myPerformance

FACILITIES SERVICES
USS and non-teaching UP Evaluations

Do you have questions about using myPerformance or need one-on-one guidance? Register for myPerformance Training, or come to an Open Lab for additional assistance!

myPerformance Evaluation Timeline
January through March 2019

January 16-31
2018-2019 Evaluation: Employee completes the Self-Evaluation. (Ask your manager to know if this is required for you.)

February 1-28*
2018-2019 Evaluation: Manager provides comments and selects ratings for all competencies.

March 1-7
2018-2019 Evaluation: Employee adds comments, electronically signs and submits the evaluation.

March 8-14
2018-2019 Evaluation: Manager reviews employee comments, adds comments, electronically signs and submits the evaluation.

www.wichita.edu/myPerformance
myPerformance@wichita.edu

Go to www.wichita.edu/myperformance to access:
• myPerformance Quick Reference Guides
• Info on USS and non-teaching UP evaluations
• FAQs

If you need help with the following issues, submit an email to myPerformance@wichita.edu:
• Employee is assigned to the wrong manager
• The type of evaluation assigned (Employee, Manager, or Budget Officer) is not correct

Register through myTraining for any of the following:

2019 CLASSROOM TRAINING
This class will provide an overview of myPerformance for employees, supervisors, and indirect managers and focus on the navigation of myPerformance to complete the evaluation process including all steps in the evaluation cycle, the self-evaluation process, and the signature process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/19</td>
<td>Wednesday</td>
<td>3:00 PM - 4:30 PM</td>
<td>RSC 266</td>
</tr>
<tr>
<td>3/14/19</td>
<td>Thursday</td>
<td>10:30 AM -12:00 PM</td>
<td>RSC 261</td>
</tr>
</tbody>
</table>

2019 ONLINE TRAINING
Online training modules are available at your convenience, year-round, 24 hours a day, 7 days a week!

• myPerformance (Complete Process)
  This online training module will review the complete myPerformance process. A full overview will be provided of myPerformance for employees, supervisors, and indirect managers. Focus will include navigation of myPerformance to complete the evaluation process including all steps in the evaluation cycle, the self-evaluation process, and the signature process.

• myPerformance for Managers (Condensed Module)
  This condensed training module will review the myPerformance evaluation process for managers. Focus will include navigation of myPerformance to complete the steps for 1) planning and mid-review, 3) manager review, and 5) manager signature.

• myPerformance for Employees (Condensed Module)
  This condensed training module will review the myPerformance evaluation process for employees. Focus will include navigation of myPerformance to complete the steps for 2) Employee Self-Evaluation and 4) Employee Signature.

2019 FACILITIES SERVICES OPEN LAB SCHEDULE*
Join your Human Resources Staff in a hands-on, open lab to receive help with: accessing myPerformance, completing a self-evaluation, adding ratings to an evaluation, printing a copy of the evaluation, adding a co-planner, or signing an evaluation. HR staff are available to answer questions and help you navigate the software. You must have your myWSU password to login. Contact 978-HELP if you need assistance resetting your myWSU password.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24/19</td>
<td>Thursday</td>
<td>2:00 PM - 4:00 PM</td>
<td>Facilities Support Training Room</td>
</tr>
<tr>
<td>2/7/19</td>
<td>Thursday</td>
<td>2:00 PM - 4:00 PM</td>
<td>Facilities Support Training Room</td>
</tr>
<tr>
<td>2/19/19</td>
<td>Tuesday</td>
<td>2:00 PM - 4:00 PM</td>
<td>Facilities Support Training Room</td>
</tr>
<tr>
<td>3/5/19</td>
<td>Tuesday</td>
<td>2:00 PM - 4:00 PM</td>
<td>Facilities Support Training Room</td>
</tr>
</tbody>
</table>

*NOTE: This list is for the Open Labs scheduled specifically for Facilities Services employees. For a list of the Open Lab schedule for all other departments, please visit wichita.edu/myperformance