TEXAS TECH UNIVERSITY
Human Resources

Updated: September 30, 2016

Supervisor's Guide to ePM
Electronic Performance Management

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What is ePM?

The electronic Performance Management (ePM) system is Texas Tech's automated performance information management system for all staff employees. ePM provides a single source for creating automated performance management documents, including position descriptions, employee self-assessments, and performance evaluations. ePM connects performance management data with the Banner database, automating several administrative processes such as updating evaluation scores in Banner and moving the final evaluations to Human Resources for automatic filing in the employee's record. Additionally, ePM allows the complete process to take place in a paperless environment, and provides staff employees and supervisors a means to review current and previous performance management documents that are stored in the employee's personnel record.

This guide assists those responsible for administering the performance management process and serves as a companion guide to the Supervisor's Guide to Position Descriptions and Performance Evaluations.

Accessing ePM

ePM will be accessed by selecting the ePM link located under the Employee Resources tab at the top of the Human Resources web page at http://www.depts.ttu.edu/hr/. Employees may log in to ePM using their e-raider credentials.

ePM Main Page

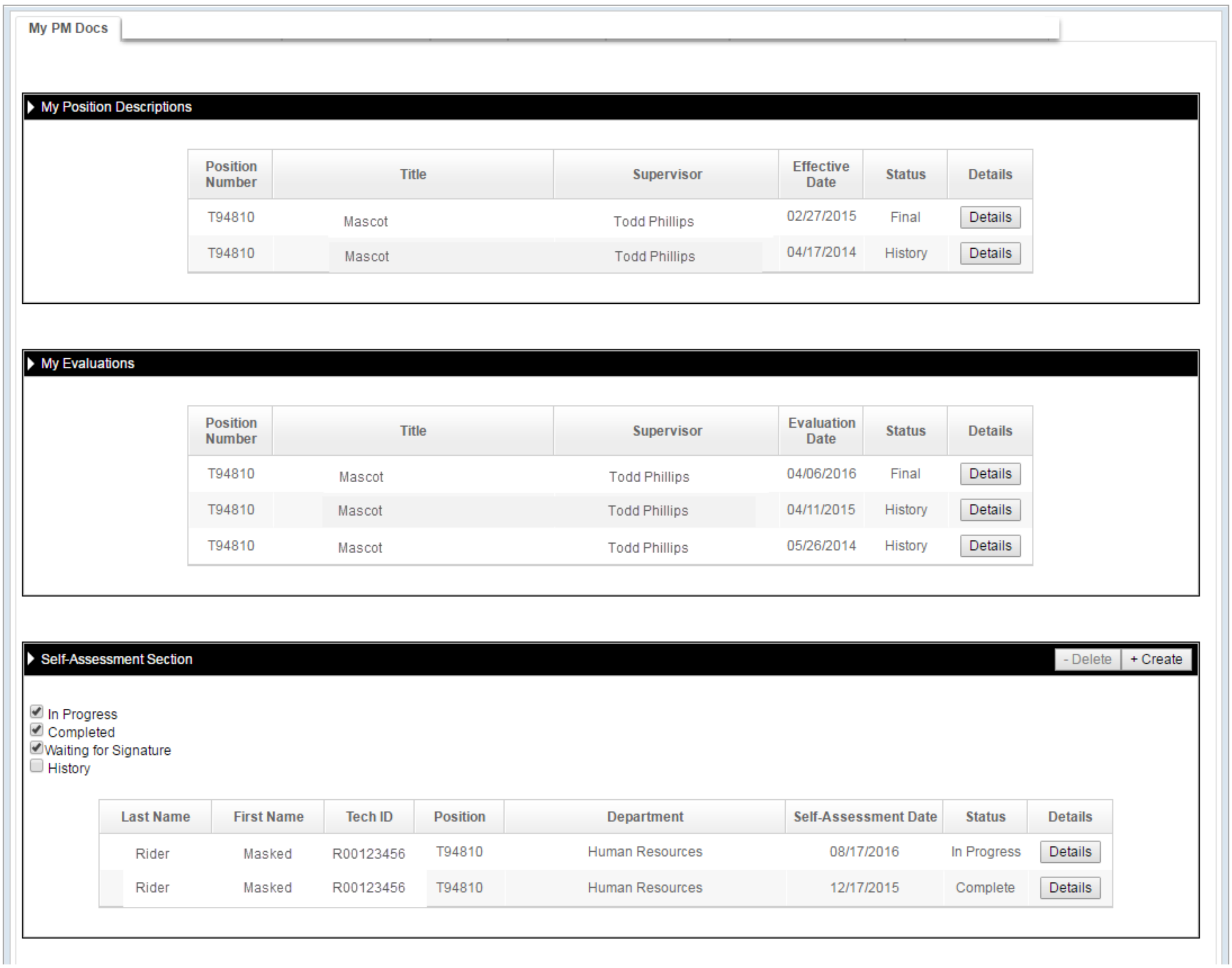
Logging in to ePM will bring staff employees and supervisors to the ePM main page. Staff employees who are not supervisors will have one tab on the main page titled *My PM Docs* (Fig 1 – page 4). Those who supervise staff employees will have three additional tabs titled *Position Description*, *Evaluations*, and *Proxy Maintenance* (Fig 2 – pag). Those assigned as Proxies will also have these three tabs.

TAB FOR THE EMPLOYEE

My PM Docs Tab

The My PM Docs tab displays three sections titled *My Position Descriptions*, *My Evaluations*, and the *Self-Assessment Section* (Fig 1 – page 3). Employees will use this tab to review and sign their current position descriptions and performance evaluations. Employees will also use this tab to create self-assessments. Once finalized, employees may return to this page at any time to review current and past performance management documents that were created in ePM.

Figure 1. – Employee Tab



My Position Descriptions

When an employee begins work, or when a position description is modified, the supervisor will want to make sure the employee reviews his/her Position Description and signs it in ePM.

Selecting the Details button will open the associated form to allow the employee to review and sign the Position Description document. The employee will also be able to print the document by saving the document as a PDF, which can be accomplished by selecting the Save to PDF button at the top upper right corner of the document.

In addition, the employee may look to the *Status* column of this section to identify the current status of the document. Position Descriptions ready to be reviewed and signed by the employee will be in the "Waiting for Signature" status. When the document has been signed by both the supervisor and employee, the status will read "Final."

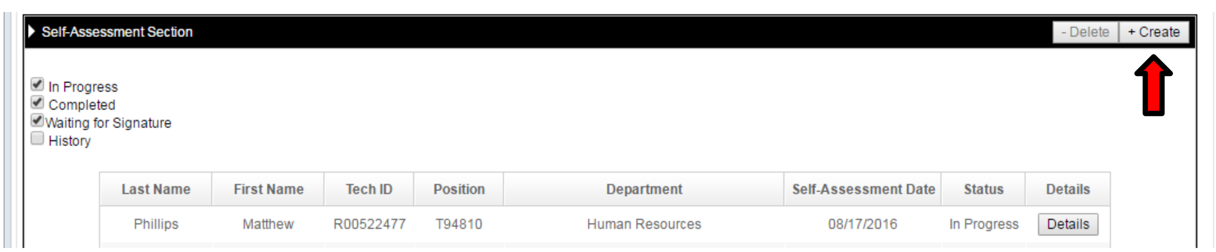
My Evaluations

This section allows an employee to review and sign his/ her evaluations.
Selecting the Details button will open the associated form to allow the employee to review and sign the evaluation. The employee will also be able to print the document by saving the document as a PDF, which can be accomplished by selecting the Save to PDF button at the top upper right corner of the document.

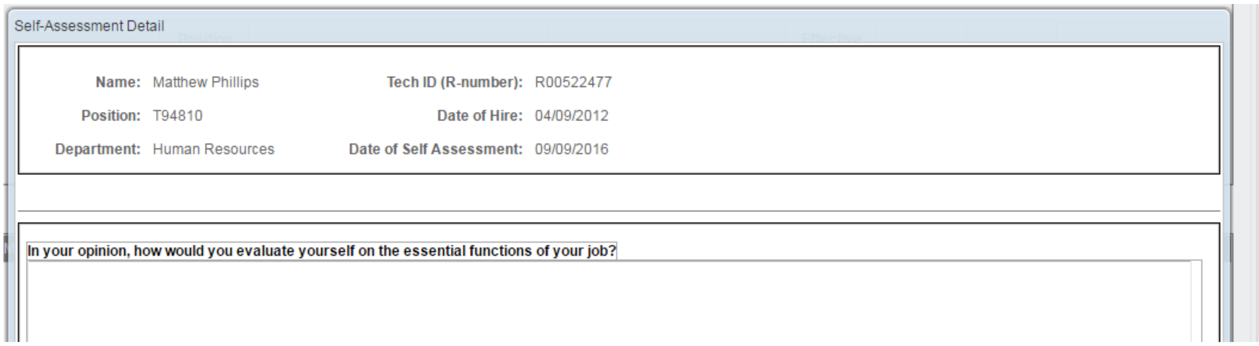
In addition, the employee may look to the *Status* column of this section to identify the current status of the document. Evaluations ready to be reviewed and signed by the employee will be in the "Waiting for Signature" status. When the document has been signed by both the supervisor and employee, the status will read "Final."

Self-Assessment Section

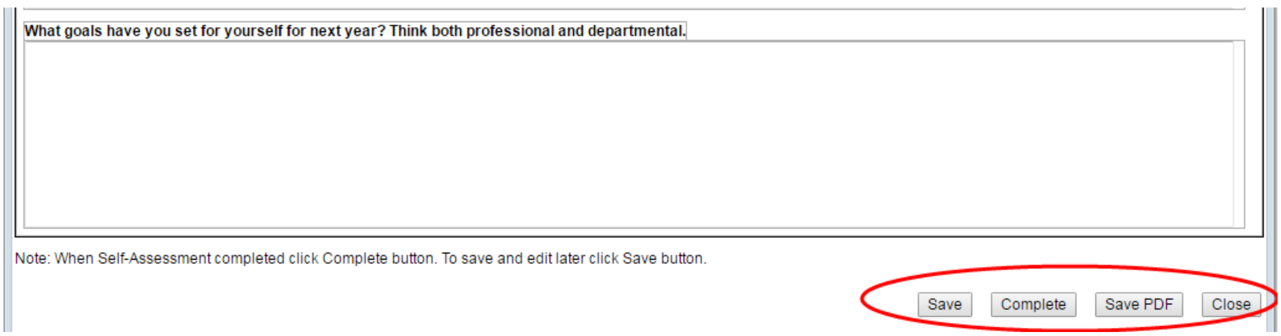
Self-Assessments are created from each employee's My PM Docs home page. Employees may create a new Self-Assessment by selecting the Create button at the top right side of the *Self-Assessment Section*. The status of a self-assessment is indicated in the *Details* column. Current and past self-assessments are visible in the lower portion of this section and will be shown as "In Progress" if the employee has started the assessment, but not yet submitted it to the supervisor. Self-assessments that have been submitted to the supervisor are shown as "Complete." Employees may review past self-assessments by checking the *History* box located at the top left of this section.



The self-assessment form will open. Employees should answer each question.



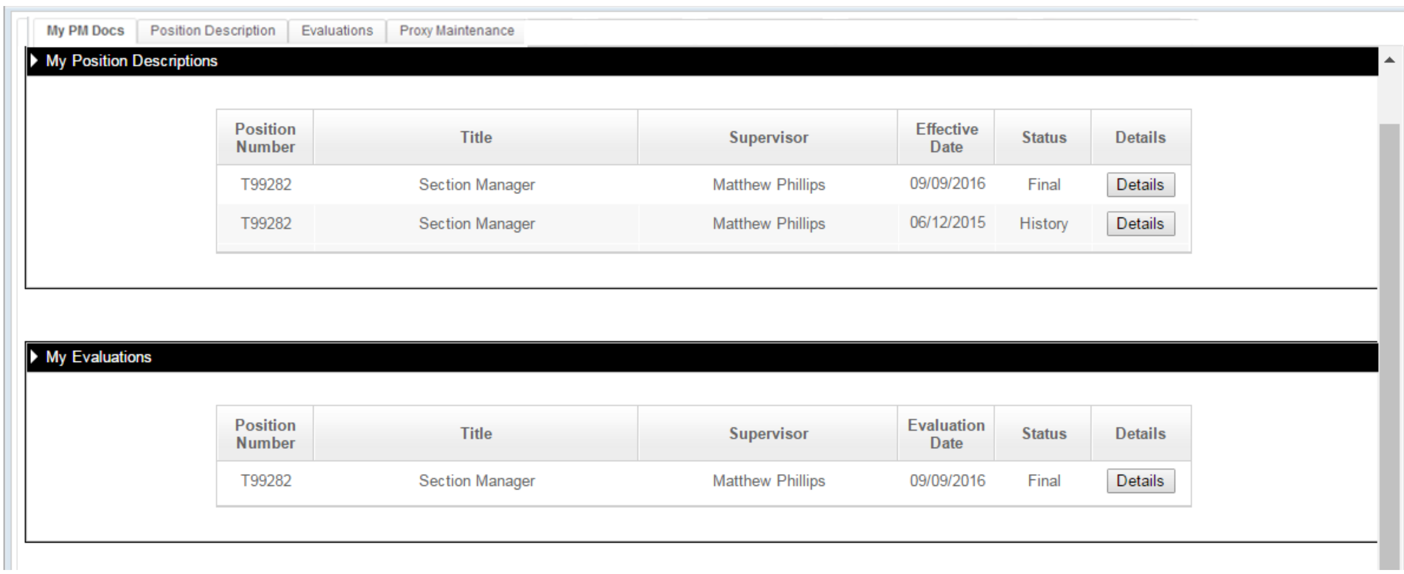
Employees may save their work to review and edit at a later time by selecting Save. Selecting the Complete button will finalize the assessment, and it will automatically appear on the supervisor's evaluation dashboard.



TABS FOR SUPERVISORS

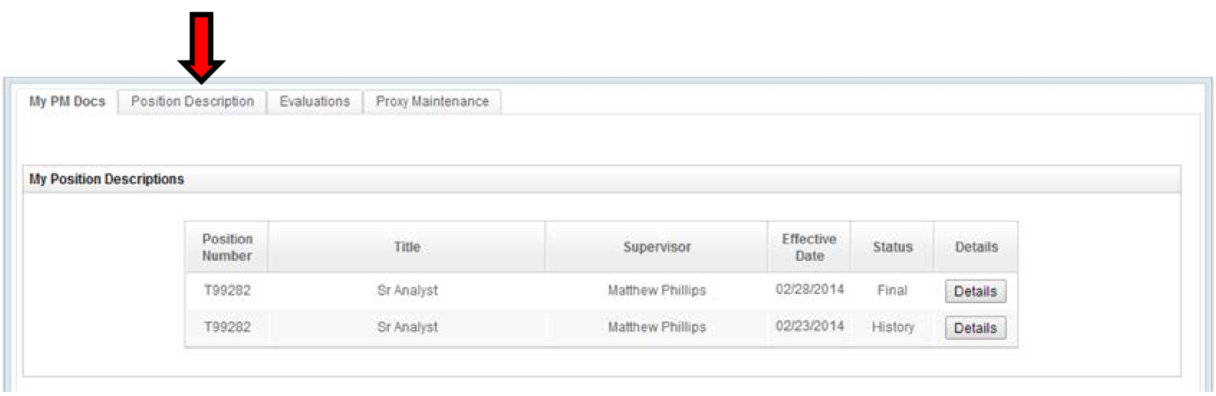
Supervisors and their proxies will have three additional tabs—*Position Description, Evaluations* and *Proxy Maintenance*. These tabs are used to create and revise position descriptions, review self-assessments, and complete performance evaluations for the employees whom they directly supervise.

