

HR Update | ePerformance & Outside Activity Reporting

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To: Shannon Miller <smiller4@uwlax.edu>; Alyssa Balboa <abalboa@uwlax.edu>

Colleagues,

I wanted to provide you two updates regarding Performance Evaluations and the reporting of Outside Activities.

ePerformance

Over the next several weeks, you will receive the final email reminders for the ePerformance Management system. These reminders are for all [Limited, Non-Instructional Academic Staff](#), and [University Staff](#), letting you know that the performance evaluation is due no later than June 30, 2021. Beginning this year, the submission of this form *must* be completed through the ePerformance program located in the MyUW Portal. While there are six steps in the ePerformance process, the only required steps are the *Manager Evaluation* and the *Employee Acknowledgement*. The other steps are optional and may be [bypassed](#).

To help managers prepare for the final evaluations, two additional trainings will be offered on:

1. 2/18/2021 accessed here: <https://uwlax.webex.com/uwlax/j.php?MTID=ma9a72cfaedc07167b806b8738f691930>
2. 6/17/2021 accessed here: <https://uwlax.webex.com/meet/smiller4>

There will also be an all employee training that will be held at a date yet to be determined. We will send out the details soon.

If you would like to arrange a meeting with just your department, please let me know as we are making sure everyone has the chance to learn the new program.

As a reminder, the actual evaluation forms have not changed.

Outside Activity Reporting (OAR)

Working with our colleagues in the UW System Office of Compliance and UW Shared Services, the annual reporting of Outside Activities will become electronic and automated. This new form will be in the MyUW Portal where employees who are required to participate in the annual OAR submission, can record their information. This form will automatically be routed to their supervisors for approval, (if needed), and then stored electronically in the portal for their records.

In this new process, supervisors will only receive an email notification and need to approve the form *if* an employee is reporting activities. **These forms will be available in the MyUW Portal beginning on April 1, 2021.**

For more information, visit the [Outside Activity Reporting and conflicts of interest HR page](#).



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