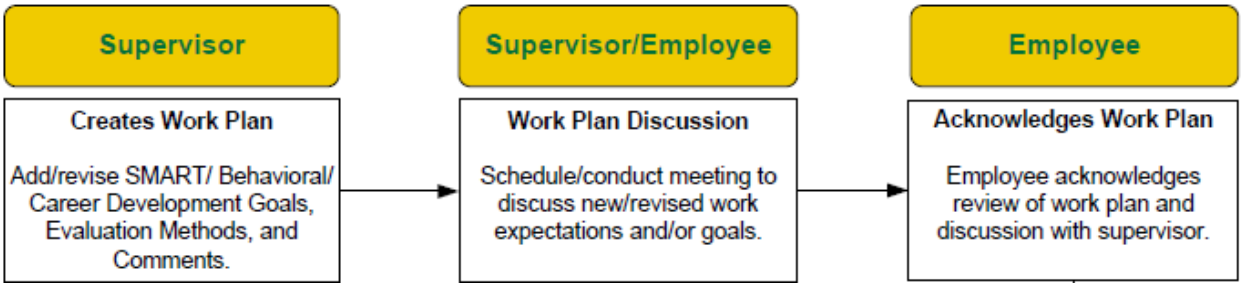
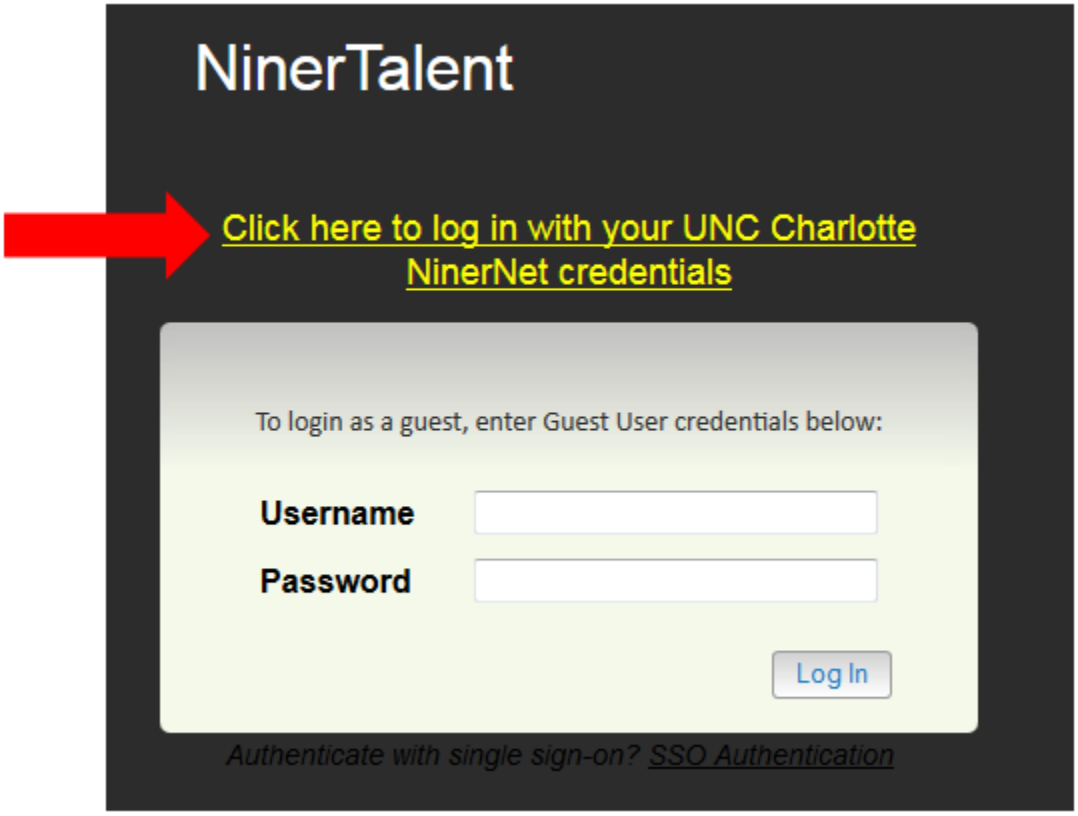