Figure 2. – Supervisor / Proxy Tabs

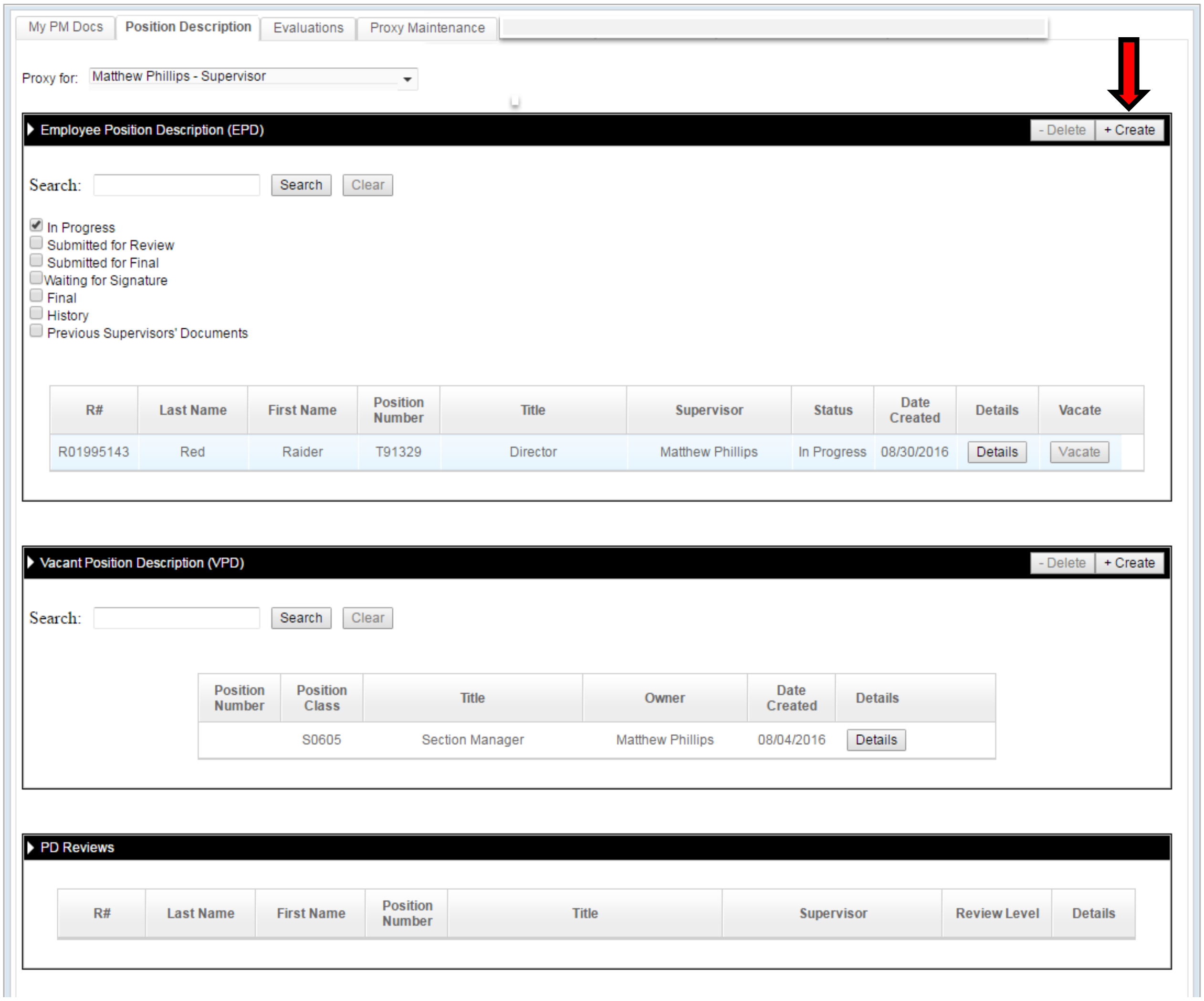


Position Description (PD) Tab

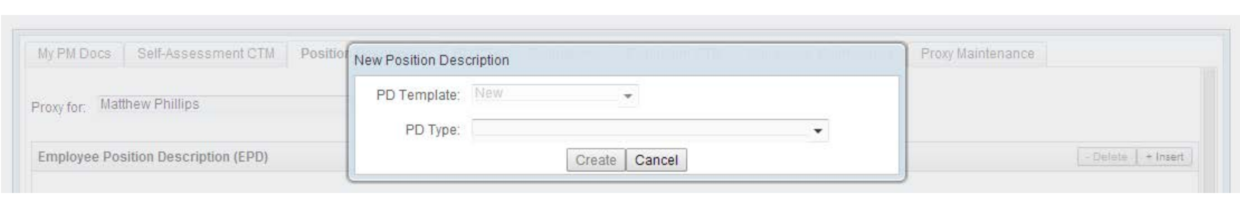
To create or review a position description, select the Position Description tab.



Once the Position Description Tab is open, a page will open and display three sections titled Employee Position Description (EPD), Vacant Position Description (VPD), and PD Reviews. To create a new EPD or update an existing EPD, Select the Create button.

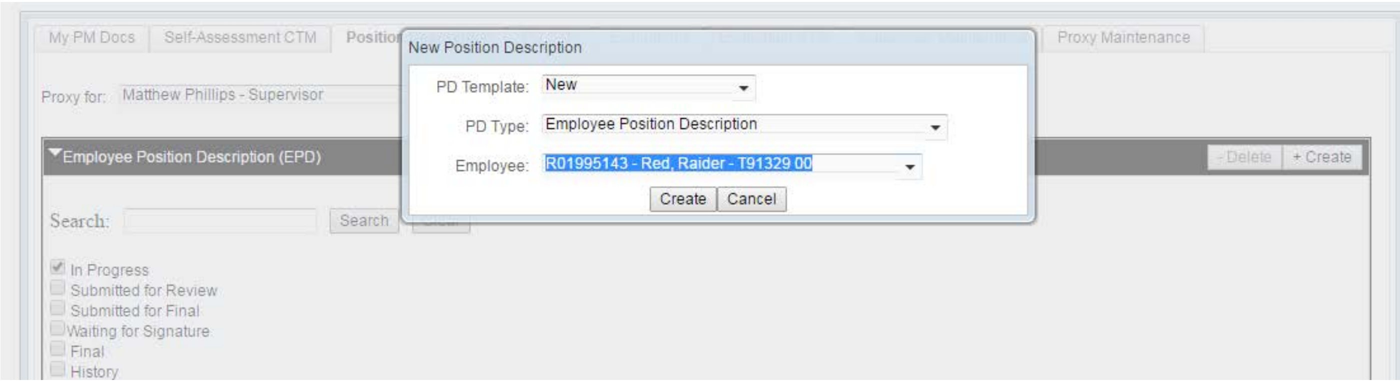


After the New Position Description menu appears, select either New, Update, or Clone from the PD Template drop down menu. Selecting Clone allows use of a previously created position description to be assigned to a different employee. This is helpful when many employees perform the same job.

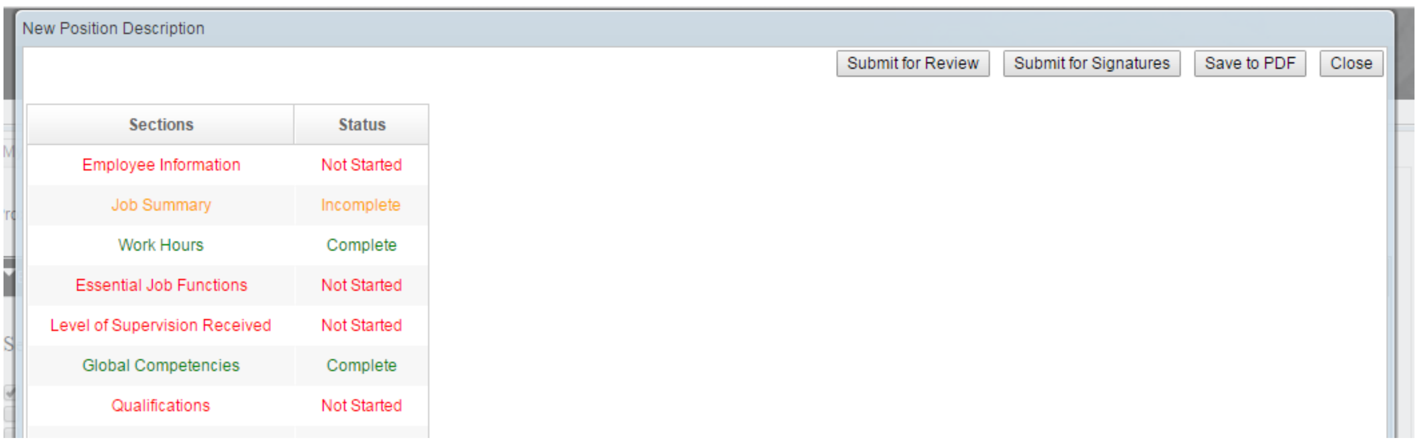


Next, make a selection from the PD Type drop down menu. Choosing the Employee Position Description option will open another drop down menu displaying a list of employees assigned in Banner to their respective supervisor. If an employee's name does not appear, then the supervisor must be updated using the Supervisor Maintenance tab (refer to page 25). Only Organization Managers and their proxies have access to the Supervisor Maintenance Tab. Choosing the Vacant Position Description with Position

Number option will activate another drop down menu of position numbers. Choosing the Vacant Position Description without Position Number option will open a box where you will enter the Position Class for the PD you wish to create.



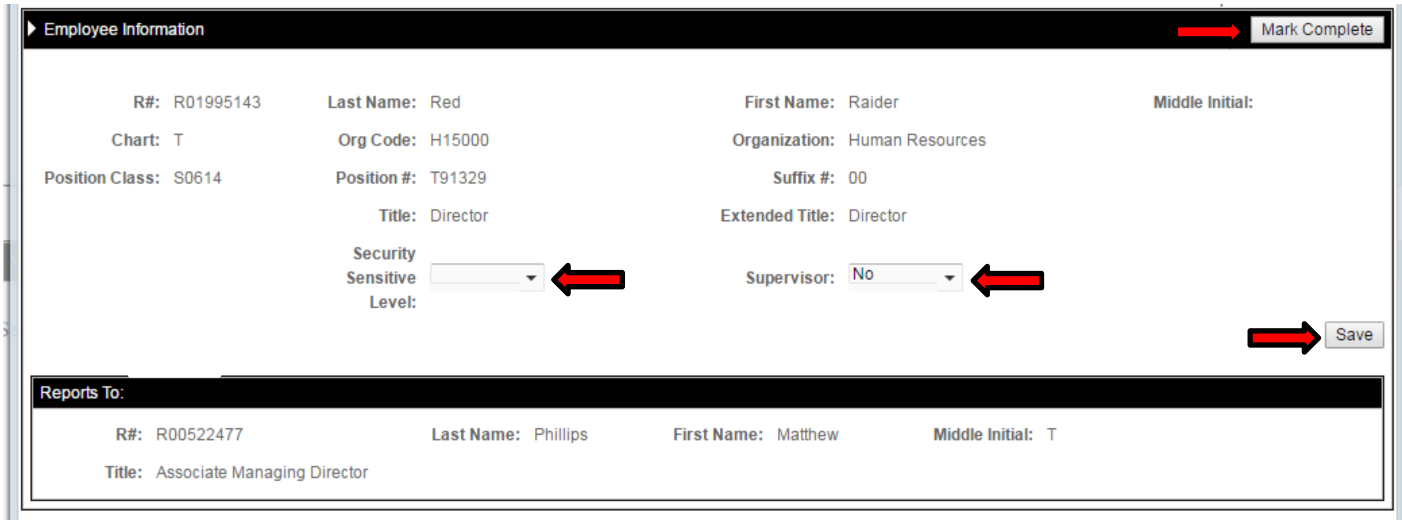
After selecting an employee, select Create. The PD form will now open and you are ready to build the PD. There is a progress chart at the top of the screen that indicates your progress as Not Started, Incomplete, or Complete. As you are completing each section, if a required section is left blank, an error message will appear and that section will not be able to be marked complete.



Employee Information Section

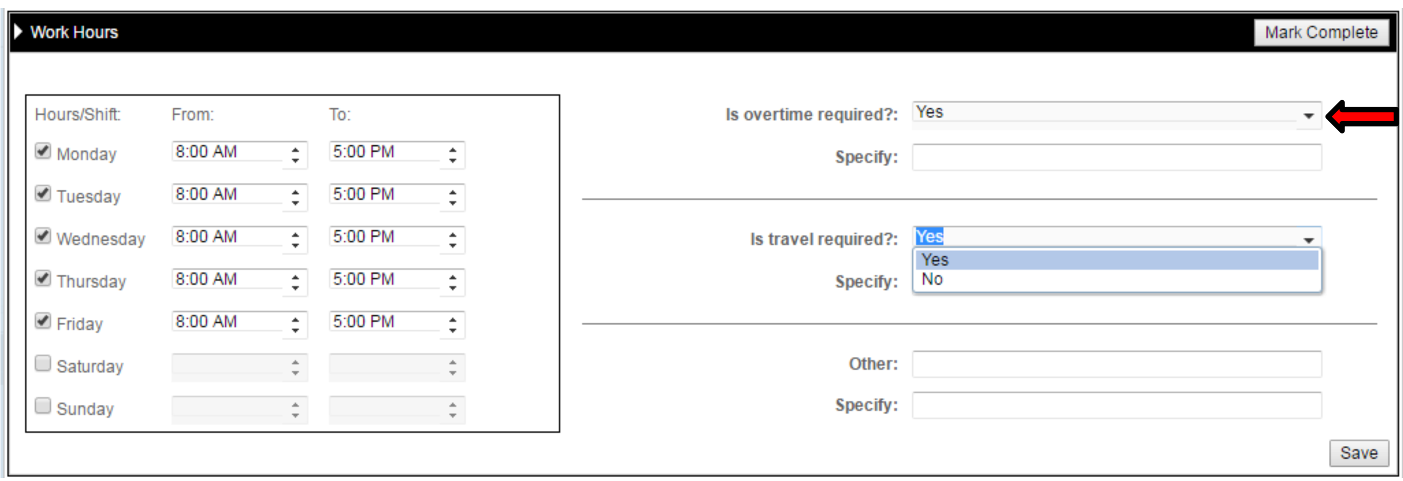
The Employee Information section will be pre-populated with data from Banner. If any of this data is incorrect, delete the EPD and contact your Employee Service representative or Human Resources to have this data corrected. In this section, you must identify the employee's Security Level and whether or not the position is supervisory. Selecting Yes in the supervisory section will open up other information fields on the PD and the performance evaluation forms.

