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Sent: Monday, May 09, 2011 8:29 AM
To: mglisson@uh.edu
Subject: UH HUMAN RESOUCRES: ePerformance Update

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ePerformance Update

UH Managers,

The final phase of the ePerformance tool is now available for completion of the performance documents for your direct reports. We appreciate your patience as the People Soft upgrade and resulting technical difficulties postponed this final phase.

To implement new functionality in PeopleSoft, the establish criteria step of the ePerformance document has been reset to "Not Started;" however, the criteria you have established has been restored. Please click on the "Start" button, click "Save," and "Complete." The ePerformance document will then be available for you to complete the manager evaluation step.

NEXT STEPS:

- Review Training at: [LINK](#)
- Rate employee performance;
- Route documents to senior leader for approval;
- Hold performance review meeting with employee to discuss performance; and
- Complete documents and route to HR

DEADLINES:

- 2010 ePerformance documents finalized and routed to HR by Friday, July 1, 2011

UPCOMING INITIATIVES:

- ePerformance documents for executives are under development and will be implemented within the next few weeks.
- ePerformance documents for calendar year 2011 will be available for all employees shortly after 2010 documents are completed.

If you have questions please contact your HR Generalist:

Thanks for your continued support, feedback and patience with the ePerformance process. Please let us know if there is anything that we can do to assist you.

Sandy

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