

## FY21 - ePerformance Update

Carri O'Melia <comelia@uwla.edu>

Wed 11/11/2020 9:36 AM

To: Alyssa Balboa <abalboa@uwla.edu>; John Acardo <jacardo@uwla.edu>

Cc: Shannon Miller <smiller4@uwla.edu>

Good morning Colleagues,

As you are aware, UWL Human Resources is transitioning away from the paper-based performance evaluation process and migrating the current paper tool(s) that we use to record performance into the HRS module - e-Performance.

While we have just concluded the FY20 process, (with evaluation forms being due on 9/30/2020), the FY21 process is actually mid-year, (6 months in), for Limited, Non-Instructional Academic Staff, and University Staff. The e-Performance tool provides several emails throughout the performance management cycle, (July 1 through June 30), to provide optional check-ins on goals, performance, and continuous feedback.

In the coming weeks, Supervisors and Department Chairs may expect additional communication from the e-Performance Management system, announcing a six-month 'check-in' for your employee(s). This is an **optional** process for you to engage your employee(s) in direct feedback, recorded in the e-Performance system, about their performance to date in this current fiscal year.

While this 'check in' is an optional process in which you may choose to engage, I wanted to remind you that *all final* FY21 evaluations will need to be recorded in the e-Performance system. The final FY21 performance evaluations are due by June 30, 2021, for Limited, Academic Staff, and University Staff.

You will continue to receive automated reminders, inclusive of reminders beginning in January to begin to set-up the final evaluation process for your employees.

HR has held and will continue to hold one-on-one training sessions for supervisors or employees. Please reach out to your Human Resource Partner to schedule a time. Additional information can be found [here](#).



### **Carri O'Melia**

Human Resources Partner, Snr, Human Resources | [UW-La Crosse](#)  
[comelia@uwla.edu](mailto:comelia@uwla.edu) | [608.785.6495](tel:608.785.6495) | 144 Graff Main Hall