Once selections are made, select the Mark Complete button. This will lock the section and you can no longer make edits. The progress chart will indicate that the section is Complete. To edit any section previously completed, select the Mark Incomplete button at the top right of the section. This will unlock the section and changes can be made. Changes made to a section may be saved at any time by selecting the Save button.



Work Hours Section

In the Work Hours section, verify the Hours/Shift information, which is prepopulated with Texas Tech's standard hours. Change the information if necessary. Using the drop down arrows, indicate whether the employee is required to work overtime and whether travel is required.



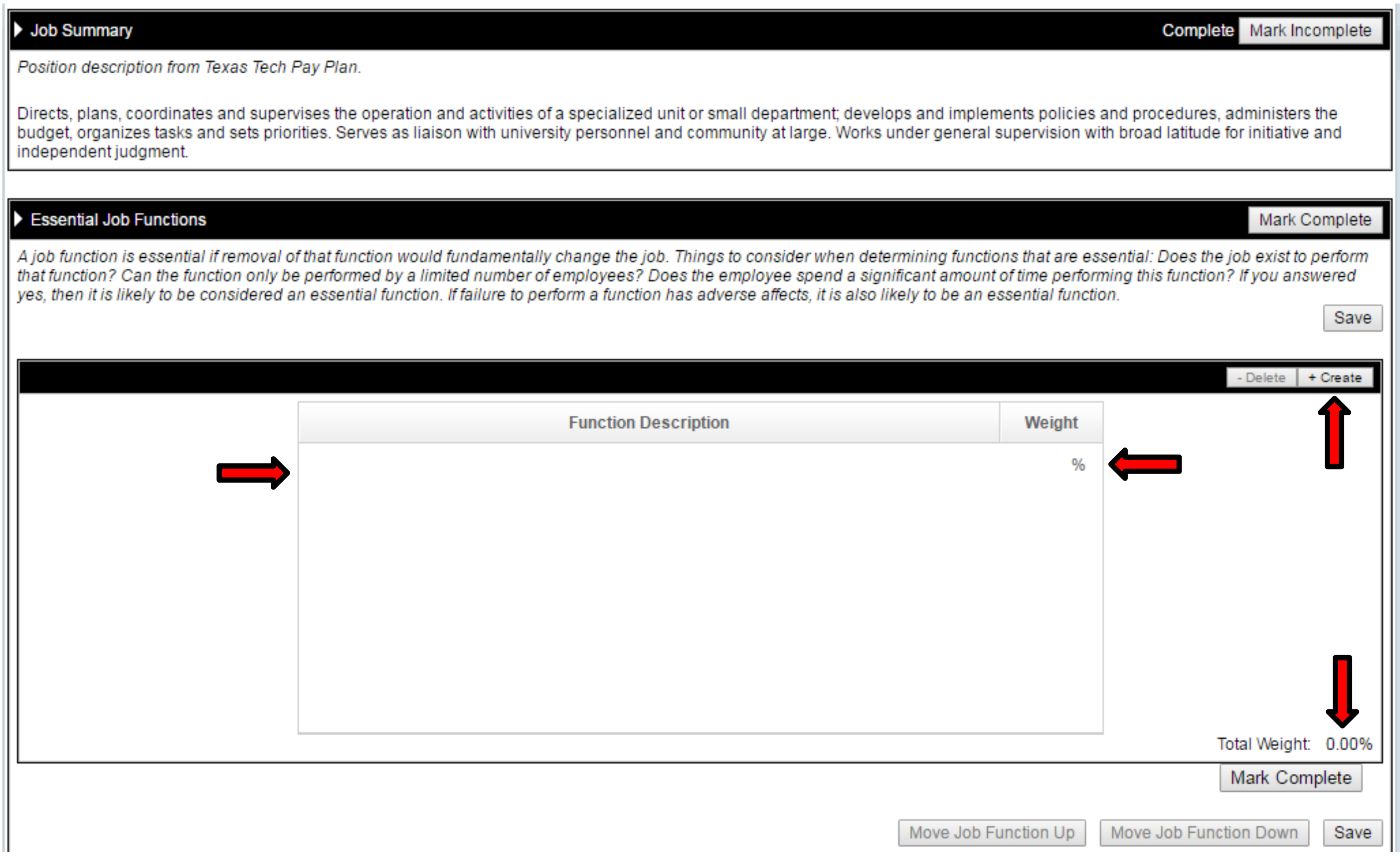
Job Summary Section

The Job Summary section will prepopulate with the appropriate Pay Plan data. No action is needed in this section. The prepopulated data comes from the Pay Plan and is associated with the position classification.

Essential Job Function Section

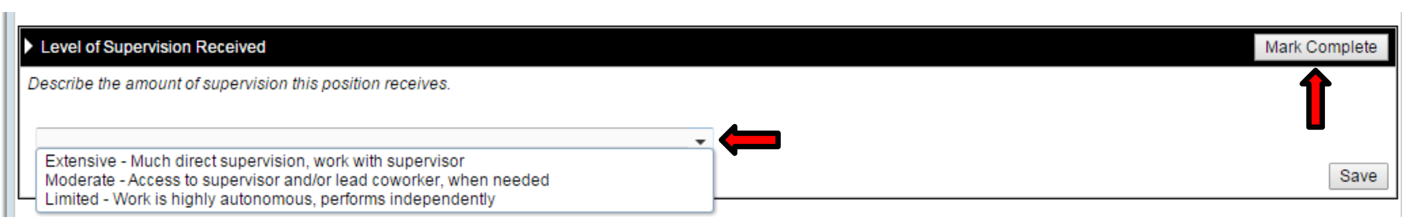
Enter each essential job function in the Function Description box. **Enter only one essential job function per box.** Select the Create button to add additional essential job functions. A blank box will open for each function and will display only two at a time. As you are entering essential functions, you can track the total number of essential functions at the bottom right corner of the Function Description box. You may also choose to add a weight to each job function to identify which are most important. These weights will carry over to the performance evaluation and the score will be weighted accordingly. A calculator at the bottom right of the section identifies total assigned weight, which must equal 100% to mark the section complete. If you are using weights, you must assign a weight to each function. Otherwise, leaving the weight section blank will distribute the score evenly across all job functions. After entering every essential job function, select Mark Complete.

To delete a function, using your mouse, hover inside the "Weight" column and select. You may have to type something in the Function Description box for this to register. This will highlight the row and release the Delete button. Select Delete.



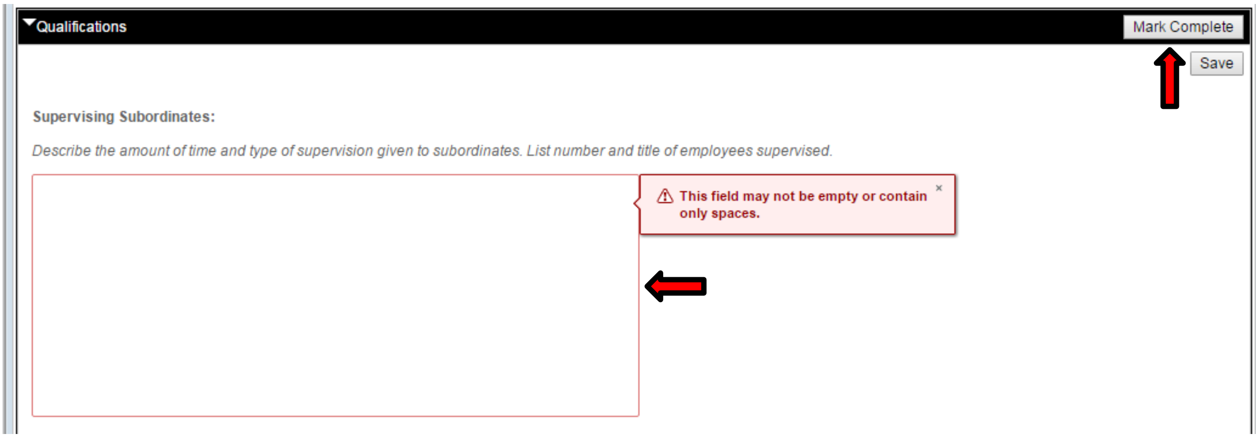
Level of Supervision Received

Choose the appropriate level of supervision for the employee and select Mark Complete.



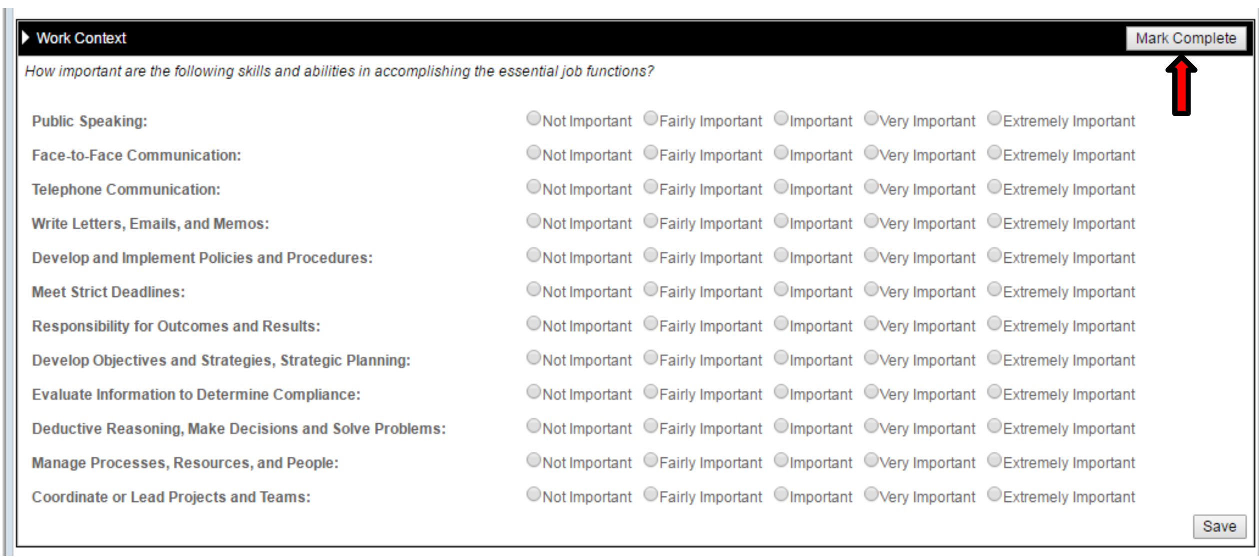
Qualifications Section

Enter information into each box and select the Mark Complete button. In the Required Qualifications box, information from the Texas Tech Pay Plan will be prepopulated. **Do not** edit or delete this description.

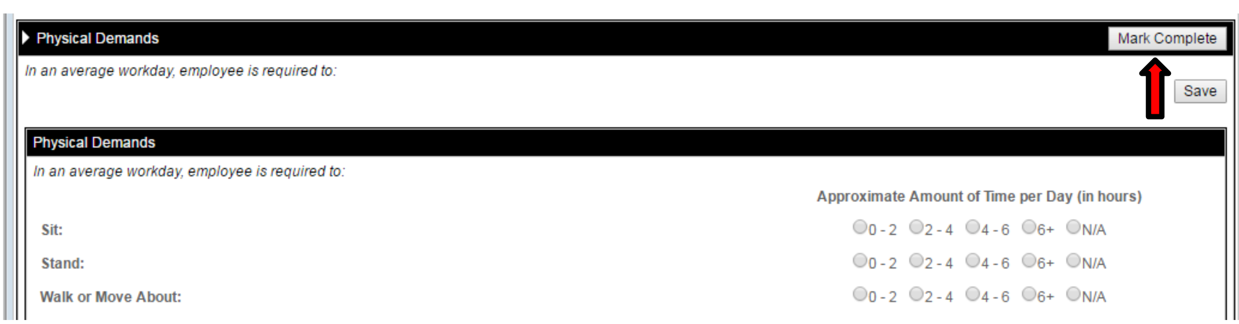


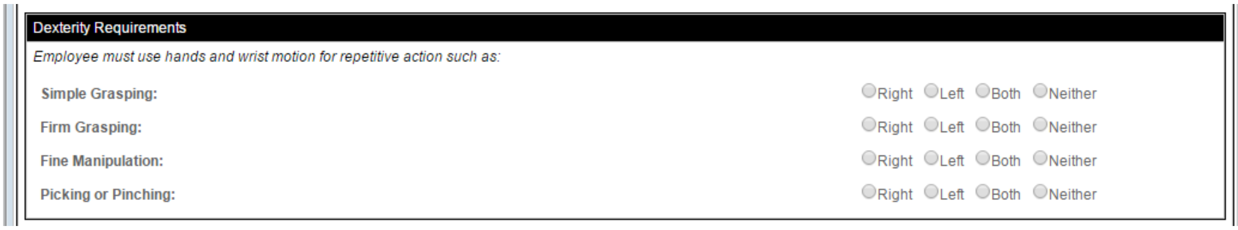
Work Content Section

Select the appropriate radio button for each section and select Mark Complete.



Work Content Section Continued





Dexterity Requirements

Employee must use hands and wrist motion for repetitive action such as:

Simple Grasping:	Right Left Both Neither
Firm Grasping:	Right Left Both Neither
Fine Manipulation:	Right Left Both Neither
Picking or Pinching:	Right Left Both Neither

Environmental Conditions

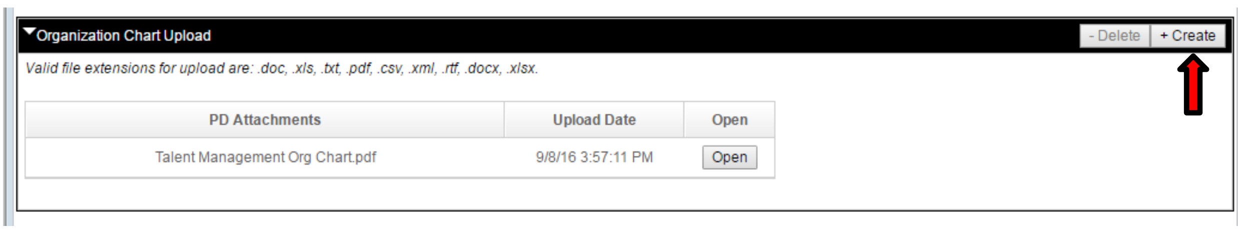
	Approximate Amount of Time per Day (in hours)
Stand on concrete:	0 - 2 2 - 4 4 - 6 6+ N/A
Walk on uneven or slippery surface:	0 - 2 2 - 4 4 - 6 6+ N/A
Exposure to electrical hazards:	0 - 2 2 - 4 4 - 6 6+ N/A
Exposure to dust, smoke, fumes, odors, grease, oil:	0 - 2 2 - 4 4 - 6 6+ N/A
Exposure to distracting or unpleasant noise or sounds:	0 - 2 2 - 4 4 - 6 6+ N/A

Sensory Demands

Hearing:	Yes No
Speech:	Yes No
Taste:	Yes No
Touch:	Yes No

Organization Chart Upload

Use this section to attach an optional Organizational Chart. It is recommended that the chart contain position titles, rather than specific names. Files must be one of the identified formats.

