Training Information about New On-Line Staff Employee Performance Tool

As a follow up to Human Resources’ announcement of the new performance tool ePerformance, we wanted to take this opportunity to provide you with additional information regarding available training.

As you know Excellence in People is a goal in our new Strategic Plan for the Health System. A key strategy underlying that goal is to promote and recognize outstanding performance. The Health System will be launching an on-line performance management tool, known as ePerformance, for staff employees. This on-line performance management tool will be implemented next year, beginning in February with the May 2012 evaluation cycle.

The Human Resources Department is in the process of developing a series of training modules and user guides for managers/supervisors and employees which will be available at [http://intranet.ucdmc.ucdavis.edu/hr/ePerformance/process.shtml](http://intranet.ucdmc.ucdavis.edu/hr/ePerformance/process.shtml) in the Supervisor and Employee Toolkit sections. While some limited training information is currently available, additional training modules will become available later this month and in January. Also included in the Performance Management section are Process Overview details, Performance Management Guidelines and Policies, as well as FAQs and contact information.

Key Points and Action Items:

1. By January 20, 2012, managers and supervisors are required to verify that their list of direct reports in e-HR is accurate.
   - To verify direct reports list, go to the Supervisor Tool Kit (at the above link) and follow the “Before you Begin…” instructions in the Supervisor Toolkit to make any reporting changes. You will become the owner of performance documents for all employees who report to you in the Human Resources Information System (known as “e-HR”).

2. By January 31, 2012, all staff employees are required to have an active e-HR account. If you or any of your direct reports do not have an active e-HR account, then:
   - To create an e-HR account, employees must go to the e-HR Production site ([http://eHR/psp/hrprod/EMPLOYEE/HRMS/?cmd=login](http://eHR/psp/hrprod/EMPLOYEE/HRMS/?cmd=login)) and sign in using their UCDHS computer account username and password. An e-HR account will be created.

3. All employees must complete the Mandatory Annual Training before using ePerformance.

Additional communications will follow with more information about the launch of this new resource next year.