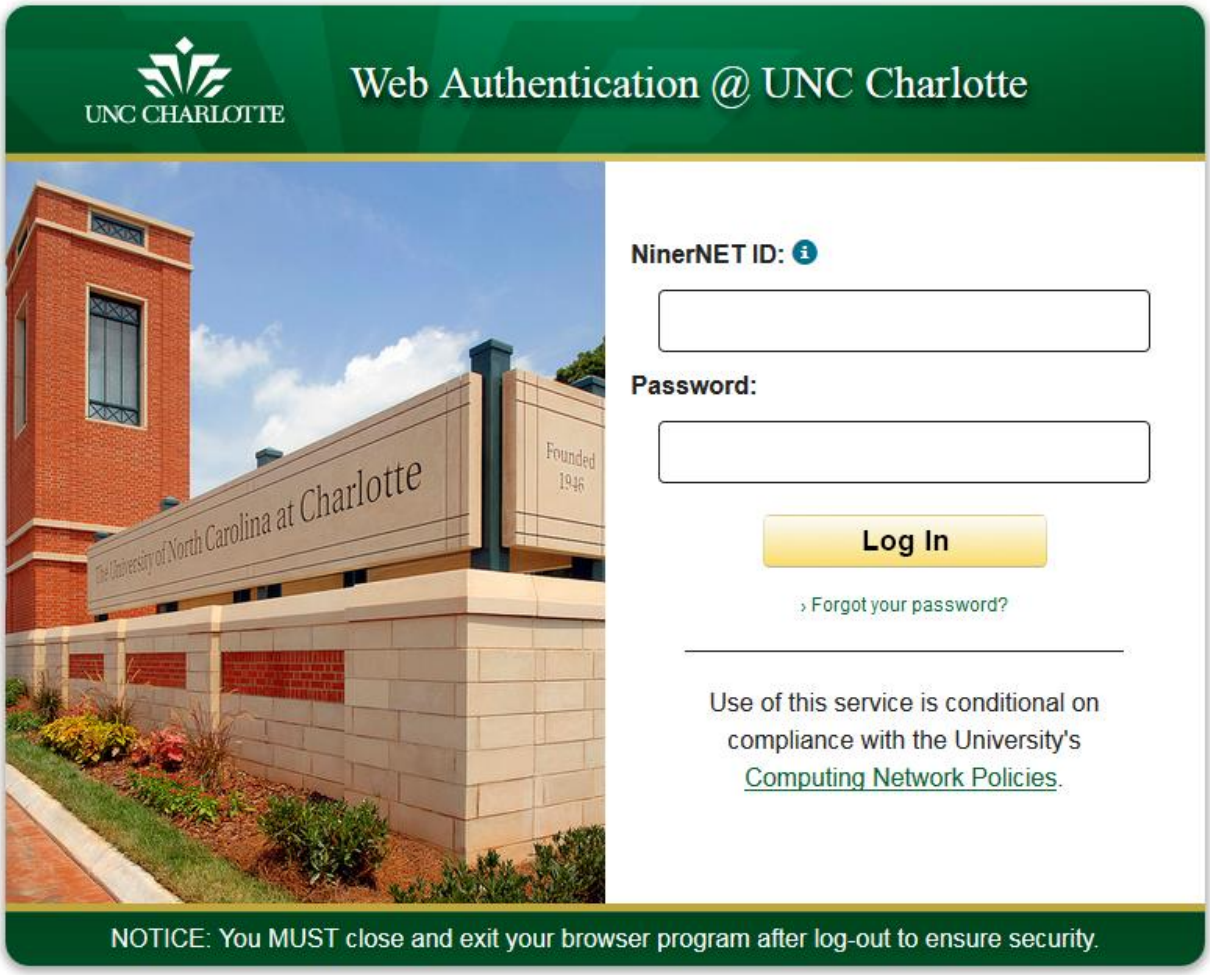
SPA Work Plan Review and Employee Acknowledgement Process