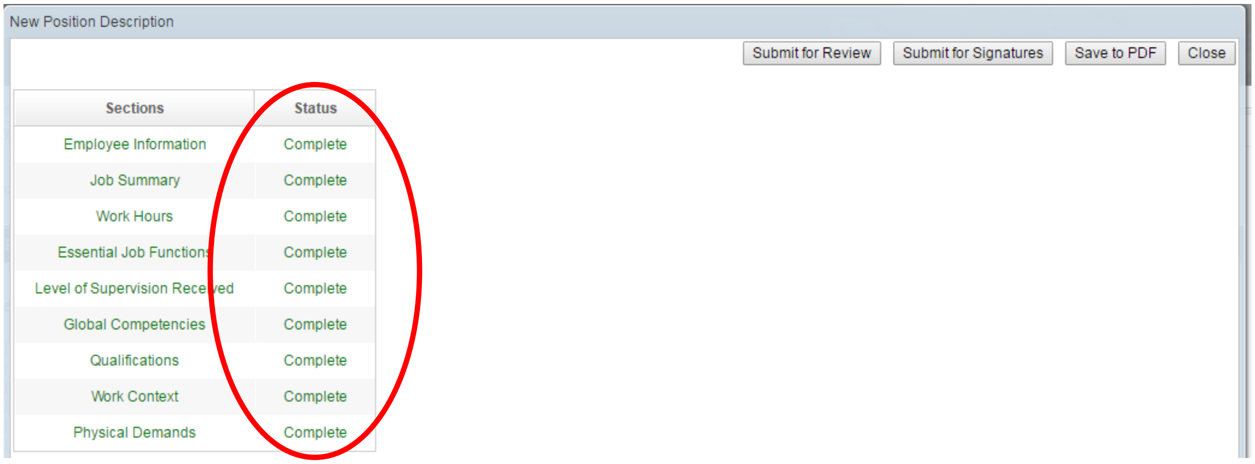


Organization Chart Upload - Delete + Create

Valid file extensions for upload are: .doc, .xls, .txt, .pdf, .csv, .xml, .rtf, .docx, .xlsx.

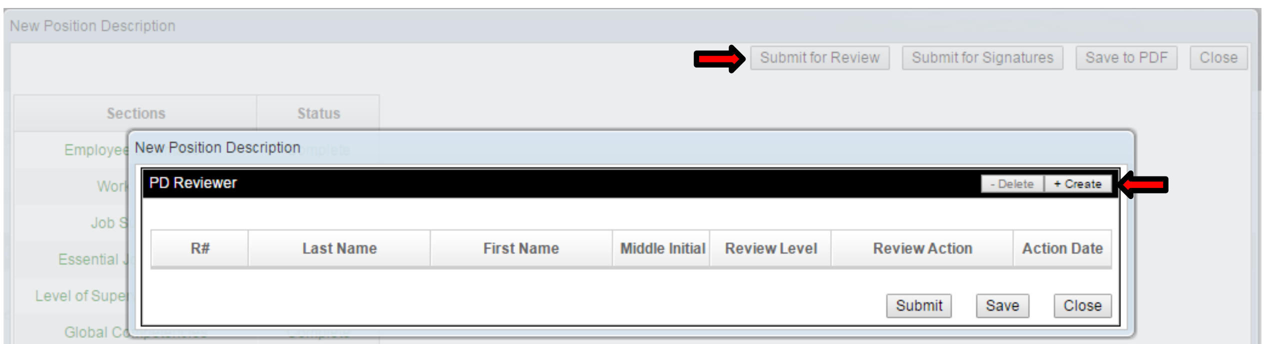
PD Attachments	Upload Date	Open
Talent Management Org Chart.pdf	9/8/16 3:57:11 PM	Open

Once the entire EPD is completed, scroll back to the top and ensure all sections are identified as Complete.

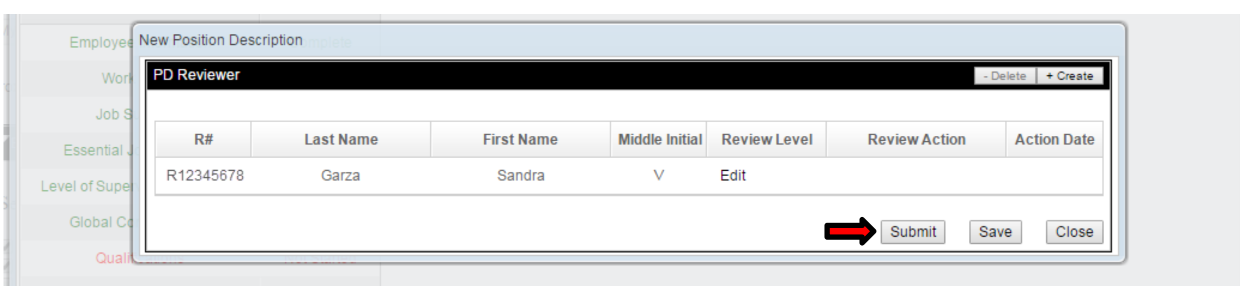


Submitting the Position Description for Review

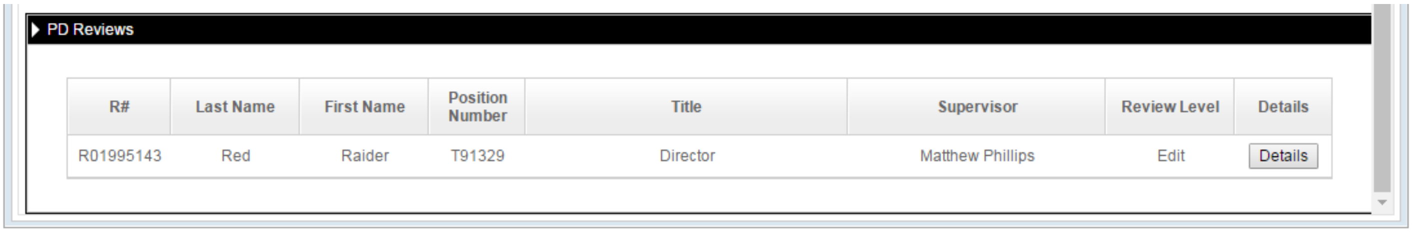
Prior to finalizing the position description, you have the option of sending the position description for review to one or more reviewers; e.g. next level supervisor or another administrator. To send the PD to another administrator for review, select the Submit for Review button, and then select Create.



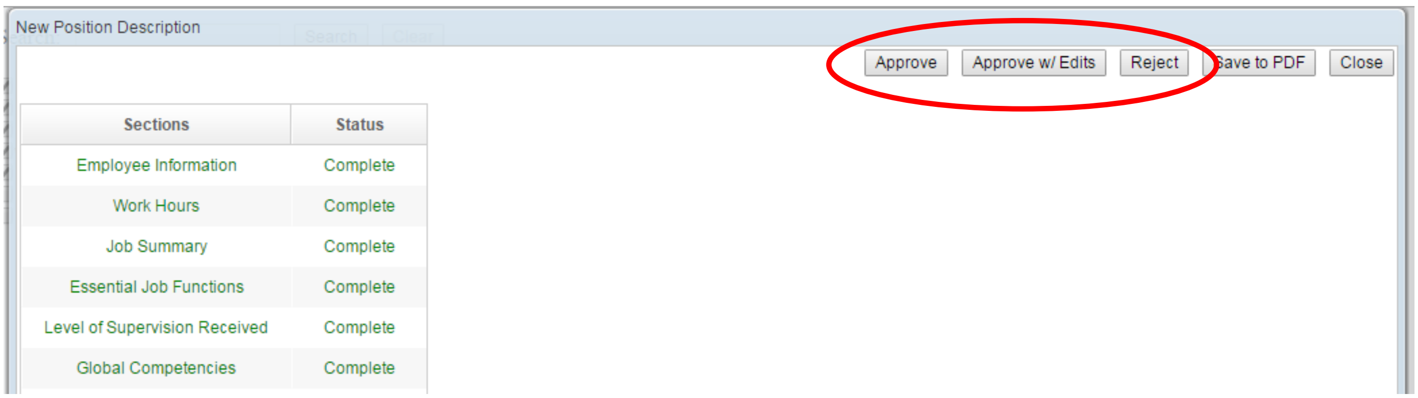
Another menu will appear and allow you to search reviewers by their R-number, Last, or First Name. Make a selection and then enter the R-number or name for which you are searching. Choose the name of the Reviewer from the list that appears, select the level of review allowed (i.e., Read Only or Edit). Select the Add Reviewer button. Next, select the Submit button. The reviewer will receive an email indicating that there is a position description available for review. At this point, do not proceed with processing the position description. Wait for the reviewer's response.



The reviewer will receive an email from ePM@ttu.edu when a position description is ready to be reviewed. To access the position description, the reviewer will select the Position Description tab, scroll down to the PD reviews section, and select the Details button to open the position description.

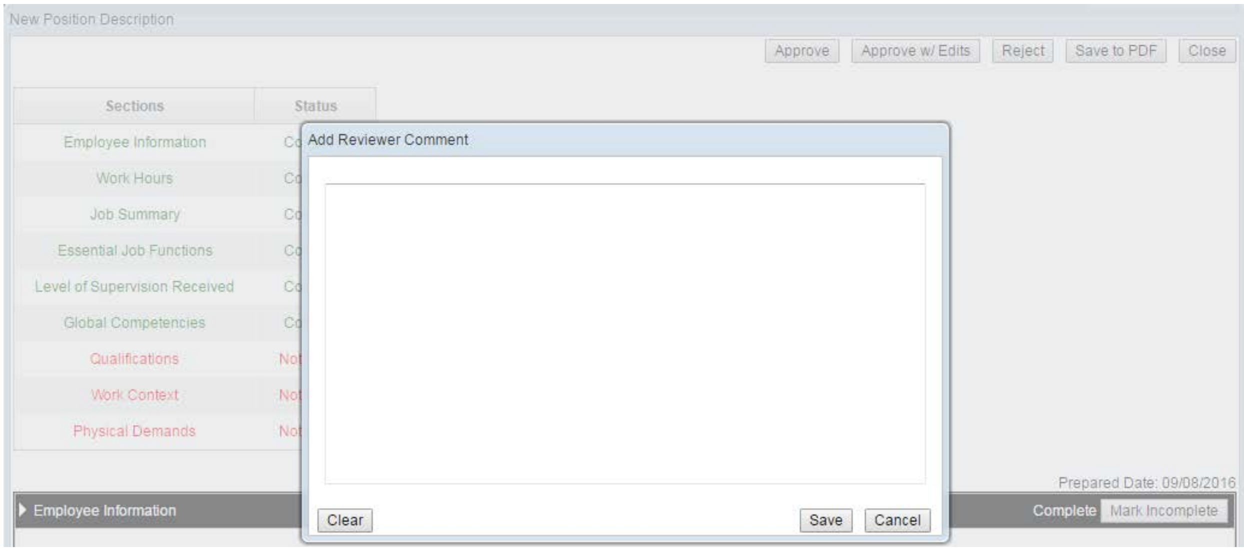


If the Reviewer has editing privileges, the Reviewer has the option to select the Mark Incomplete button on any section in order to make changes or simply make comments by selecting the Approve w/ Edits or Reject buttons. If the Reviewer has no comments, the Reviewer selects Approve. Once the position description has been approved, the position description will no longer appear on the Reviewer's Position Description page and is ready to be finalized by the supervisor.

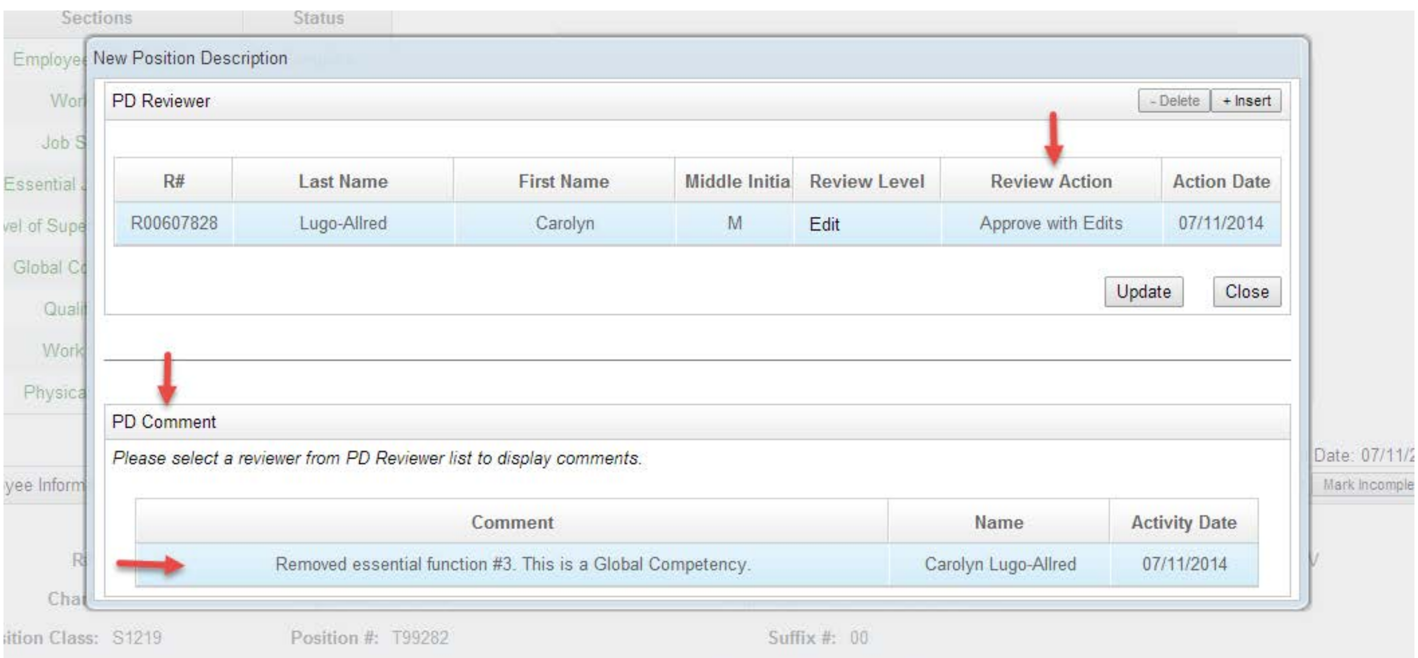


Please note that once the Reviewer approves the position description, the supervisor will receive an email notification from ePM@ttu.edu. If the approval was made with no edits, the position description will remain in a "Submitted for Review" status. Refer to the email from ePM to confirm that the approval from the Reviewer has occurred and that the position description is ready to be signed by the supervisor.

If rejecting the position description, the reviewer will select the Reject button and a comment box will appear. The reviewer should provide reason(s) for rejection and select the Save button when done. If approving the position description with edits, the reviewer should select the Approve w/ Edits button, list the edits he/she made to the position description in the comment window, and select the Save button.

