MEMORANDUM

To: Florida Memorial University Community

From: Office of Human Resources

Re: NEW Performance Management Feature in UKG/UltiPro

Date: March 1, 2021

Our HRIS (Human Resource Information System) implementation continues with UltiPro® **Performance Management (PM).**

We are very excited to roll out this solution. With the new available features, Performance Management will improve our overall performance review process, give you anytime, anywhere access to your own talent-related data and information for your assigned employees.

Roll-Out Plans

Our goal is to make this transition as seamless as possible for you. Once implemented in May 2021, the Performance Management module will be available 24/7 from anywhere with an internet connection. You'll have quick, easy access to the following and more:

- All talent-related information from an employee's review through his/her Talent Profile and Talent Dashboard;
- Your own personal development plans to develop new skills and competencies;
- Real-time journaling against goals, competencies, and employee observations.

Plus, all of your data is protected with state-of-the-art security.

We will provide access to on-demand demos and tours of the new solution over the coming months. Once you see all it can do, we know you'll be excited to start using Performance Management.

Some of the immediate benefits we'll see with Performance Management:

- Assessing performance against measurable objectives and reviewing progress at any time – reviewing system-delivered elements, including rating scales, review ratings, review types, goal types, competency types, and a competency library;

- Collecting multi-contributor feedback for a full picture of an employee's performance – with review status is updated immediately;
- Employee development goals;
- Note real-time journaling against goals, competencies, and employee observations.

Here is a quick peek at the tasks you can complete instantly—from work, home, or any web browser—with our new solution:

- Configure the distribution of your reviews to fit your organizational performance cycles;
- Complete reviews online from anywhere, at any time;
- Quickly and easily access all talent-related information from an employee's review through his/her Talent Profile and Talent Dashboard;
- Assign goals to employees to form part of their goal plan;
- Create and track progress towards completion of business goals;
- Create personal development plans to develop new skills and competencies;
- Make informed decisions and assign competencies to match a desired career path or position.

Education & Training tools include:

- Resources for employees on the Review Summary, including goal planning notes;
- Quick tips on how to complete the tasks associated with the employee role in Performance Management.

We are excited to launch our new Performance Employee solution! **Have a moment? Watch this video for an overview.**

Please continue to direct your inquiries and questions to the Office of Human Resources via email hr@fmuniv.edu and/or call (305) 626-3622. You can also use Microsoft Teams for live chats, virtual sessions and/or virtual meeting appointments to accommodate our Walk-In Wednesdays.