



# ePerformance FAQ's

## GENERAL

**Q: What are the main differences between performance management and performance appraisals?**

A: Performance management is an ongoing managerial process while performance appraisals are a tool used to formally evaluate an employee's job performance 90 days after the employee's hire date, prior to the 180th day of employment and annually.

**Q: Why are performance appraisals important?**

A: Appraisals provide an opportunity for a formal communication between employees and managers. Appraisals also help to develop opportunities which will strengthen the organization and provide a foundation for rewarding performance.

## PERFORMANCE MANAGEMENT SYSTEM - ePERFORMANCE

**Q: How are appraisals conducted?**

A: The appraisals are conducted using a web-based performance appraisal system. The system, ePerformance, provides an automated solution for conducting employee appraisals and tracking performance goals and expectations.

**Q: Why are we moving from Performance Pro to ePerformance?**

A: We are focused on fully utilizing the PeopleSoft suite and want to minimize the number of systems of records we use for employee data. Migrating from Performance Pro to ePerformance allows us to streamline processes and employee records.

**Q: Who else is using ePerformance?**

A: UT El Paso is currently live on ePerformance. UT San Antonio, UT Tyler and UT Rio Grande Valley are currently in the development and implementation phase. UT Austin and UT Dallas are currently looking at the ePerformance module and are considering a move to this platform for their performance management process.

**Q: Where can I find a guide to use ePerformance?**

A: Manager and Employee job aids can be found on the [Office of Talent and Innovation](#) SharePoint site. Or you can visit the OHR website's [Performance Management](#) web page.

**Q: Are there any other differences to be aware of in the move to ePerformance?**

A: No. The move from Performance Pro to ePerformance is a change only of the software tool we will be using to conduct our performance evaluations for the FY20 performance period. All other aspects of the process remain unchanged (e.g., factors, weighting of factors, performance rating scale, and timeline for evaluations to be completed).

**Q: Does moving to ePerformance change the timeline for completing FY20 performance reviews?**

A: No. We will continue to follow our performance cycle calendar for the FY20 performance period (June 1, 2019 – May 31, 2020). Supervisors will begin the review process May 19, 2020 and all appraisals will be due July 1, 2020.

## POLICY QUESTIONS

**Q: Is there a policy on Performance Appraisals?**

A: Yes, [HOP 3.5.2](#) Performance Appraisals. Access UT4U; navigate to the Quick Links, Policy Library, HOP 3.5.2. Also, [HOP 3.5.1](#), Probationary Period for Classified Employees discusses the probationary period appraisals.

**Q: When are performance appraisals conducted?**

A: Supervisors will appraise each regular employee annually by the date prescribed by the Office of Talent & Innovation (OTI) and/or in the Chancellor's annual budget instructions (generally June for annual performance cycle ending May 31st). An annual appraisal is not required when another appraisal (e.g., probationary or out-of-cycle) has been completed within 90 days of May 31st.

**Q: What is a probationary appraisal?**

A: For probationary classified staff, supervisors conduct appraisals 90 days after commencement of employment and again prior to the end of the sixth month of employment.



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## PROCESS QUESTIONS

**Q: How do I access ePerformance as an Employee?**

- A: 1. Access [UT4U](#)
- Two options:
- Select the PeopleSoft icon, or;
  - Under Quick Links
2. Log into PeopleSoft using your SNAC and DUO
3. Select the Performance tile

**Q: How do I access ePerformance as a Manager?**

- A: 1. Access [UT4U](#)
- Two options:
- Select the PeopleSoft icon, or;
  - Under Quick Links
2. Log into PeopleSoft using your SNAC and DUO
3. Navigate to the Manager Self Service landing page
4. Select the Team Performance tile

**Q: Will employees still be evaluated on the same factors as we have been in the past?**

- A: Yes. As we move into ePerformance for review of FY20 performance, employees will continue to be evaluated against the four factors which include accomplishments; accountability; commitment to excellence; and knowledge, skills, and abilities. The weighting of these four factors remain the same (40%, 20%, 20%, and 20% respectively).