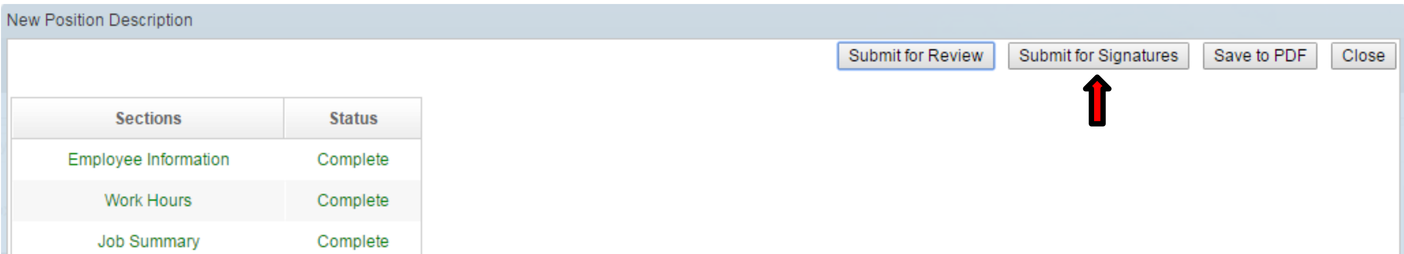


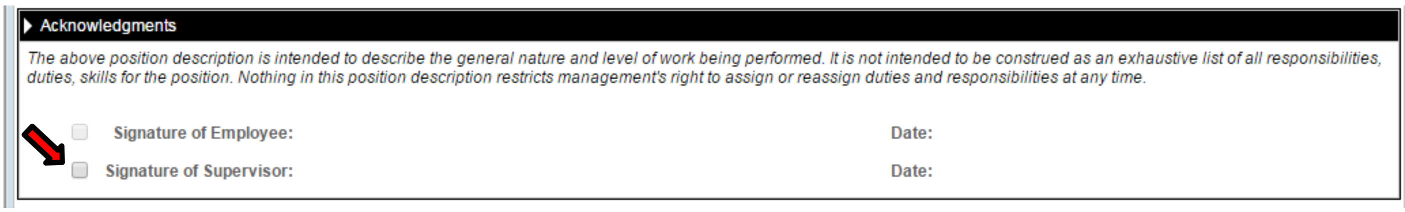
After the reviewer has approved or rejected the PD, the supervisor will receive an email notification from ePM@ttu.edu. PDs that have been approved with comments or rejected by the reviewer can be edited as needed. To view comments, select the Details button; select the Submit for Review button; select the name of the reviewer to highlight the entire row. If the reviewer has submitted comments, a dialogue box with the comments will appear.

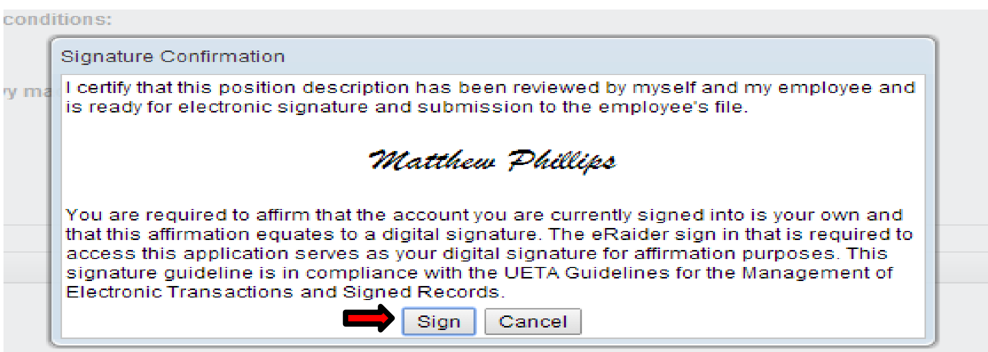


Signing the Position Description

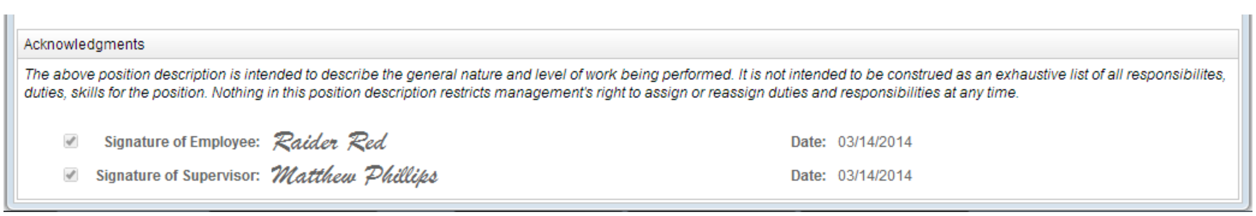
You may skip the review process and send the PD directly to the employee for review and signature. In order to start this process, the supervisor must always sign the PD first. To sign the PD, simply select the Submit for Signatures button, scroll to the bottom of the form and check the box next to the Signature of Supervisor box. The Signature Confirmation message will appear; select the Sign button.





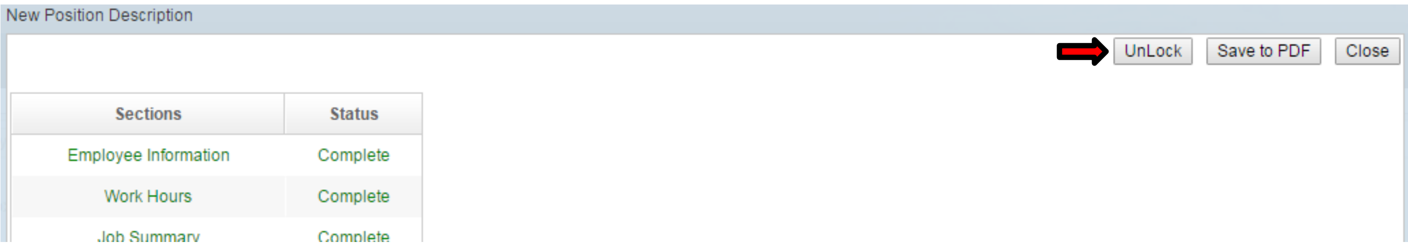


Scroll back to the top of the page and select the Close button. This will send the PD to the employee's ePM page along with an e-mail from ePM@ttu.edu telling them that their PD has been completed and is ready for signature. Once the employee has signed the PD, it will automatically be sent to HR and filed with the employee's electronic personnel records. Additionally, supervisors will receive an email from ePM@ttu.edu notifying them when employees have signed their PDs. Signatures for a completed PD will appear as follows:



Unlocking the Position Description

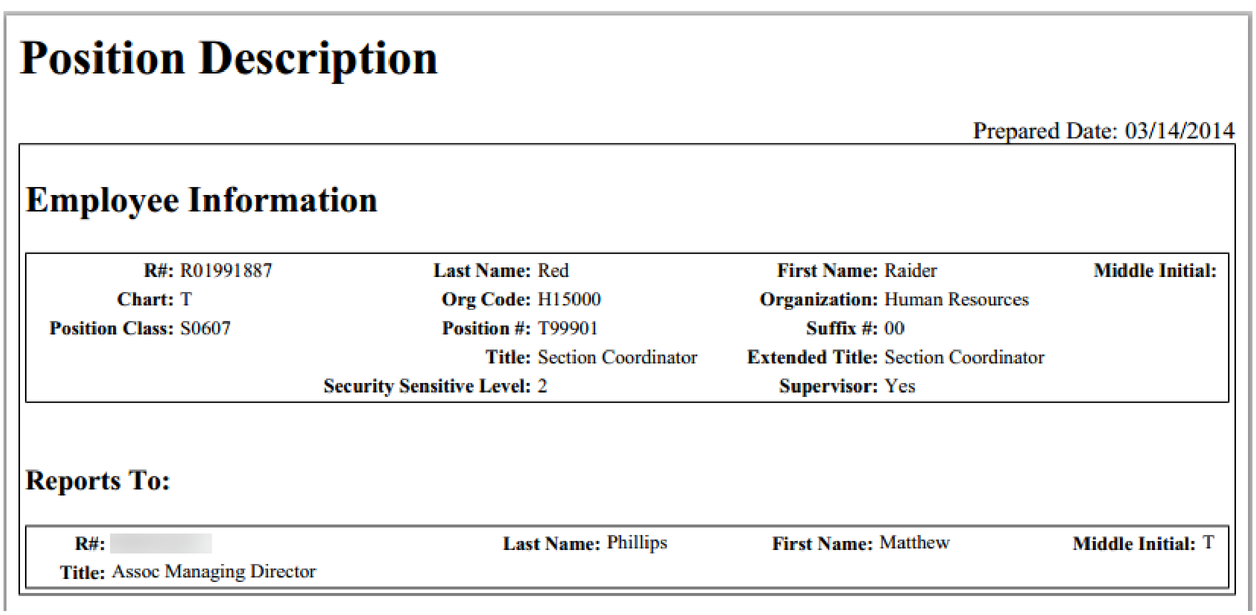
Once a PD has been submitted for signature it is locked down and may no longer be edited. The PD may be unlocked to allow edits any time prior to the employee signing it. To unlock a PD, locate and select the Unlock button at the top of the form. Unlocking a PD will return it to an In Progress status and the Submit for Review and Submit for Signature buttons will appear at the top of the form.



Viewing a Position Description

Position descriptions may be viewed at any time by selecting the Details button next to the respective PD. Position descriptions may be saved as a PDF for viewing offline or printing.

The PDF appears in a printer friendly, easy to read format.



Position Description

Prepared Date: 03/14/2014

Employee Information

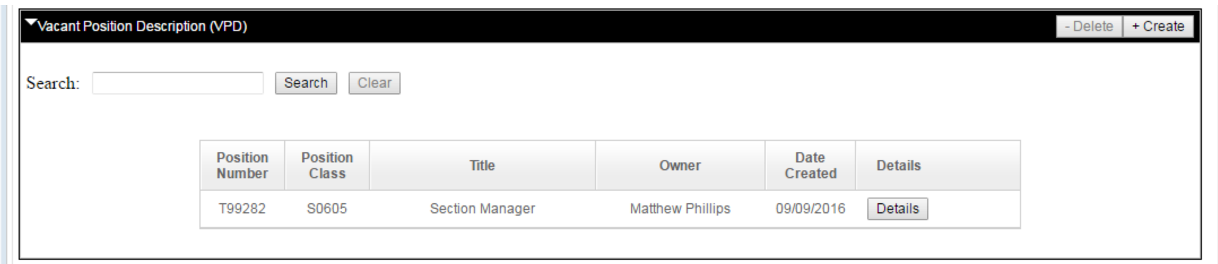
R#: R01991887
Last Name: Red
First Name: Raider
Middle Initial:
Chart: T
Org Code: H15000
Organization: Human Resources
Position Class: S0607
Position #: T99901
Suffix #: 00
Title: Section Coordinator
Extended Title: Section Coordinator
Security Sensitive Level: 2
Supervisor: Yes

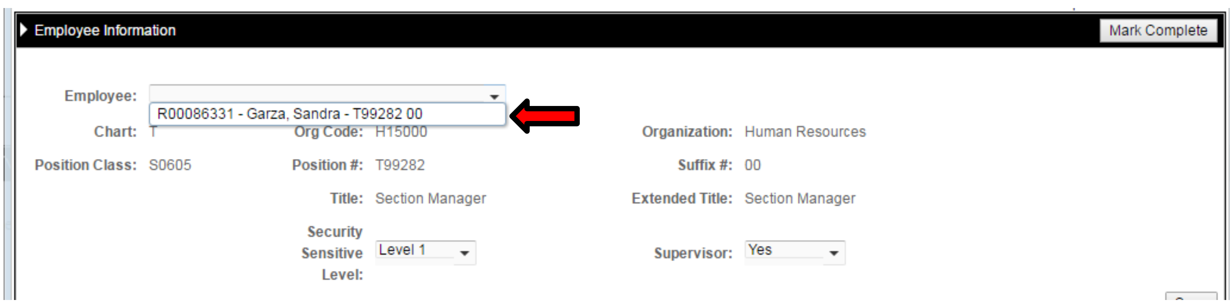
Reports To:

R#:
Last Name: Phillips
First Name: Matthew
Middle Initial: T
Title: Assoc Managing Director

Vacating a Position Description

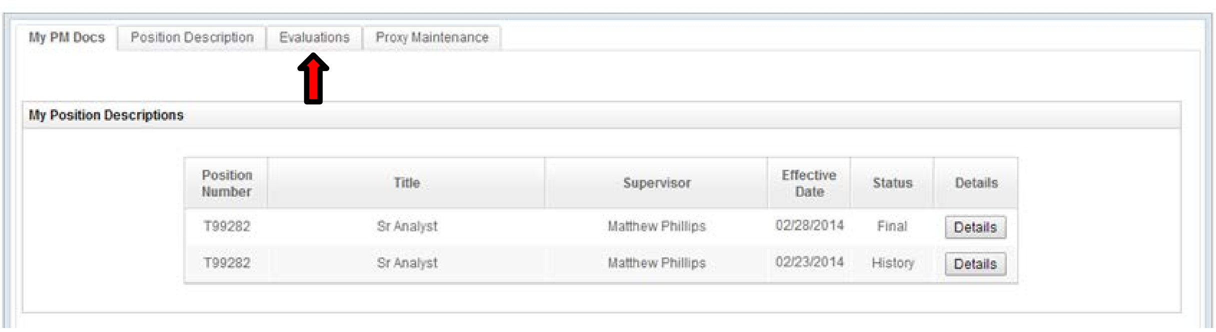
When an employee terminates employment with the University, the supervisor should vacate the position description prior to assigning a new employee to the position. This is done by selecting the Vacate button next to the desired PD. This will remove the name associated with the PD, and move the PD from the EPD section to the Vacant Position Description Section. Selecting the Details button next to a VPD will open the VPD and allow the supervisor to select an employee to be associated with the VPD, make updates to the PD, sign the PD, and send it to the employee and HR. Once completed, the PD will move back to the EPD section.



