



To: Supervisors and Managers

Re: ePerformance and Annual Performance Evaluations

As the Staff Human Resources Employee and Labor Relations department prepares for the rollout of the UCPATH staff performance appraisal management tool, ePerformance, we wanted to reach out to managers and supervisors to let you know what is changing as a result of ePerformance, as well as the timeline for the 2019-2020 annual performance appraisal cycle.

What's Changing with ePerformance

ePerformance differs from the previous appraisal tool in a few ways that will impact the processes through which supervisors evaluate their employees:

- All probationary and annual evaluations will now be conducted through and stored in the ePerformance module of UCPATH
- Annual performance evaluations are now created by divisional ePerformance Administrators
- 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
- ePerformance only sends two notifications that a performance evaluation has been created: one to the employee and one to the supervisor
- Supervisors can track their employee's performance throughout the appraisal period with Performance Notes
- Both supervisors and employees can nominate colleagues to participate in an employee's annual performance evaluation
- ePerformance does not automatically notify ELR if a supervisor submits a low-rated performance evaluation. As result, you must now notify ELR if you plan to rate an employee with less than **Met Expectations** *prior* to submitting the performance appraisal

2019-2020 Annual Performance Appraisal Cycle

Throughout the month of April, Staff Human Resources will be training divisional ePerformance administrators on the ePerformance tool and working with them to create annual performance evaluations for the 2019-2020 cycle. As those performance evaluations are created, supervisors and employees will be notified by UCPATH that a performance evaluation has been created.

Staff Human Resources will offer a number of training opportunities for managers and supervisors throughout May and June.

Annual performance evaluations for **non-represented** employees will be due by **7/31/20**.

Annual performance evaluations for **represented** employees will be due by **8/31/20**.

Training Opportunities

Each of the changes mentioned above, as well as an overview of the annual evaluation process and how to complete an evaluation, will be covered in detail in a series of Zoom training sessions offered by Staff Human Resources throughout the months of May and June:

- 5/5 - 9am-12pm
- 5/7 - 9am-12pm
- 5/12 - 1pm-4pm
- 5/14 - 9am-12pm
- 5/19 - 9am-12pm
- 5/21 - 9am-12pm
- 5/26 - 9am-12pm
- 6/2 - 1pm-4pm
- 6/4 - 1pm-4pm
- 6/9 - 1pm-4pm
- 6/11 - 9am-12pm
- 6/16 - 9am-12pm
- 6/18 - 1pm-4pm
- 6/23 - 1pm-4pm
- 6/24 - 9am-12pm
- 6/30 - 9am-12pm

You can sign up for one of these training sessions through the [UC Learning Center](#).

Where to get Support

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