



**To: Principal Officers, HRAG, AMP, ELR**

**Re: REMINDER: Call for Divisional ePerformance Administrators**

This is a friendly reminder to principal officers to identify **divisional ePerformance administrators** for their respective division/department. Please have the identified administrator(s) submit a completed [UCPath access request](#) form to [ucpath@ucsc.edu](mailto:ucpath@ucsc.edu) **no later than Monday, March 30, 2020** so they can receive required training in April.

The UCPath staff performance appraisal management tool, ePerformance, will be launched to the campus in April 2020. Staff Human Resources will be providing several zoom training sessions to the campus on the ePerformance tool beginning in April 2020 in time for the annual performance appraisal cycle which runs through June 30, 2020.

All **staff probationary performance appraisals** will be created by the ePerformance administrator in Employee & Labor Relations upon the employee's date of hire.

For **annual appraisals**, it will be up to each division or unit to designate an ePerformance administrator, who will be responsible for creating annual evaluation documents for their division/departments.

In order to establish divisional administrator roles in UCPath, Principal Officers (or designee) should identify individuals who will serve as an administrator for their respective division/department.

Please have the identified administrator(s) submit a [UCPath access request](#) form to [ucpath@ucsc.edu](mailto:ucpath@ucsc.edu) no later than Monday, March 30, 2020. Once the request has been processed, those individuals will be invited to a zoom training led by Staff Human Resources. Once the access and training have been completed, administrators will be given access to the UCPath ePerformance module. *We recommend that you submit your request prior to the launch of the campus-wide ePerformance zoom training sessions in April of 2020.*

There are two types of document templates that units will choose to utilize for evaluations: "Manager Approval" and "Administrator Approval". If your unit intends to use the **manager approval appraisal templates**, one or two divisional ePerformance administrators should be sufficient. If your unit intends to use the **administrator approval appraisal templates**, you may want to appoint several divisional ePerformance administrators, depending on the number of employees in your unit. More information on these two appraisal templates can be found [here](#).

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

- ePerformance allows divisional ePerformance administrators to create annual appraisals in a batch based on your division or department, rather than one by one.
- Divisional ePerformance administrators will not need to manually set up signature hierarchies, as these are automatically generated in ePerformance, using organizational information “reports to” in UCPath.

As a result of these differences, we do not expect the document creation process to be labor intensive.

Should you have any questions on who may be best identified as an ePerformance administrator for your division/department, please contact your [ER Analyst](#) for consultation.