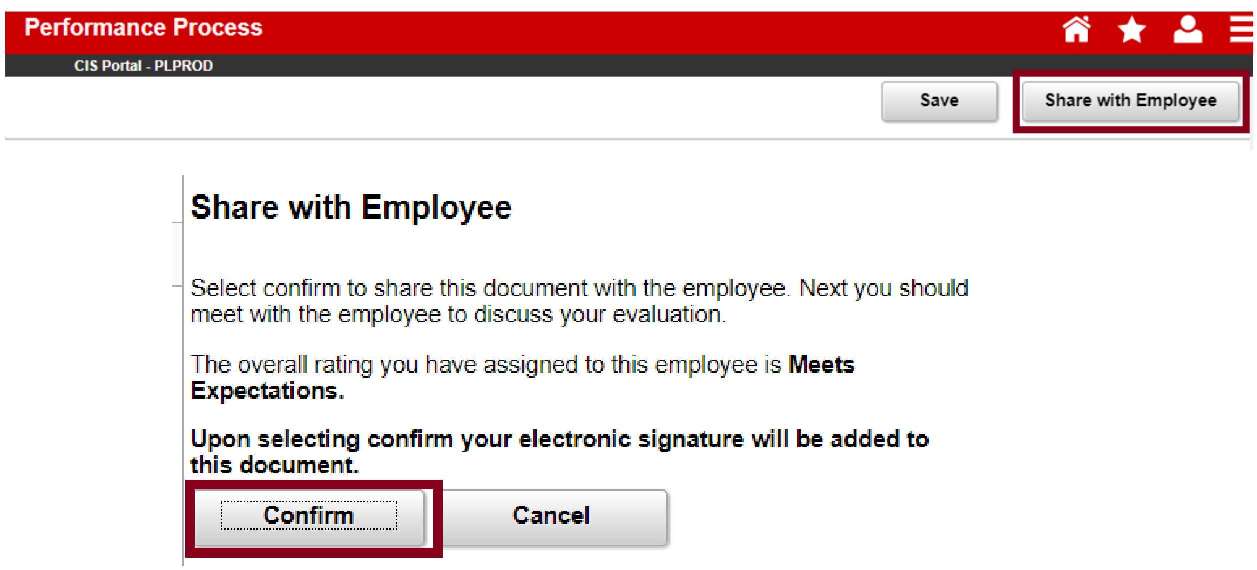
Documents can be attached to each section of the evaluation. Locate the appropriate tab, scroll down, and click Add Attachment. Add a document description, select the appropriate attachment audience.



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.

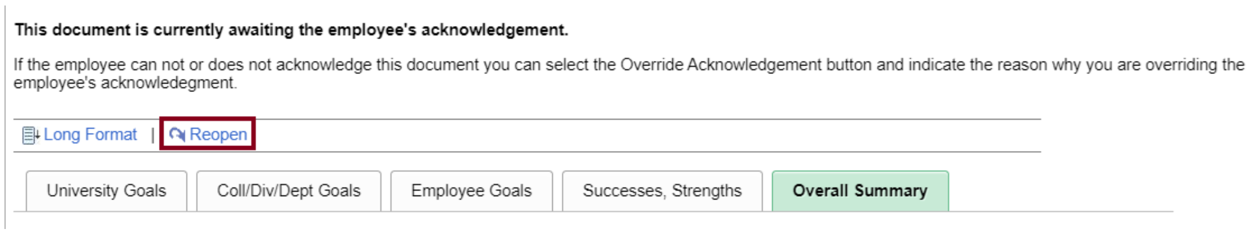


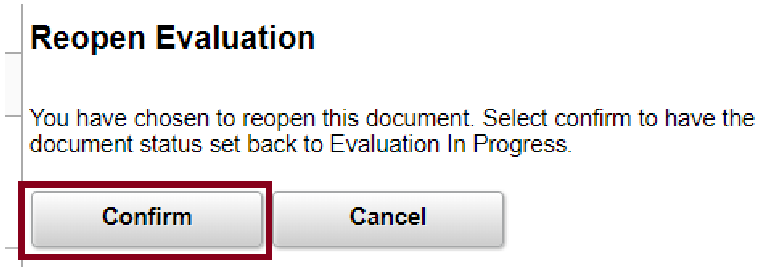
In -Person/Virtual Meeting with Employee

Meet with the employee in-person or virtually to discuss the performance evaluation results. Make sure to check the Feedback tab that the employee may use to add any last-minute comments.

In the Feedback tab, you can make any final adjustments to the manager evaluation if necessary, by clicking Reopen and Confirm. If you make any changes click Save and Share with Employee.

After the 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 and Confirm.