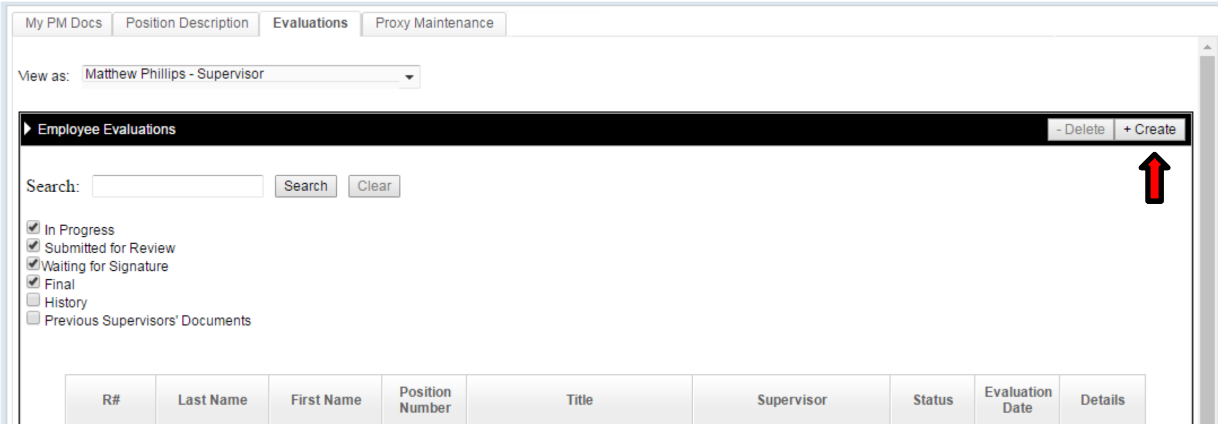


Staff Performance Evaluations

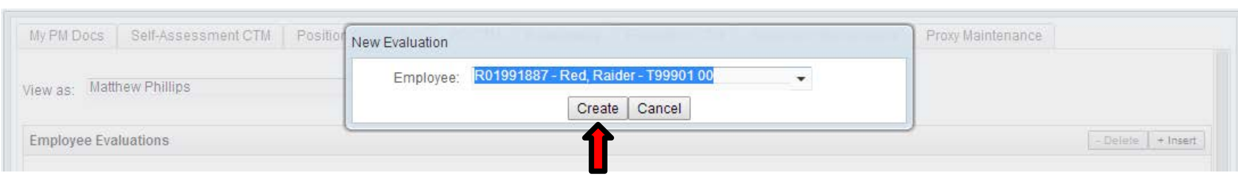
To create or review a performance evaluation (PE), select the Evaluations Tab.



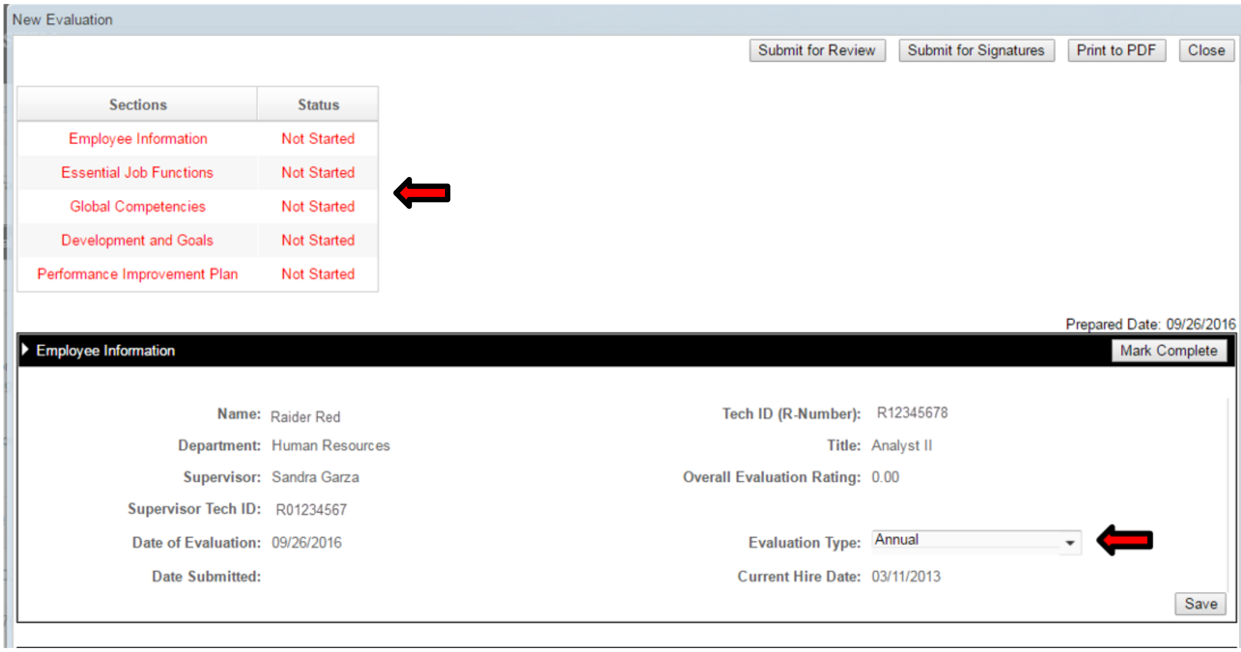
Once the Evaluations tab is open, the page will display four sections titled Employee Evaluations, Employee Self-Assessments, Next Level Supervisors - Evaluations Waiting Signature, and Evaluation Reviews. To create a new evaluation, select the Create button.



The New Evaluation menu will appear with a drop down list of employees. **Only those employees with a completed, signed position description will appear**. If an employee name does not appear, check the Employee Evaluations dashboard to determine if the employee has an evaluation listed in the In Progress status. If an In Progress evaluation does not appear in the dashboard, you will need to go back and ensure they have fully executed position description in the ePM system. If an employee has changed positions or departments, the employee will need to have a finalized PD with the new position and/or department in order for his/her name to appear in the drop down menu. Select the employee to be evaluated and then select the Create button.

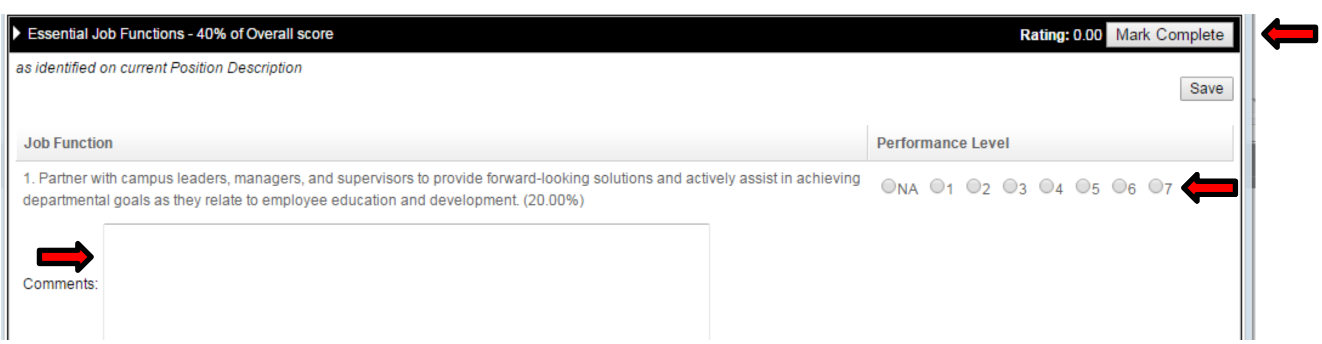


The employee evaluation application will open, displaying a progress status chart much like that of the Position Description section. The Employee Information section will be prepopulated based on data in Banner and the EPD. Select the Evaluation Type, i.e. 3 month, 6 month, Annual, or Other. Don't forget to mark sections complete as you go, or save any changes prior to exiting the form.



Essential Job Functions

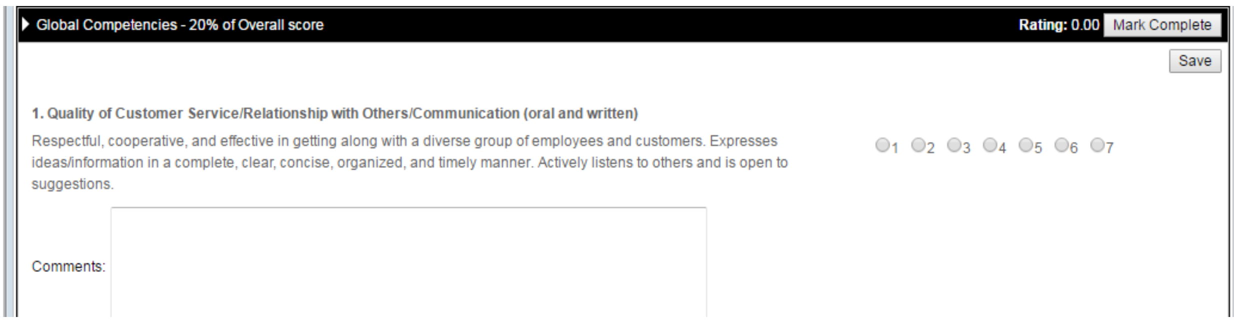
The Essential Job functions will automatically pull over the information from the employee's position description. Rate each function by selecting the appropriate radio button and provide comments that support the rating. Select the Complete button after completing each section. If any required information is missing, an error message will display. **Essential job functions that have been assigned specific weights on the EPD will be calculated as a zero rating if NA is marked; this will negatively affect the overall score**. Rather than marking NA for essential job functions that were assigned specific weights, supervisors are advised to rate a 4 on performance level. When selecting NA the supervisor must specify the reason for marking NA in the comments section (*e.g. I have not yet provided you the training necessary to complete this task. However, you will be expected to perform this function on your next evaluation, and will be rated based on your performance*).



The Supervisory Factors section only appears if the position is identified as supervisory on the EPD. Rate, comment, and mark complete.

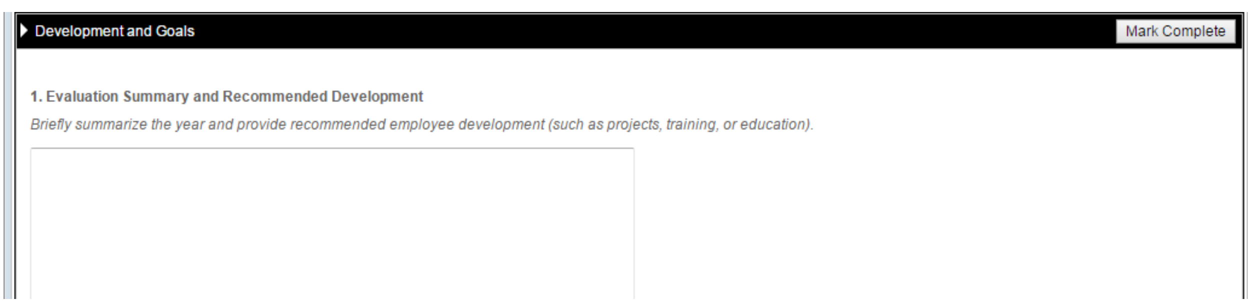
Global Competencies

Global Competencies are the same for all employees. Rate, comment, and mark complete.



Development and Goals

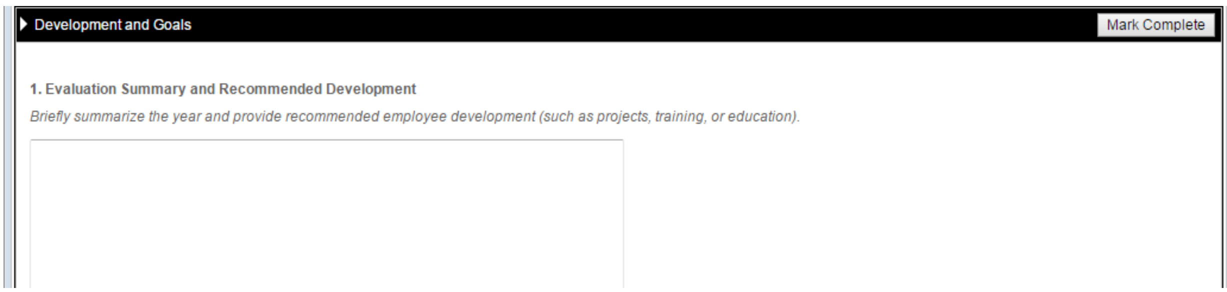
Provide developmental comments and goals for the upcoming year / evaluation period. This section is not scored, but must be completed in order to finalize the evaluation.



Performance Improvement Plan

The Performance Improvement Plan section (consisting of 3 fields) will only appear if the overall evaluation score is under a 4.0 (Meets Expectations). In this case, supervisors use this section to identify expectations for improvement, provide an action plan, and list the follow-up plan timeline.

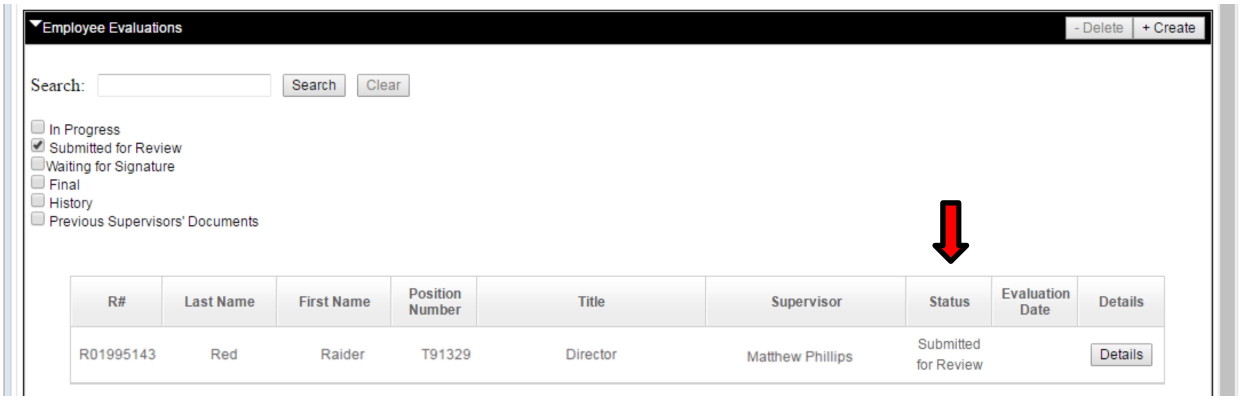
For employees in non-supervisory positions, the total rating for essential job functions is worth 80% of the overall rating, and global competencies are worth 20% of the overall rating. For employees in supervisory positions, the total rating for essential job functions is worth 40% of the overall rating, supervisory factors are worth 40% of the overall rating, and global competencies are worth 20% of the overall rating.



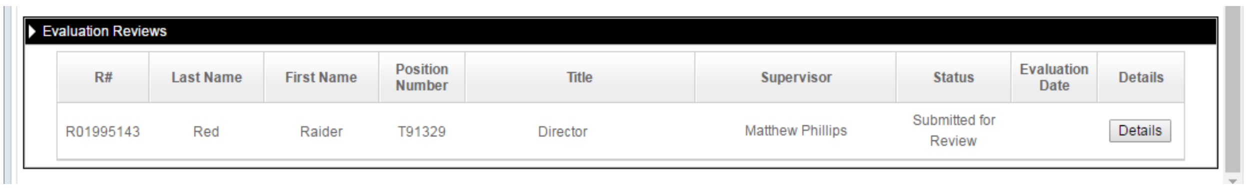
Submitting the Evaluation for Review

Once a draft employee evaluation has been completed, the Evaluator can route the evaluation for review to the next level supervisor or other administrators. It will be routed for review in the same manner as the position description.