**Q: Will there be any changes to the performance ratings?**

- A: No. Our performance ratings remain the same: 1 – Unsatisfactory, 2 – Needs Improvement, 3 – Good Performance, 4 – Very Good Performance, and 5 – Outstanding Performance.

## EMPLOYEE

**Q: When can I start my self- appraisal?**

- A: Employee self-appraisals can be completed as early as possible after OTI notifies employees to initiate their appraisals. Please note you are appraising performance during the period of June 1st through May 31st.

**Q: How do I start my self-appraisal?**

- A: Please visit the Office of Talent and Innovation's [Performance Management](#) website for an Employee job aid that will help you get started.

**Q: Will I be able to see my supervisor's review of my performance and comments? Will I still be able to add comments within my individual performance review?**

- A: Yes. Once the supervisor has completed the review within ePerformance and shares it with the employee, the employee will be able to review the appraisal comments and ratings. The employee will have the ability to conduct a self- appraisal and add comments following the performance meeting with their supervisor. These comments will remain a part of the performance review record.

**Q: What do I do if I disagree with my manager's comments?**

- A: It is the policy of The University of Texas System Administration to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship. You are encouraged to communicate with your manager regarding your concerns. Should you require additional guidance, please contact your [HR Business Partner](#) in the Office of Talent & Innovation.



# ePerformance FAQ's

## SUPERVISOR

**Q: When can I start my employee's appraisal?**

A: Supervisors may start completing their employee's appraisal as early as possible. Please note you are appraising performance during the period of June 1st through May 31st.

**Q: How do I start my employee's appraisal?**

A: Please visit the Office of Talent and Innovation's [Performance Management](#) website for a Supervisor/Manager job aid that will help you get started.

**Q: What about any goals that had been identified for the FY20 performance period for a department and/or employee? Will these be transferred to ePerformance and will employees be evaluated against them?**

A: For any departments/employees that had goals identified within Performance Pro for the FY20 performance period, these goals will be uploaded into ePerformance. Supervisors will be able to provide an evaluation of performance against any identified goals for FY20 within ePerformance.

**Q: Who is responsible for creating employee goals?**

A: Employees are encouraged to work with their managers to set future goals that align with the department goals. Your future goals will become current next appraisal cycle.

**Q: What if I can't meet my performance appraisal deadline?**

A: To foster promptness in completion of performance appraisals, shortly after annual appraisals are due, a message will be sent to all appraisers with incomplete appraisals communicating a revised timeline for completion.

After the revised deadline has passed, (1) appraisers with any incomplete appraisals will be notified of a new deadline, with a copy sent to the appraiser's manager and (2) a reason for the delay will be provided to OTI by the appraiser. If the second revised deadline is not met, the appropriate Executive Officer will be notified of any incomplete appraisals and asked to provide a final revised deadline. Executive Officer notifications will occur July 31 or earlier. Before the August payroll deadline, OTI will notify the Office of the Controller of any appraisals that, due to incomplete status, render the employee ineligible for merit.

## HELP

**Q: Who do I contact if I have any questions regarding performance appraisals or the information on ePerformance?**

A: Please contact your HR Business Partner if you have any questions regarding Performance Management and/or our online performance appraisal system. For a complete list of Business Partners by department visit our [website](#), email [ohr@utsystem.edu](mailto:ohr@utsystem.edu) or call 512-499-4587.

**Q: What if I complete an appraisal for the wrong appraisal period?**

A: Please contact your [HR Business Partner](#) for assistance.

**Q: How can an employee or supervisor access prior year performance reviews that were completed in Performance Pro once the move is made to ePerformance?**

A: Employees or Supervisors may reach out to their [HR Business Partner](#) to receive copies of previously completed performance documents.