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

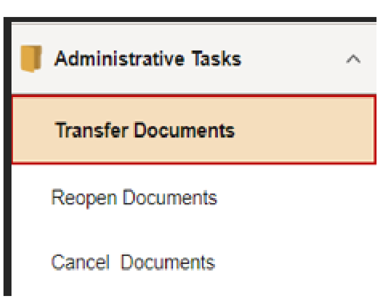
Employee Acknowledgement

The employee will complete the final step in the performance review process by logging into the system and acknowledging that the performance discussion took place and that all final comments have been added.

When the employee has made the acknowledgement, the below page will confirm that the annual performance review is complete.

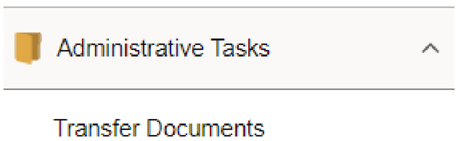
Administrative Tasks

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

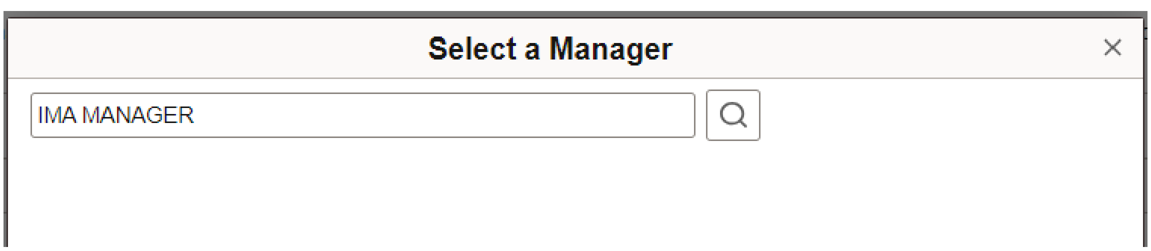
If an employee has transferred to another department and reports to a new manager, their UUPM documents will need to be transferred to their new manager. To transfer a document, go to the Administrative Tasks. Select Transfer Documents:



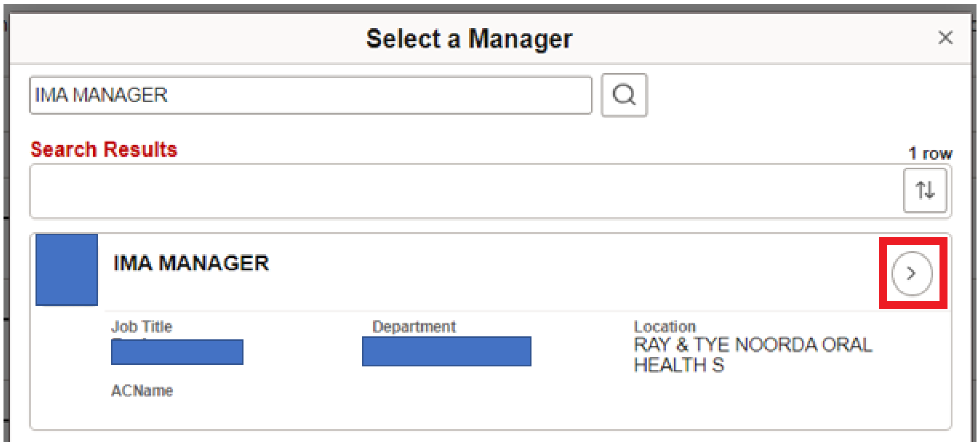
Select the document that needs to be transferred by checking the box to the left of the employee's picture. Click the next button on the top right of your screen.

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

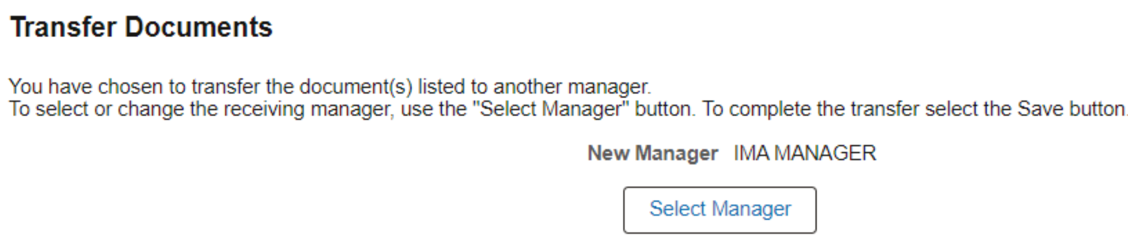
PLEASE NOTE: The system will allow a document transfer to any employee in the organization. To search for a manager, you must type in the first and last name. Please make sure you are selecting the correct manager for this employee. If you transfer a document to a non-manager, the document will not be 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