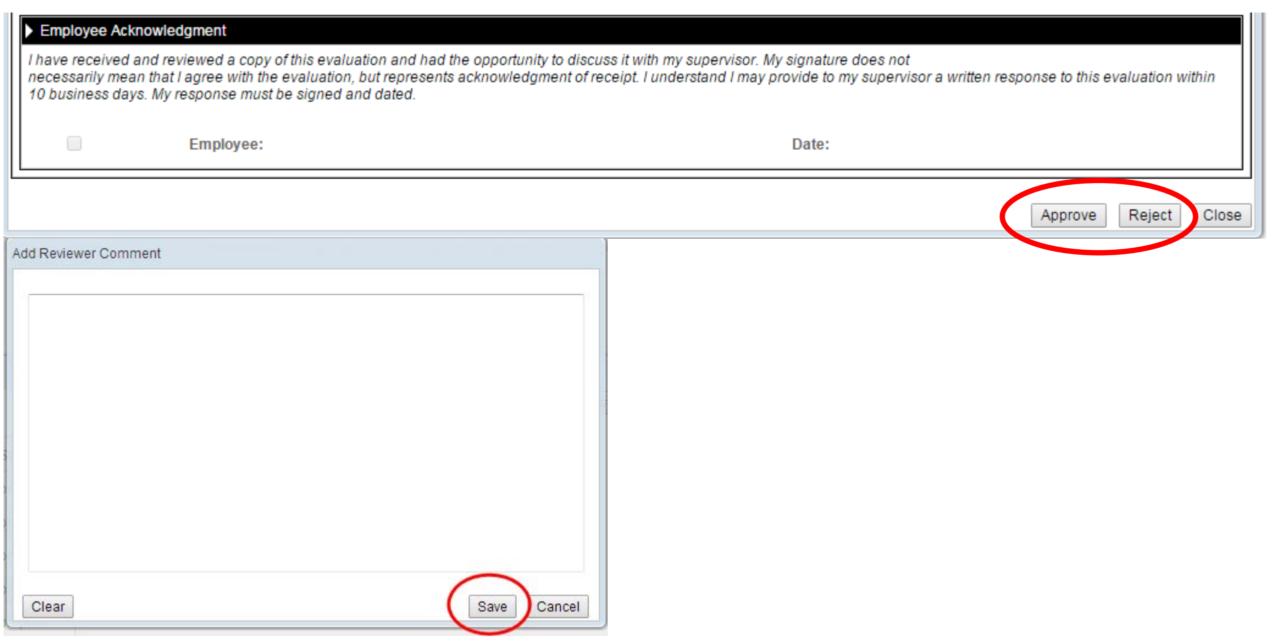
When an evaluation has been submitted for review, the status on the main menu will change to show as Submitted for Review.



The Reviewer will be able to access evaluations in the Evaluation Reviews section on their ePM Evaluations tab. To access an evaluation, the Reviewer selects the Details button.



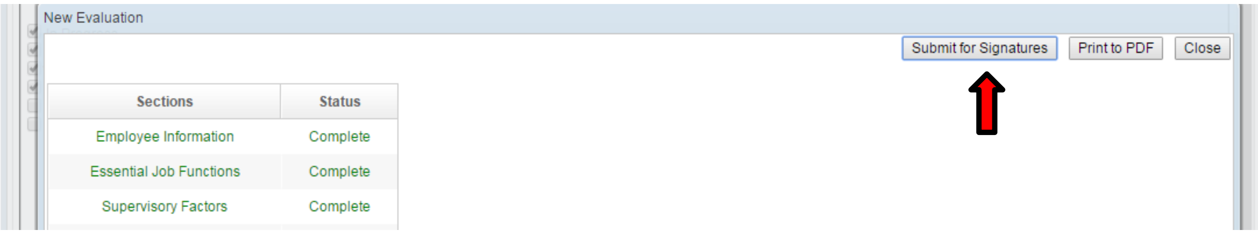
The Reviewer has the option to approve or reject the evaluation. If rejecting the evaluation, the Reviewer will select the Reject button and a comment box will appear. The Reviewer should provide reason(s) for rejection. Reviewer will select the Save button when done.

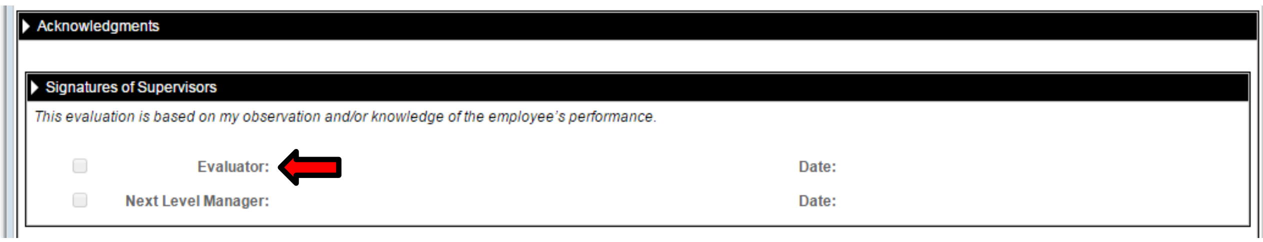


After the Reviewer has approved or rejected the evaluation, the Evaluator will receive an email notification from ePM@ttu.edu. The evaluator may make changes to evaluations that have been rejected by the Reviewer.

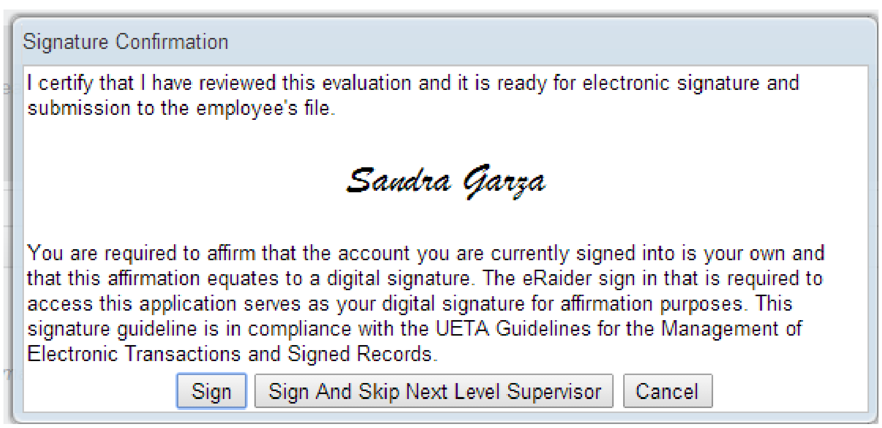
Signing the Evaluation

When an evaluation is ready to be signed the Evaluator can select the Submit for Signatures button to begin the signature process. The Evaluator scrolls to the end of the page and selects the Evaluator signature box.





A Signature Confirmation box will pop up. The Evaluator is given the option to select either the Sign button or the Sign and Skip Next Level Supervisor button to continue the signature process. Selecting the Skip Next Level Supervisor button will eliminate the next level manager from the signature process of the evaluation. Otherwise, the evaluation will automatically route to the next level supervisor. Once the next level supervisor signs the evaluation, it will be automatically routed to the employee.



The file may be saved as a PDF by selecting the option at the top of the screen.

Using Filters

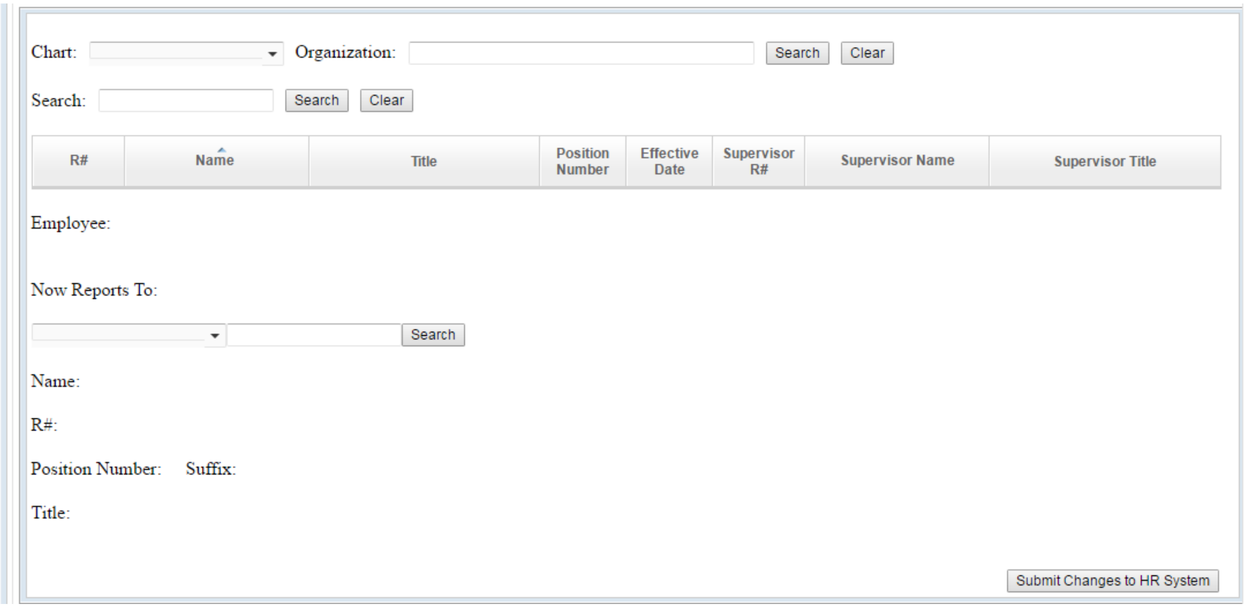
Filters are located in the Position Description and Evaluation tabs. Filters allow users to view only documents in one or more of the select statuses. The most current evaluation will remain on the supervisor's main page. Previous evaluations created in ePM may be viewed by selecting the History box on the main page. Documents created by previous supervisors may also be viewed.

Supervisors - Viewing Self-Assessments

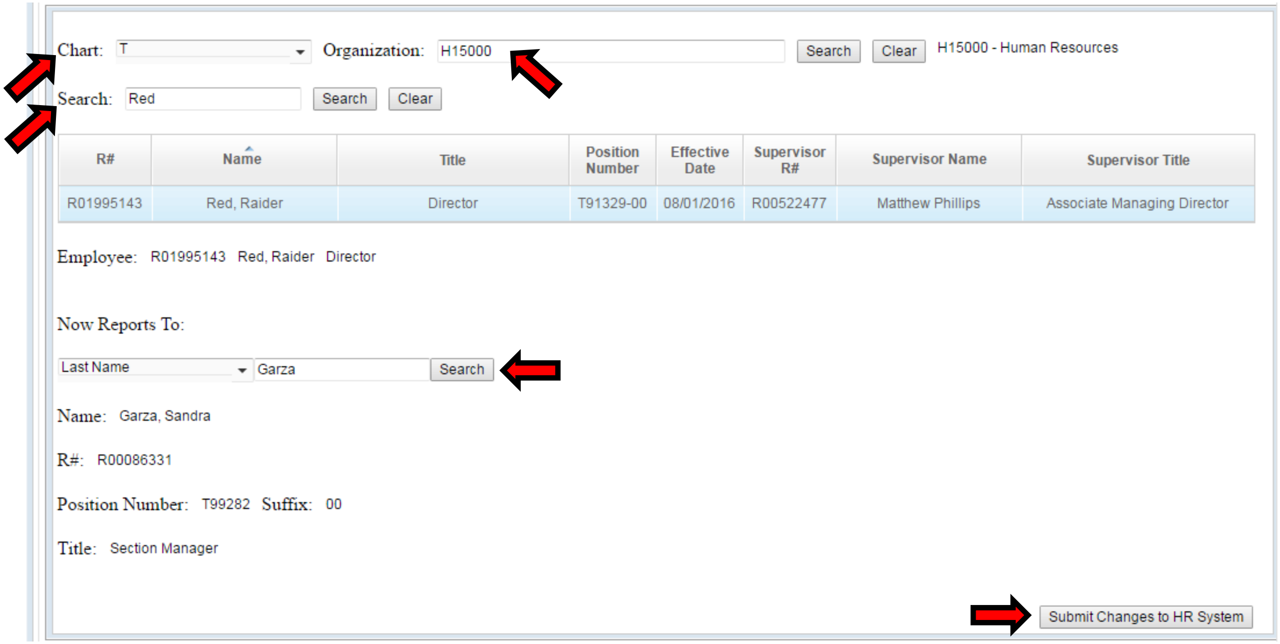
Supervisors may view Employee Self-Assessments on the evaluations tab main page. Self-Assessment is an integral part of the evaluation process. Employees should complete a self-evaluation and submit it prior to the supervisor completing the evaluation. Supervisors should review self-assessments and give them consideration prior to completing the employee's evaluation. Filters are available.

Supervisor Maintenance

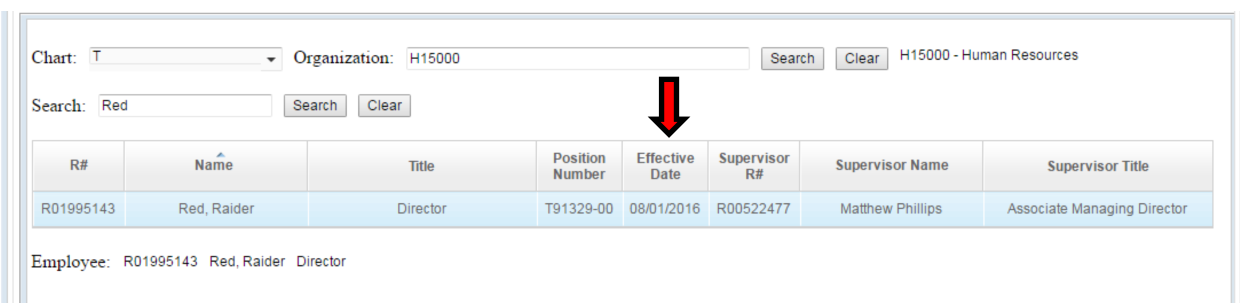
The Supervisor Maintenance tab allows organization managers and their ePM proxies to change employees' supervisors which are not listed or are incorrect in Banner. It is vital for employees to be assigned to the correct supervisor in order for ePM to function properly. There are also implications at the next level of supervision which make it necessary that this be correct. Begin by selecting the Supervisor Maintenance tab. The following page will appear:



Select the appropriate chart (T for Texas Tech; S for Systems), then enter the organizational code and select Search. A list of employees assigned to the organizational code will appear. Select the employee you wish to change by selecting on their name. You may also enter an employee's first or last name in the Search box to view only that employee's information. The employee to be changed will appear in the employee section. Next, use the drop down menu to find and select the new supervisor. Select the Submit Changes to the HR System button to complete the transaction.



Due to payroll processing timelines, any changes made to the Supervisor Maintenance tab near the end of the month will not become effective until the first day of the following month. To determine when the changes made to the supervisor maintenance tab will become effective, refer to the effective date section.