Tips for Supervisors

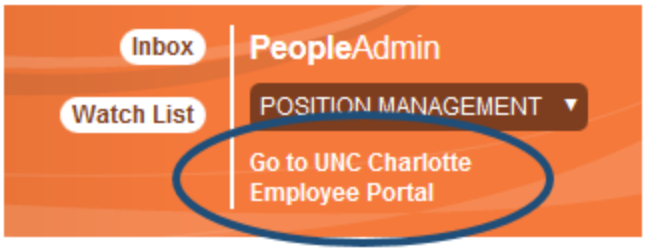


To begin, please visit http://jobs.uncc.edu/hr and log in with your NinerNet credentials:

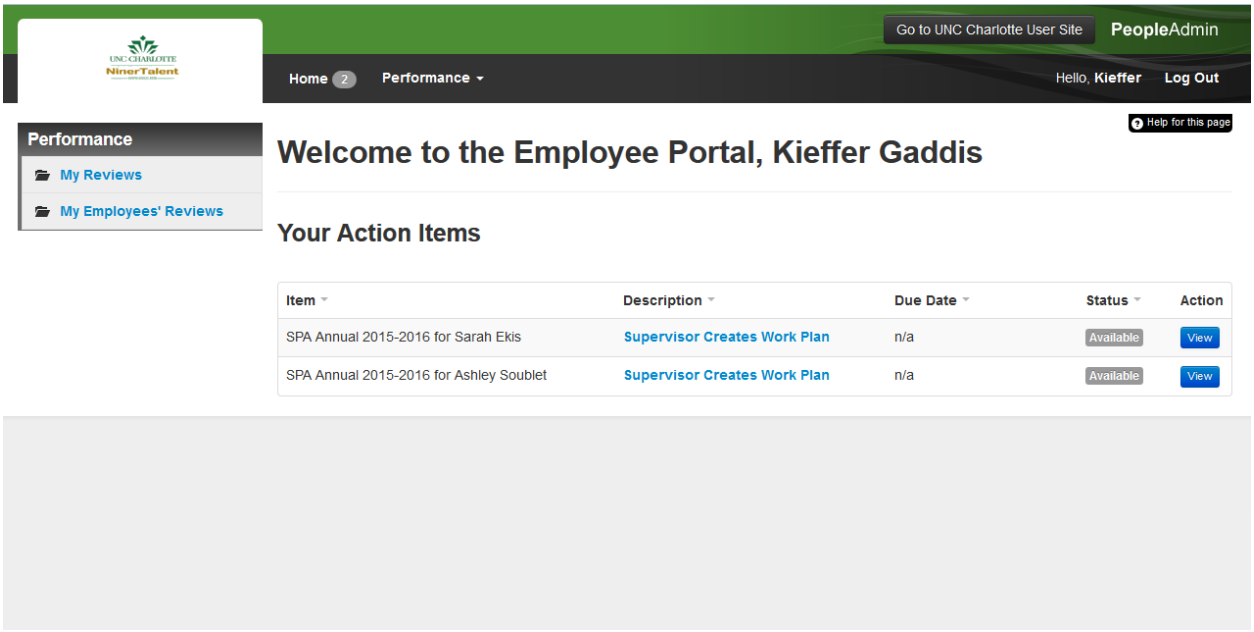




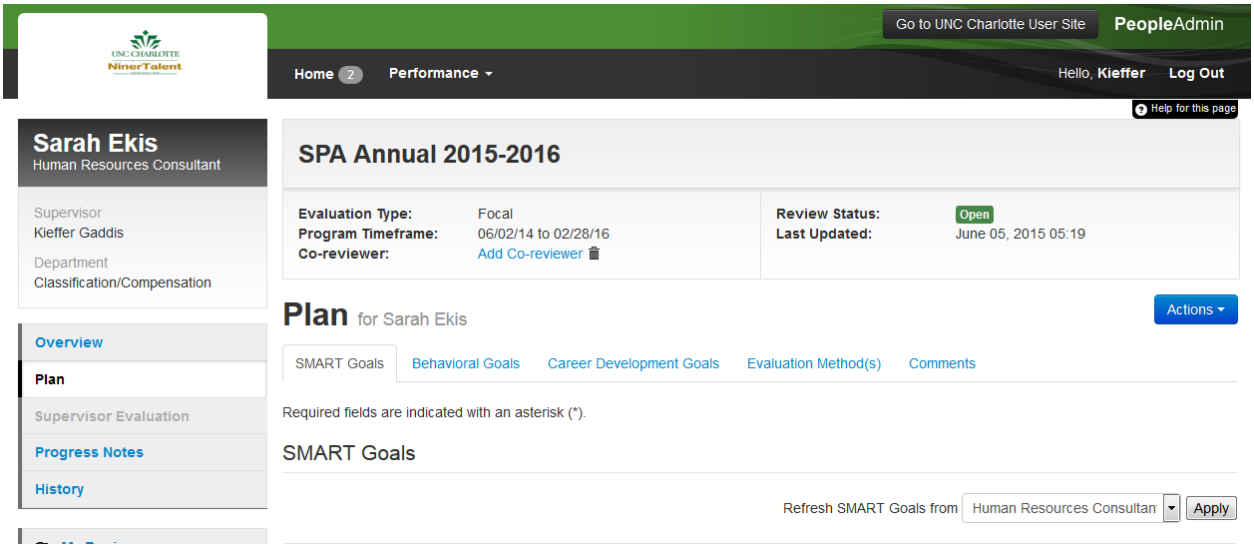
Once logged in, click the UNC Charlotte Employee Portal link in the upper right corner of your page.



This action will open the UNC Charlotte Employee Portal where all Performance Management activities will be completed.



To begin an action, click the blue 'Description' link or the blue 'View' button corresponding to each employee. This action will open the individual work plan.



The first tab section will be SMART Goals. Note that all goals are combined in paragraph format.

SMART Goals

Refresh SMART Goals from Position/Performance Manage Apply

Competency Name

Applied Knowledge - HR Program and Organization

Job Duties

1) Develops/maintains fluency with all OSHR/University policies, terminology, and procedures as regards SPA position/performance management/salary administration; 2) Develops/maintains fluency with both HRMS and Banner HR for the purposes of providing effective end user assistance and accurate/efficient entry of all funding, job, and position information; 3) Develops/maintains fluency with established Payroll deadlines for the purposes of timely entry of all funding, job, and position information; 4) Develops/maintains strong working knowledge and/or understanding of the interdependent relationships between class/comp, employment, benefits, and employee relations; 5) Develops/maintains strong working knowledge of organizational structure for the purposes of maintaining accurate reporting relationships and verifying appropriate HRMS user groups and/or process approvals; 6) Develops a general understanding of FLSA exemption criteria for the purposes of responding to inquiries of this nature.

