MANAGING PERFORMANCE DATA

FOM | UCPath
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES
Supporting Organizational Excellence

The **MANAGING PERFORMANCE DATA** process begins with the local compilation of staff performance ratings and ends with the upload of those ratings into UCPath.

AS-IS PAIN POINTS	IMPROVEMENTS	BENEFITS
❯ No common system for tracking performance data ❯ Creating merit roster requires extensive back-and-forth along with data corrections	❯ UCPath will serve as a common tracking system for performance ratings and staff merits ❯ UCPath provides better data to begin the process, reducing the difficulty of producing a merit roster	❯ Much more visibility into performance ratings across UCR

ROLES FOR MANAGING PERFORMANCE

UCR HUMAN RESOURCES
(REQUIRED)

UCR defines merit program guidelines for non-represented staff :
-HR initiates annual performance management process
-Collects ratings for each org. unit via the Performance Appraisal Audit Spreadsheets stored on a secure SharePoint site
-Combines ratings from all org. units into a single spreadsheet
-Uploads the spreadsheet ratings to UCPath

ORG UNIT
(REQUIRED)

Coordinates collection of performance ratings for their Organizational Units and inputs into performance tracking spreadsheet hosted on SharePoint. Communicates impact to affected employees.

MANAGING PERFORMANCE DATA

Roadmap presents the most common business case.

INITIATOR
HR develops a Performance Appraisal Audit Spreadsheet and posts a version for each org. unit on SharePoint

Each department/org. unit completes their performance appraisals, inserts the ratings on the Performance Appraisal Audit Spreadsheet and stores on org. unit specific secure SharePoint site

SharePoint
SEND
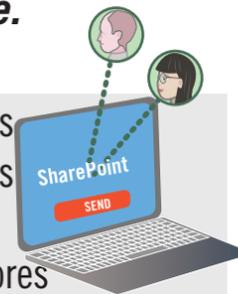
FULFILLER

COMPLETE
UCPath receives consolidated ratings spreadsheet and uploads into UCPath Performance Appraisal Audit Spreadsheet

COMPLETED

UCR HR consolidate ratings into spreadsheet and sends spreadsheet to UCPath.

SUBMIT

Please note, an individual may assume one or many roles.

LEGEND
SSC   Shared Services Center
⚙   System Actions
▢   People Actions

DID YOU KNOW?
The SharePoint site will be secured by Org Units to ensure that users cannot see merit increases that they are not authorized to view.

THE PROCESS IS SUCCESSFUL IF...
✔ Staff members receive correct merit pay on the announced pay date