Human Resources Responses

1. If an employee does not have a current ePerformance document on file because their supervisor did not or the document is hung up, will the employee be eligible for merit increase?

   - *Performance appraisals are required for any state of Texas employee to be considered for merit. University policy (SAM 02.A.11 and MAPP 02.01.04) considers performance documentation (ePerformance Documents) part of the job responsibilities for any person responsible for supervision. Any employee that does not have a completed 2011 ePerformance document by March 16, 2012, he/she will not be eligible for merit in FY13. Any manager or supervisor that does not complete ePerformance documents for their direct reports by March 16, 2012, he/she will not be eligible for merit in FY13.*

2. How can an employee handle the situation when their goal and their evaluation are delivered at the same time?

   - *If the goals and evaluations are conducted concurrently and the employee was not aware of the goals they are being held accountable for; the employee should express his/her concerns with his manager or the next level management. If the issue cannot be resolved within the department, the employee should schedule an appointment to meet with his/her HR generalist.*

3. If the manager gives an evaluation and their supervisor overrides it, what recourse does the employee have?

   - *If the employee does not agree with the final overall evaluation; he/she can write a statement to be attached to the final document.*

4. What are the numbers associated with complete/in the works/ incomplete ePerformance for 2010?

Document Status	# of Documents	% of Documents
Establish Criteria - Not Started/In Progress	185	6.6%
Manager Evaluation - Not Started/In Progress	74	2.6%
Document Not Complete:	**259**	**9.2%**
Sr Manager Approval Pending	104	3.7%
Approved; Not Available for Review by Employee	152	5.4%
Review w/Employee Pending	118	4.2%
Employee Acknowledgment Pending	45	1.6%
Document Complete within Workflow:	**419**	**14.9%**
Pending HR Approval	26	0.9%
Complete	2,106	74.9%
Document Complete:	**2,132**	**75.9%**
Total Documents:	**2,810**	**100.0%**

5. There is a department in which none of the staff members have had a completed evaluation for 2 years (Chemical Engineering). What can be done about that?

   - *Request an evaluation in writing; if the request is not been met, contact your HR generalist to assist in getting the issue resolved.*

6. What recourse do individuals have if they are not satisfied with the non-performance of their manager or some other aspect of the ePerformance?

   - *If you are not satisfied with your manager's performance; you are encourages to communicate your concerns to the manager. If issues are not corrected, you should speak with the next level leadership.*