Priority

4

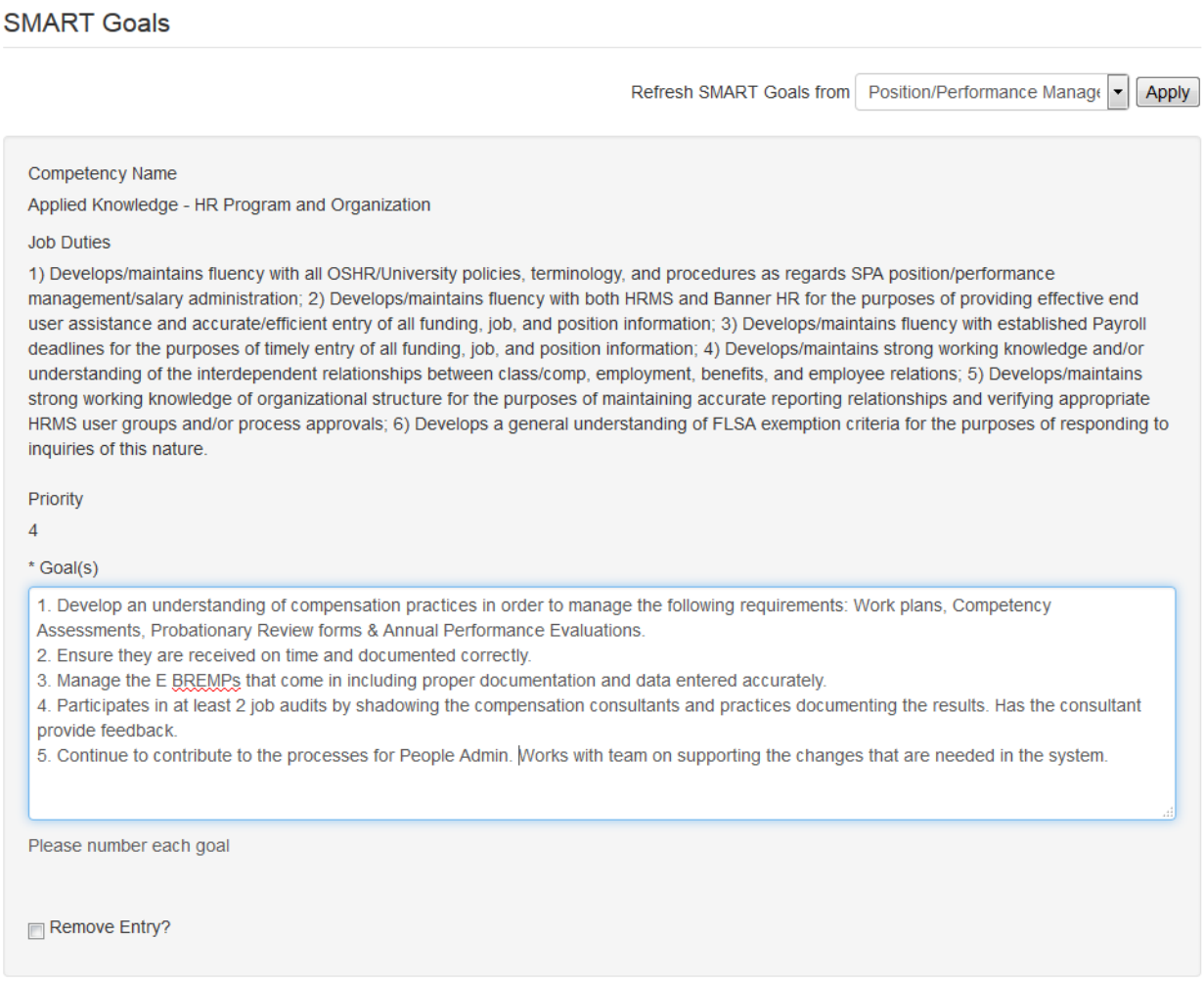
* Goal(s)

Develop an understanding of compensation practices in order to manage the following requirements: Work plans, Competency Assessments, Probationary Review forms & Annual Performance Evaluations. Ensure they are received on time and documented correctly. Manage the E BREMPs that come in including proper documentation and data entered accurately. Participates in at least 2 job audits by shadowing the compensation consultants and practices documenting the results. Has the consultant provide feedback. Continue to contribute to the processes for People Admin. Works with team on supporting the changes that are needed in the system.

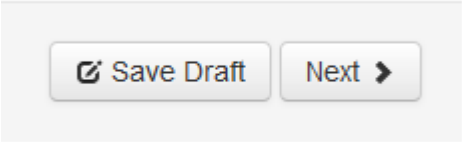
Please number each goal

Remove Entry?

