



To: UCSC Managers and Supervisors

The UCPATH staff performance appraisal management tool, ePerformance, will be rolling out to the campus in April 2020. This module will replace the previous appraisal tool (appraisals.ucsc.edu) with a secure, online evaluation platform through UCPATH.

What's Changing with ePerformance

ePerformance differs from the previous appraisal tool in a few ways that will make the creation of appraisals easier than before:

- Annual performance evaluations can be created in large batches, rather than one-by-one
- There is no need to manually set up signature hierarchies, as these are automatically generated in ePerformance

Additionally, supervisors can track their employee's performance throughout the appraisal period with Performance Notes. Both supervisors and employees can also now nominate colleagues to participate in an employee's annual performance evaluation.

ePerformance Rollout Timeline

The ePerformance module will be integrated over time in conjunction with UCSC's staff annual evaluation timeline:

- 3/30/20:** Deadline for divisions to identify divisional ePerformance administrators
- 4/1/20 - 4/23/20:** Training for divisional ePerformance administrators
- 4/1/20 - 4/30/20:** Staff Human Resources works with divisional ePerformance administrators to create batch evaluations
- 4/1/20 - 4/30/20:** Annual performance evaluations created for 2019-2020 performance cycle
- 5/5/20 - 8/14/20:** Training for supervisors for the 2019-2020 annual performance cycle
- 7/31/20:** Annual performance appraisals due for non-represented employees
- 8/31/20:** Annual performance appraisals due for represented employees
- 9/4/20:** Staff Human Resources survey is sent out to divisions for feedback on the ePerformance tool and processes

Where to get Support

If you have any questions about the ePerformance evaluation process, please contact your [ER Analyst](#).