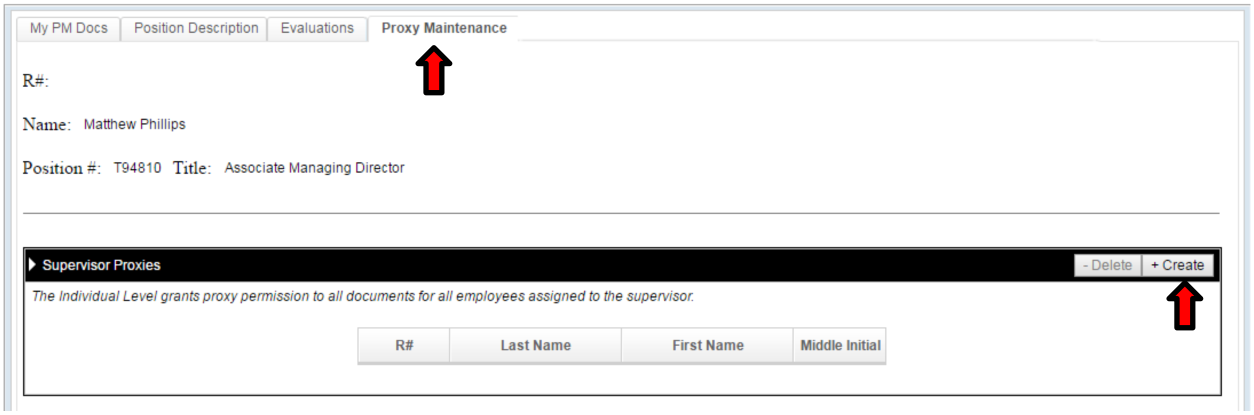


Proxy Maintenance

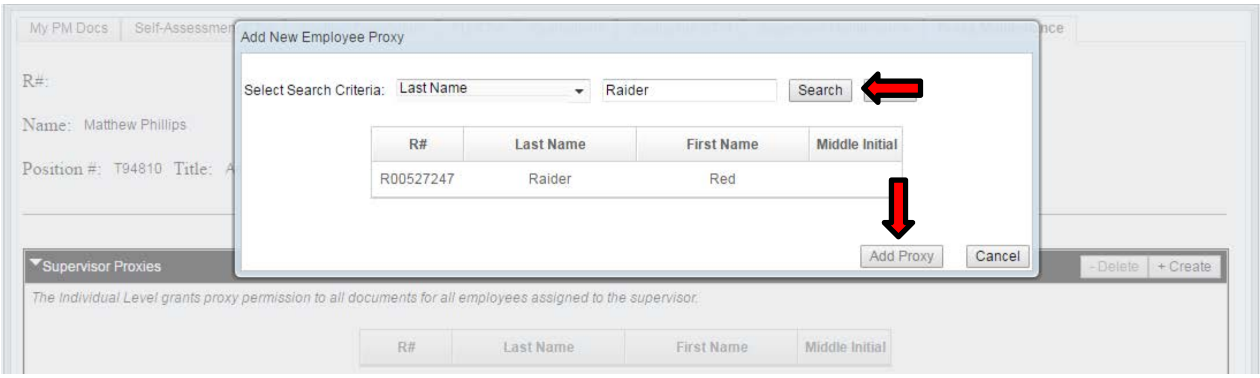
The Proxy Maintenance tab allows supervisors and organizational managers to assign a proxy who can assist them with completing performance management documents. Proxies are able to complete all functions of the employee performance process, but are not able to sign documents for the supervisor.

Assigning Supervisor Proxies

To create a Supervisor proxy, select the Proxy Maintenance tab, and then select the Create button.

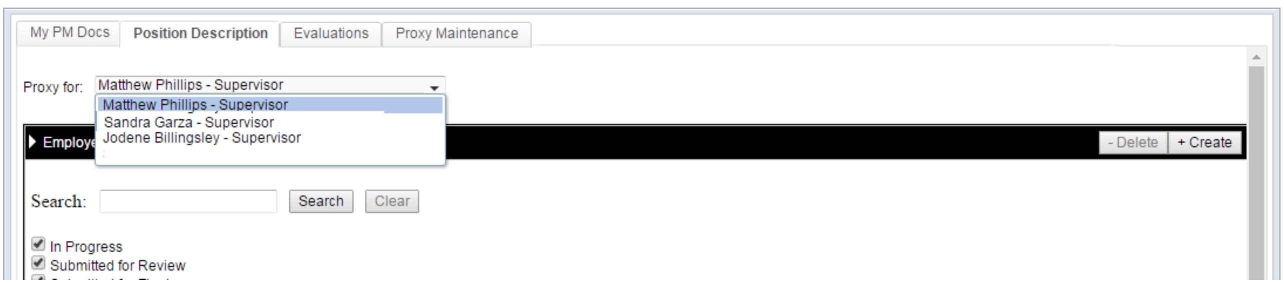


From the pop-up menu, select the search criteria and enter the corresponding information (e.g. Last Name and Raider). Next, select Search and then select the name of the person you wish to make a proxy. Complete the action by selecting on the Add Proxy button.



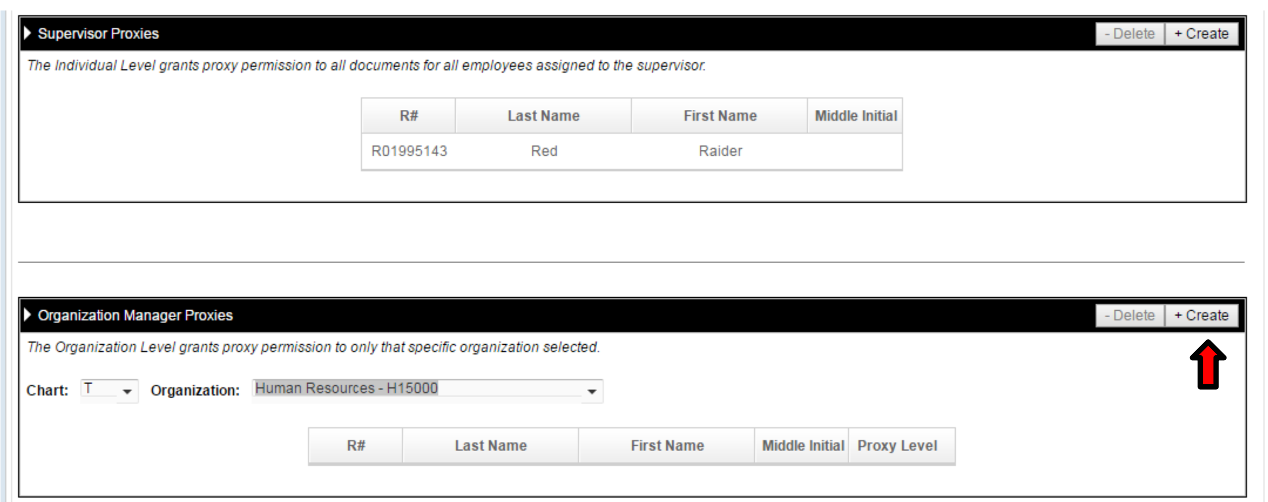
The main screen will now indicate all supervisor proxies.

Those identified as proxies will log in to ePM using their own credentials. To act as a proxy, select the down arrow and change the Proxy field from yourself to the person who assigned you as their proxy.



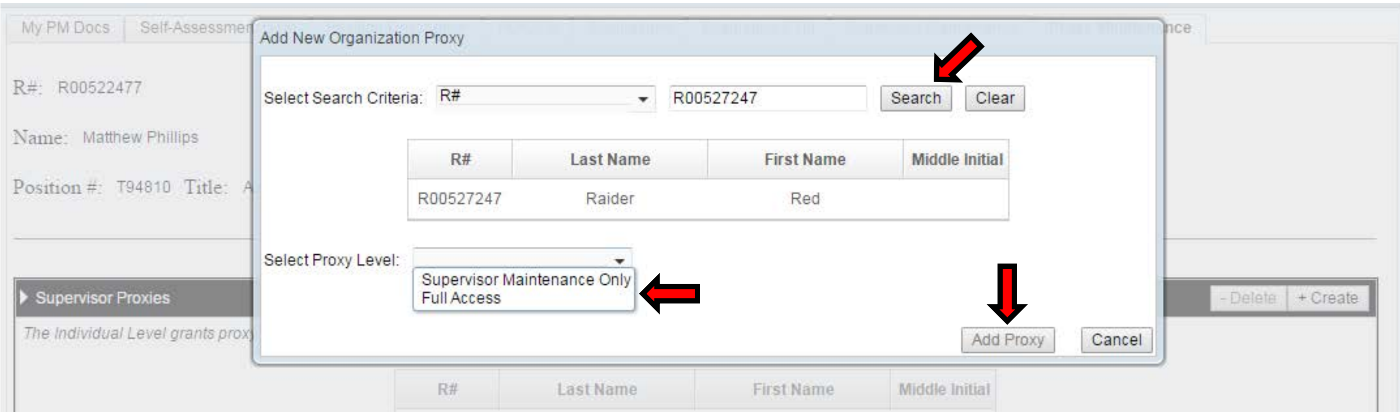
Assigning Organization Manager Proxies

To create an organization manager proxy, select the Proxy Maintenance tab. Under the Organization Manager Proxies section, select the appropriate Chart and Organization from the dropdown selections and then select the Create button.

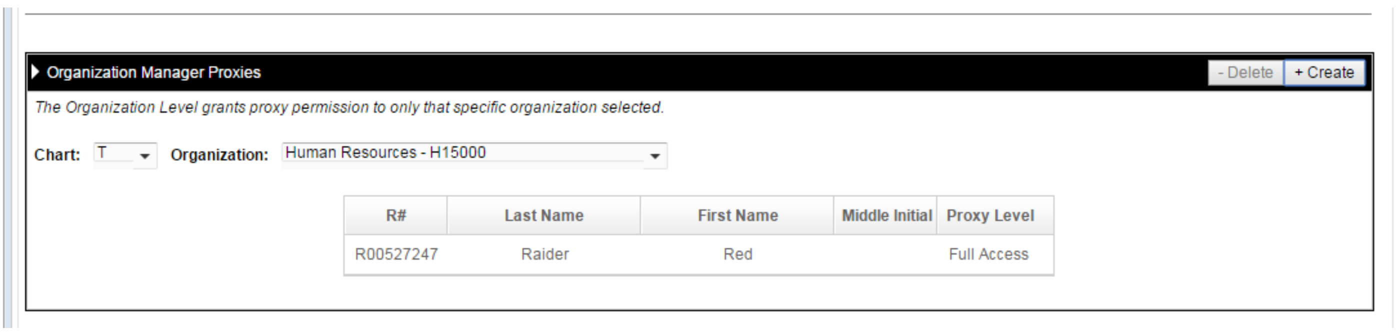


From the pop-up menu, select the search criteria and enter the corresponding information (e.g. R#). Next, select Search and then select the name of the person you wish to make a proxy. Next, select the Proxy Level access desired. Selecting Supervisor Maintenance Only will give the proxy access to the

Supervisor Maintenance Tab. Selecting Full Access gives the proxy complete access to all tabs and the performance management documents for all employees within the specified organization Code. The proxy will be able to complete all actions for the organization manager with the exception of signing documents. Complete the action by selecting the Add Proxy button.



The main screen will now indicate all organization manager proxies.



Those identified as proxies will log in to ePM using their own credentials. To act as a proxy, select the down arrow and change the Proxy field from yourself to the person who assigned you as their proxy.

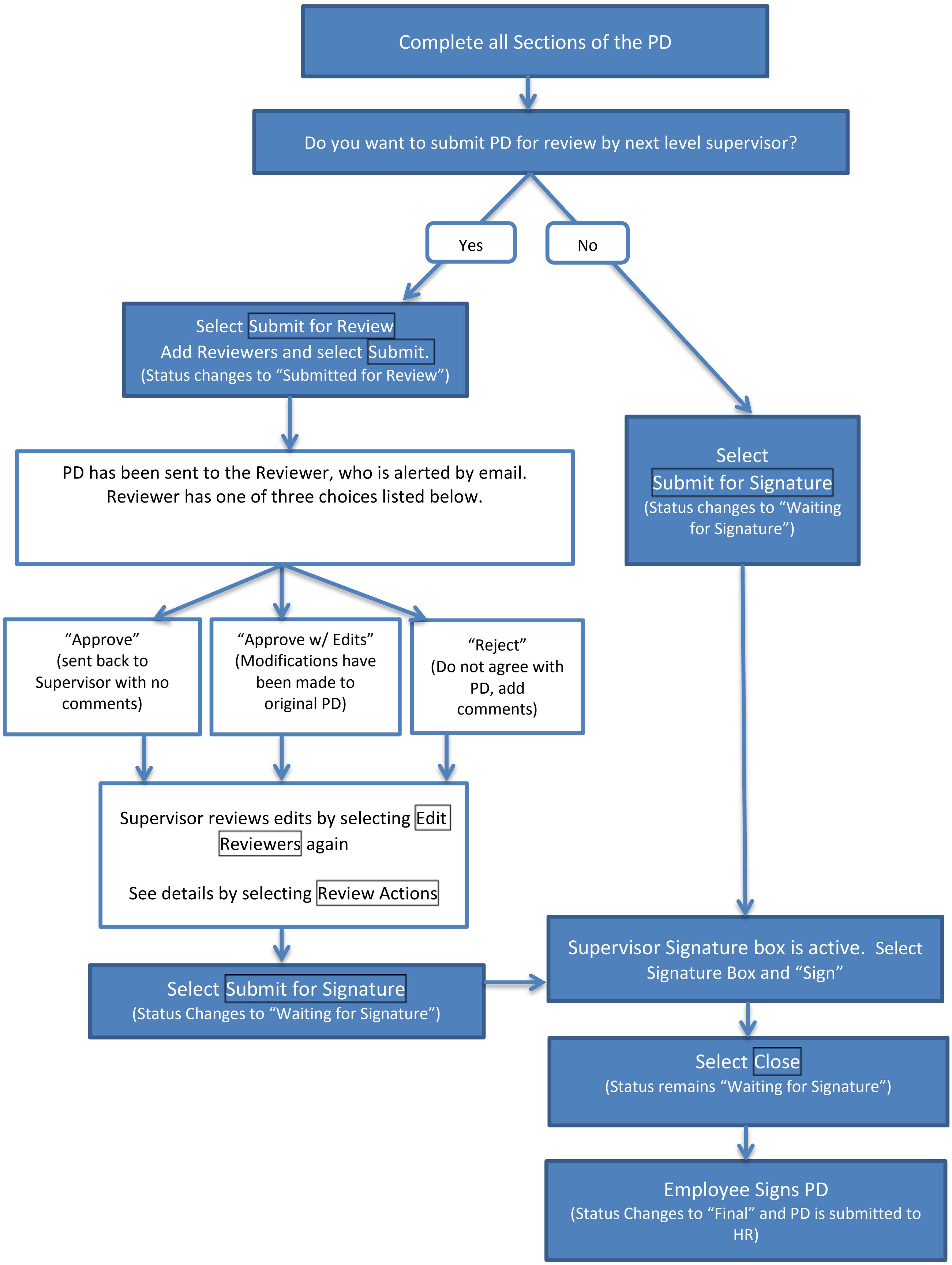
Organization Manager View

Organization managers and their proxies have the ability to view all position description and performance evaluation documents within their organization code. In order to view these documents, the organization manager must select the appropriate chart and organization code from the drop down under the Employee Position Description, Vacant Position Description, Employee Evaluations, or Employee Self-Assessments section. If the chart and organization dropdowns are blank, no documents will appear. Additionally, organization managers may view specific employees by typing the employee's first or last name in the Search box.

Conclusion

If you have questions or experience problems while using ePM, please contact the Human Resources Talent Management Team at 742-3650.

Flow Chart for Completing the Position Description



Flow Chart for Completing the Performance Evaluation