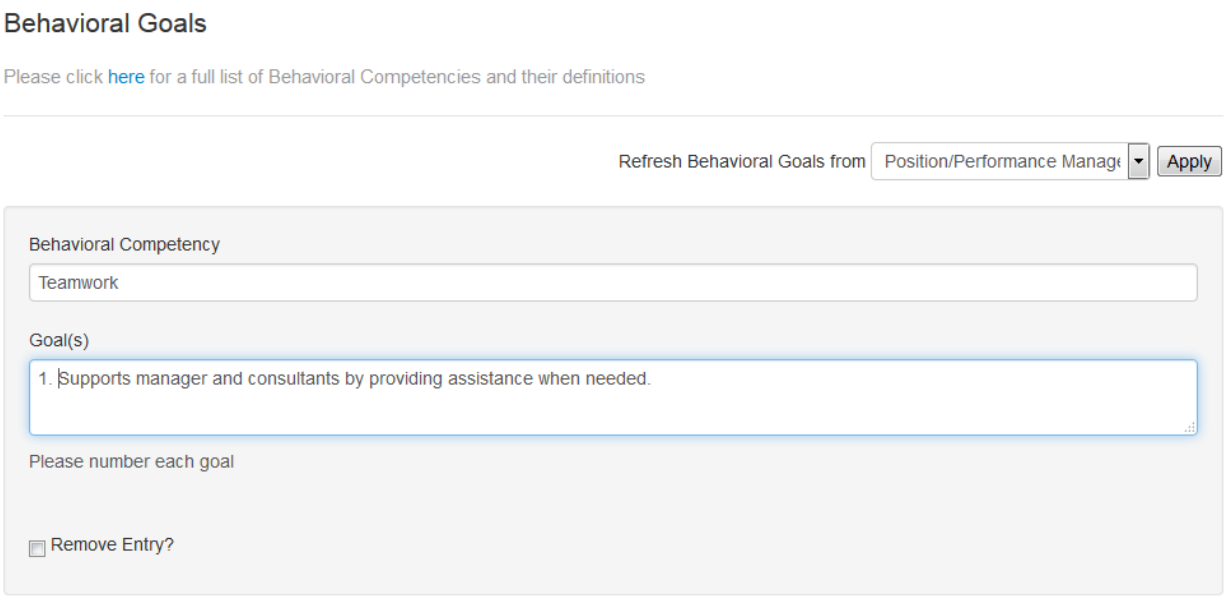
You will need to format the Goal(s) section of each tab, similar to the following example. Once completed, you may make necessary edits or you may delete existing goals and add new goals.



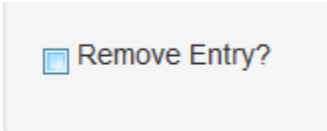
When all edits have been made to the SMART Goals tab, please use the 'Save Draft' or 'Next' buttons at the bottom of each page to enable Auto Save of the work just completed. Be sure to take this step on each tab section.



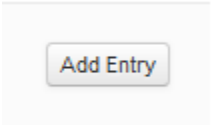
The next tab section is Behavioral Competencies. On this tab, please number each goal.



You may edit existing goals within each Goal(s) field. You may also delete existing goals by checking the 'Remove Entry' checkbox and clicking the Save button at the bottom of your page.

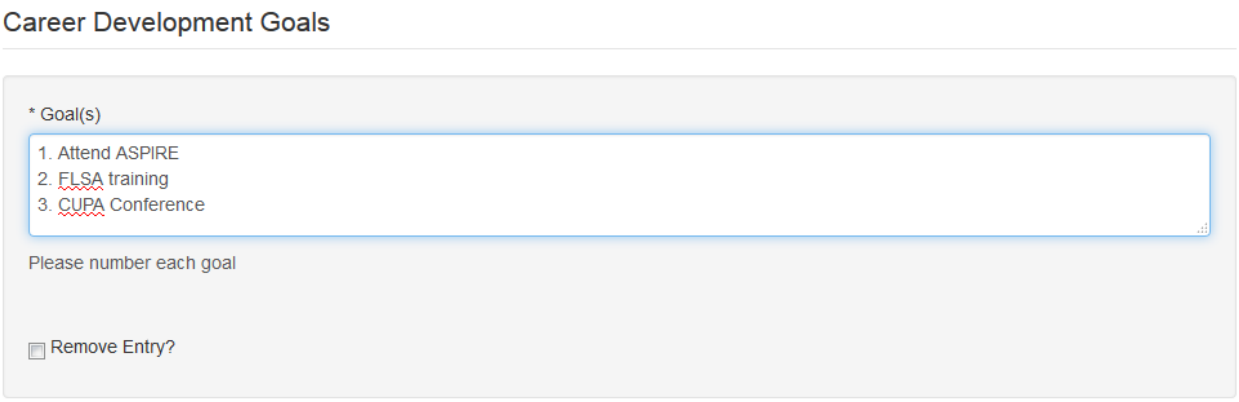


You may also add new Behavioral Goals by clicking the 'Add Entry' button on this page.

