



HR LIAISON NETWORK NEWS

March 28, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

Performance Management Process for Non-faculty Employees

As a reminder, the annual performance evaluation period for non-faculty employees will begin in April; and, will be done in Workday. If you have yet to attend one of the [Awareness sessions](#) mentioned in last week's LNN, we still have availability and encourage you to attend to learn some key information before Workday Performance Management launches and training commences next month.

In the meantime, here are some guidelines to follow to ensure a successful performance management process in your unit:

- At this time, please enter goals into Workday before Workday Performance Management launches on April 9. These goals should be the same FY17-18 goals established last year and kept offline. Goals can be entered by the employee, manager, or talent analyst. For the goals to appear in the evaluation when the Workday Services Team launches Performance Management in Workday (on April 9), the goals must:
 - Be approved by the employee's manager in Workday
 - Have a due date between 4/1/2017 and 3/31/2018
 - Be entered in Workday by April 6, 2018 to automatically populate into the template; after April 6, the department will need to manually enter the goals into the template

We have created two job aids to help with entering goals: [Employee - Add and Edit Goals](#) and [Manager - Add and Edit Goals](#).

- **IMPORTANT:** Please ensure that employees are assigned to the correct manager and supervisory organization in Workday; and, ensure that managers can see their employees in their supervisory organization. The **Move Workers (Supervisory)** business process was revised last week to be a more streamlined process, so please use it to address misalignments between managers and direct reports. An updated job aid for this business process is available in [SSO, Workday Help](#). For more information on supervisory organizations in Workday, please see the project team's WebEx recording in [SSO, Workday Help](#).
- When performance management launches on April 9, employees will receive an inbox item to complete their self-evaluation. There are two templates: **staff with self-evaluation** and **attachment only** (specifically for Management Levels 1-5 and Research Professionals – Other). The **attachment only** template does not include the goals entered into Workday. Departments wishing to validate which template they will be using can submit a request to HRevaluations@tamu.edu.
- We created a non-SSO login page with several resources to help support you during the change and performance evaluation period, including:
 - [Performance Evaluation process and timelines](#)
 - Several [training opportunities available](#) to assist with performance management, which include awareness sessions, demos, and best practices for both employees and managers
 - [Additional resources](#), including developing SMART goals, Workday Performance Management job aids, etc.

If you have any questions or comments, please contact HRevaluations@tamu.edu or (979) 845-4153.



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