

DHHS Human Resources and Development

From: DHHS Human Resources and Development
Sent: Tuesday, January 15, 2013 4:21 PM
Subject: Update on Statewide Performance Management System

This email is being sent to all DHHS Employees.

The statewide performance management system in the Employee Development Center (EDC) will be live for all employees effective January 2013. The first iteration of this implementation began in October 2012 and allowed employees and supervisors the option to complete a practice performance evaluation in the EDC. Moving forward, employees and supervisors will receive e-mail notifications from the EDC based on the employee's Continuous Service Date to complete the performance review process in the new system. This will begin with employees who have a Continuous Service Date of March 14th. Please ensure appropriate job duties and performance goals are entered and approved in the EDC prior to beginning the performance review task.

Performance Review Workflow

The EDC performance management implementation team received feedback during the "practice" evaluation period and, based on that feedback, made some modifications to the performance evaluation workflow. What was a five step, 72 day workflow has changed to a six step, 62 day workflow. Specifics follow:

- Step 1 → Employee Self-Review Task.
 - Email is sent to the employee and supervisor with instructions to complete their self-review.
 - 14 calendar days to complete. Step will move to step 2 upon submittal of the completed self-review or after 14 calendar days, whichever is sooner.
- Step 2 → Supervisor Review Task.
 - Email is sent to the supervisor once this step has been assigned.
 - 21 calendar days to complete; however, this step will not move until the supervisor submits the completed review to step 3.
- Step 3 → Second Level Supervisor Task.
 - Email is sent to the second level supervisor once step 2 has been submitted.
 - The second level supervisor will review the ratings/comments made and electronically sign the performance evaluation. The second level supervisor may also re-open step 2 if modifications to the ratings/comments are desired.
 - 8 calendar days to complete this step.
- Step 4 → Supervisor/Employee Conference Task (**NEW**).
 - Email is sent to the supervisor once assigned.
 - 10 calendar days to complete this task which includes presenting the completed performance evaluation to the employee. Until the supervisor submits the step, the workflow will not proceed.
- Step 5 → Employee Signature Task.
 - Email is sent to the employee after step 4 has been submitted.
 - 7 calendar days to electronically sign the performance evaluation. The employee may choose to make comments at this time.
- Step 6 → Supervisor Signature Task.
 - Email is sent to the supervisor once assigned.

- 2 calendar days to electronically sign the performance evaluation; however, this step will not move until it has been submitted by the supervisor.

For those steps which allow the reviewer to go beyond the assigned time frame, one past-due reminder will be sent notifying the supervisor their assigned step is past due. Supervisors and Managers may also run reports in the EDC to show the status of all performance evaluations within their chain of command.

Important Note → reporting relationships and dates of service are being “fed” into the Employee Development Center from the HR System of Record. If you receive a notification to complete a performance evaluation in error or if your supervisor/team is not correct, please notify the LINK help desk at 402-471-6234 or as.linkhelp@nebraska.gov.

Evaluations to be completed in OnBase

Anyone with a Continuous Service Date on or before March 14th will complete their annual performance review in the current OnBase system.

Any special or off-probation review will continue to be completed in OnBase for the time being.

Integrations from the Employee Work Center

The integration feed from the Employee Work Center to the Employee Development Center is still being finalized. What this means is supervisors may receive a notification to complete a performance evaluation on an employee who no longer works for the Agency, works for another supervisor, etc. If you do receive a notification in error, please contact the LINK help desk at 402-471-6234 or as.linkhelp@nebraska.gov as soon as possible. They will manually adjust these reporting changes.

Help and User Guides

User Guides and Tutorials are available for viewing on the LINK website at http://das.nebraska.gov/personnel/user_guides.html. These are continuously being updated.

You may contact the LINK help desk at 402-471-6234 or as.linkhelp@nebraska.gov for assistance or your local Human Resources Representative.

FAQs are also located on the DHHS intranet at http://dhhs.ne.gov/Pages/hur_performanceevaluation.aspx.