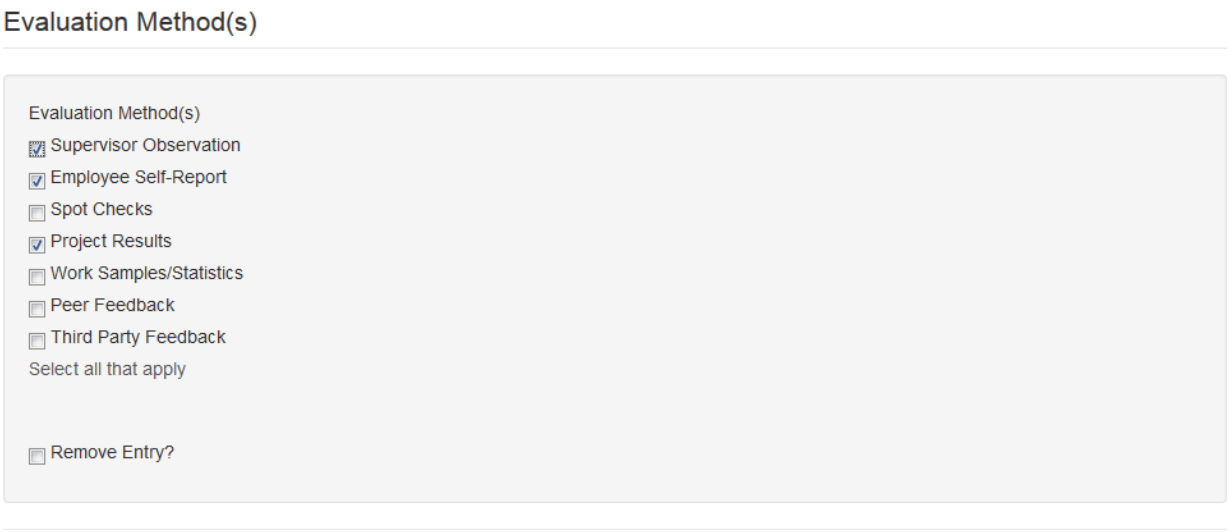


Important Note: Do not use these functionalities on any other tab section of the work plan.

The next tab section is Career Development Goals. You will enter a minimum of one (1) goal in this section. Career development goals may include: campus or off-campus training workshops, professional certifications or conferences, Skillport modules, job-related webinars, departmental training activities, etc.

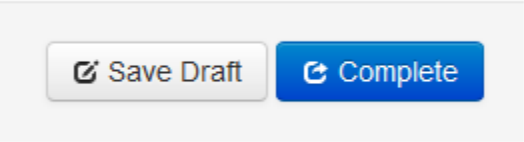


The next tab section is Evaluation Method(s). On this tab, you will select the method or methods by which you intend to conduct your assessment of your employee's work performance throughout the cycle. Please choose all that methods that are applicable.



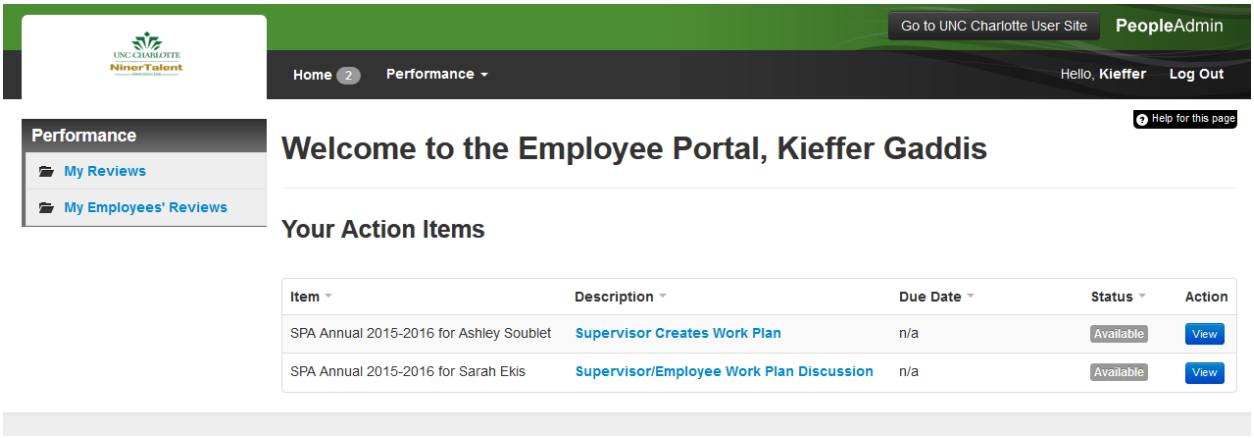
Important Note: If you select 'Employee Self-Report' as an evaluation method, you are indicating that your employee is expected to provide full input to the annual evaluation process (e.g.: Employee comments in each section of the annual evaluation form). If you check this box, please ensure that you communicate this requirement to your employee and that they fully understand their responsibilities.

