

Cheat Sheet for Data Entry on Performance Reviews

NAVIGATION -

Open wolverine access. Sign in and click on Workforce Administration/Job Information/Manage Competencies.

The screenshot displays a web browser window with the following elements:

- Browser Title:** Base Navigation Page - Microsoft Internet Explorer provided by UM Hospitals and Health Centers
- Address Bar:** https://heprod.dsc.umich.edu/psp/heprodop/EMPLOYEE/HRMS/s/WEBI
- Page Header:** UNIVERSITY of MICHIGAN logo and navigation links: M-Pathways - HEPROD - Home, Add to Favorites, My LINC, Sign out
- Left Navigation Menu:**
 - Search: [input field]
 - My Favorites
 - Self Service
 - Manager Self Service
 - Workforce Administration
 - Personal Information
 - Job Information**
 - Submittal Form Pages
 - Contract Administration
 - Review Job Information
 - Job Data
 - Manage Competencies
 - Restricted Table
 - UM Setup Tables
 - Labor Administration
 - Collective Processes
 - Workforce Reports
 - Benefits
 - Time and Labor
 - Payroll for North America
 - Campus Community
 - Records and Enrollment
 - Financial Aid
 - Set Up HRMS
 - Reporting Tools
 - PeopleTools
 - My Personalizations

- Main Content Area:**
- Job Information**

Maintain information about a person tied to a specific job record

 - Job Data**: Enter job information including work location and compensation details.
 - Submittal Form Pages**: Contains pages that are used to add and/or update job data, department budget earnings, working title and additional pay.
 - [Additional Pay Changes](#)
 - [Dept Budget Earnings Changes](#)
 - [Job Data Changes](#)
 - [6 More...](#)
 - Contract Administration**: Maintain contracts or other written agreements with their employees and contractors.
 - [Update Contract Pay NA](#)
 - [Renew Pay Contracts NA](#)
- Review Job Information**: Inquiry pages and reports that show work information for a person.
 - [Administrator Desktop](#)
 - [Employee Payroll / Leave Data](#)
 - [Total Picture Quick View](#)
 - [Workforce Job Summary](#)
- Manage Competencies**: Enter Staff Performance Planning and Evaluation information and review Core Competency ratings for employees.
- Restricted Table**: This table provides access to....
- System Tray:** Local intranet

This is the new search page: enter either the EmplID or your Department ID (Appointing Dept ID).
(You can minimize the Menu at left by clicking on the little minus sign.)

Manage Competencies - Microsoft Internet Explorer provided by UM Hospitals and Health Centers

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Print Address https://heprod.dsc.umich.edu/psp/heprodop/EMPLOYEE/HRMS/c/M_HF

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M-Pathways - HEPROD - Home Add to Favorites My LINC Sign out

Menu

Search: [»](#)

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
 - Submittal Form Pages
 - Contract Administration
 - Review Job Information
 - Job Data
 - Manage Competencies**
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Manage Competencies

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

EmplID: begins with

Empl Rcd Nbr: =

Last Name: begins with

First Name: begins with

Campus ID: begins with

National ID: begins with

Department ID: begins with

Admin DeptID: begins with

Include History Correct History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Local intranet

This is the new entry page: Remember if this is not the first entry for a person, you must click the + sign to enter this year's information.

Manage Competencies - Microsoft Internet Explorer provided by UM Hospitals and Health Centers

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Print Address https://heprod.dsc.umich.edu/psp/heprodop/EMPLOYEE/HRMS/c/M_HR_CUSTOM.M_HR_EMPLOYEE

UNIVERSITY of MICHIGAN M-Pathways - HEPROD - Home Add to Favorites My LINC Sign out

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
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[New Window](#) | [Customize Page](#) |

Employee Review | Reviewers | Comments

Vicki Venable Employee ID: 97387176 Empl Rcd #: 0

Review Details Find | View All First 1 of 1 Last

Eff Date: 11/03/2007 **Review Type:** Performance

From/To Date: 07/01/2006 06/30/2007

Administrative Department: 311100

Job Code: 101973

Rating Scale: PSCM Competency Management Scale

Rating Model: PSCM Competency Management Scale

Review Rating: 2 Solid Performer/Proficnt/Meets

Save Return to Search Notify Add Update/Display Include History Correct History

[Employee Review](#) | [Reviewers](#) | [Comments](#)