When you have completed your review, formatting, and edits to each tab section of the work plan, it is you are strongly encouraged to click the 'Save Draft' button at the bottom of the page.

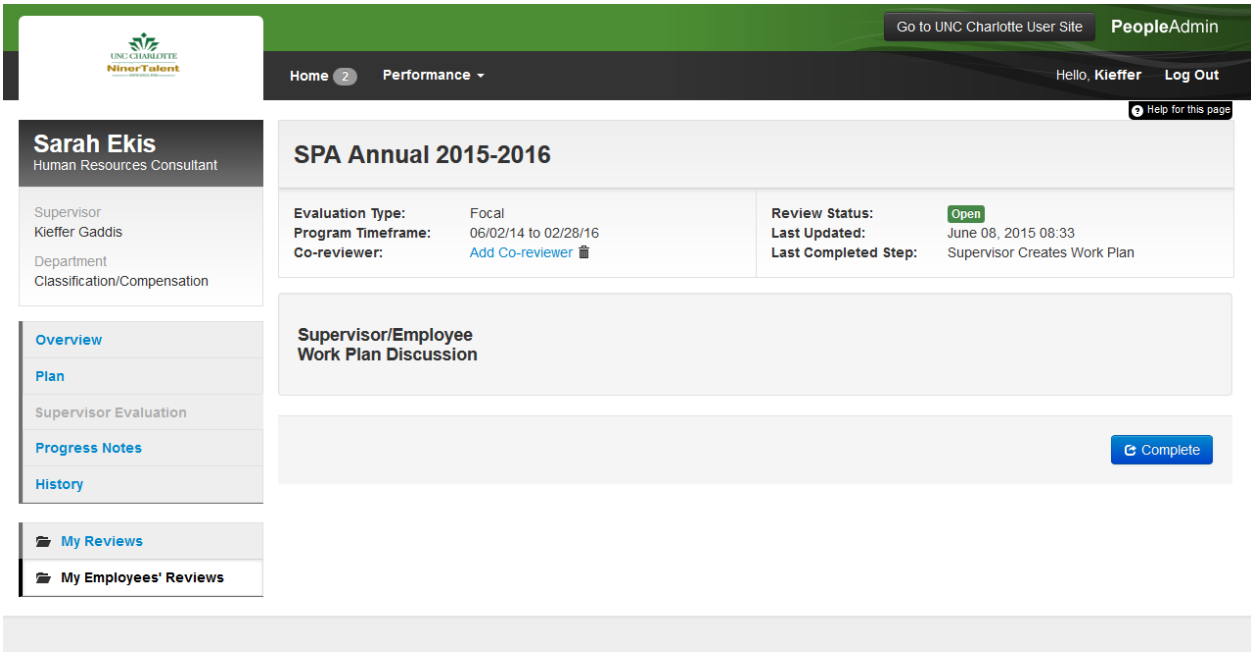


You may then print a copy the work plan, schedule a collaborative work plan discussion with your employee, and make any appropriate and/or necessary edits based upon that discussion. Once all edits have been finalized, you may then click the 'Complete' button.

Once completed, you will then complete the next process step to move the work plan to your employee for his/her acknowledge.



To complete the next step, click the blue 'Description' link or the blue 'View' button corresponding to each employee. This action will open the following screen:



To move the work plan to your employee for his/her acknowledgement, click the blue 'Complete' button.

Important Note: Once the complete button has been selected, no additional edits may be made to the work plan as part of this process. Please ensure that the work plan is in its final format prior to completing this process step.

Once this process step has been completed, the action will automatically move to the employee's queue for his/her acknowledgement. Once that process step has been completed by the employee, the work plan review and employee certification process has been completed successfully.