Local intranet

**If you enter a 0 or 1, a sub-menu pops up to select where the problem areas are. Select at least one area. **

Manage Competencies - Microsoft Internet Explorer provided by UM Hospitals and Health Centers

Address: <https://heprod.dsc.umich.edu/psp/heprodop/EMPLOYEE/HRMS/c/>

UNIVERSITY of MICHIGAN

M-Pathways - HEPROD - Home | Add to Favorites | My LINC | Sign out

Review Details

Find | View All | First 1 of 2 Last

Eff Date: 06/09/2008

Review Type: Performance

From/To Date: 07/01/2007 06/30/2008

Administrative Department: 311100

Job Code: 101973

Rating Scale: PSCM Competency Management Scale

Rating Model: PSCM Competency Management Scale

Review Rating: 0 Not Met

Reviewers

Evaluation Type Supervisor **Reviewer ID** 97387176 Venable,Vicki L

Competencies

Competency	Description	Review Rating	Rating Descr
PACOMMUN	Communication	<input type="checkbox"/>	
PACUSTMR	Customer Service	<input type="checkbox"/>	
PAJOBSPC	Job Specific	<input type="checkbox"/>	
PAOTHER	Other	<input type="checkbox"/>	
PATEAMWK	Team Work	<input type="checkbox"/>	

Local intranet

If you enter a 4 (Not Eligible) a sub-menu pops up to choose the Reason Code they are not eligible for review.

The screenshot shows a Microsoft Internet Explorer browser window titled "Manage Competencies - Microsoft Internet Explorer provided by UM Hospitals and Health Centers". The address bar shows the URL: <https://heprod.dsc.umich.edu/psp/heprodop/EMPLOYEE/HRMS/>. The page header includes the University of Michigan logo and navigation links: "M-Pathways - HEPROD - Home", "Add to Favorites", "My LINC", and "Sign out".

The main content area is titled "Review Details" and contains the following information:

- Eff Date:** 06/09/2008
- From/To Date:** 07/01/2007 to 06/30/2008
- Administrative Department:** 311100
- Job Code:** 101807
- Review Type:** Performance
- Rating Scale:** PSCM Competency Management Scale
- Rating Model:** PSCM Competency Management Scale
- Review Rating:** 4 (Not Eligible)

A dropdown menu for "Not Eligible Reason" is open, showing the following options:

- Deferred
- Leave
- Not Elgbl
- Terminated
- Xferred

At the bottom of the form, there are several buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Add", "Update/Display", and "Include Histor". Below these buttons are links for "Employee Review", "Reviewers", and "Comments". The browser's status bar at the bottom indicates "Local intranet".

Click on **Save**. Then if you entered a department number you can click **Next in List**, otherwise click **Return to Search** and put in the next EmplID

The screenshot shows a Microsoft Internet Explorer browser window titled "Manage Competencies - Microsoft Internet Explorer provided by UM Hospitals and Health Centers". The address bar shows the URL: https://heprod.dsc.umich.edu/psp/heprodop/EMPLOYEE/HRMS/c/M_. The page header includes the University of Michigan logo and navigation links: "M-Pathways - HEPROD - Home", "Add to Favorites", "My LINC", and "Sign out".

The main content area is titled "Employee Review" and shows details for Nancy Dashner, Employee ID: 79006154, Empl Rcd #: 0. The "Review Details" section includes:

- Eff Date: 06/09/2008
- From/To Date: 07/01/2007 to 06/30/2008
- Administrative Department: 311100
- Job Code: 101807
- Review Type: Performance
- Rating Scale: PSCM Competency Management Scale
- Rating Model: PSCM Competency Management Scale
- Review Rating: 3 Exemplary/Surpassing/Exceeds

At the bottom of the form, there are several action buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", "Update/Display", and "Include History". Below the buttons are links for "Employee Review", "Reviewers", and "Comments". The browser's status bar at the bottom indicates "Local intranet".

Let us know if you have questions!
Nancy Dashner 7-0553
Revised: 1/16/13