Quick Reference Card Performance Management

Verify Essential Functions



Process: This process describes the steps used to make any updates to the employee's essential functions and the weights or to verify that they have remained the same. Any updates should come from changes in the duties of the employee during the year and should be communicated to the employee prior to the year-end review.

Role: Managers

Frequency: When needed

Navigating to the Performance Evaluation	
Refer to the Entering Expectations Quick Reference Card for navigation details to the Status Overview page in <i>myUK</i> .	
LaunchPad Employee Self-Service Employee Self-Service Manager Self-Service Test Manager Self-Service Student Services Student Administration Financial Aid V Overview Work Overview Team Performance Management Organization Reports	
Performance Management	History Back Forward E,
Portal Favorites E Employee Doc Status Overview (1)	iuments
Verify Essential Functions and Weighting	
Note: The Appraisal Status will be Review, and the Substatus will be Verify Essential Functions and Weighting	In View Status Edit Display Delete Create I Appraisal Status Verify Essential Functions and Weighting Leie
Click on the PE link	Image: Second system Image: Second system Appraise Name Appraise Appraisal Document Na Leigh C Baker 2011 Performance Evalu
Click on the Essential Functions tak	uation Essential Functions Self Ev





Note: Review and make any needed updates to the essential functions, job standards, and weighting. Any updates should come from changes in the duties of the employee during the year and should be communicated to the employee prior to the year-end review.

Info 2011 Performance Evaluation **Essential Functions** Self Evaluation ores 1 Click this link for a full description of rating guidelines. Add 1.1 Essential Function Delete tions Note Essential Function: Updates and maintains student files and records. Posts academic bankruptcy, Job suspension/probation, and graduate information to student transcripts. Maintains student files for active and inactive students. n of Note Job Standards Always checks to verify information posted is accurate prior to processing student transcripts. Always checks to verify that repeat options and academic bankruptcies are in accordance with senate rules prior to processing. All postings are completed within designated time frame. Student files are sorted correctly according to alphabet. All files coming from Admissions are checked to verify accuracy of the transfer work posted; updates GPAs whenever necessary; all these files are checked before priority registration for the next Weighting: 0.35 ntial Function Delete Info 2011 Performance Evaluation Essential Functions Self Evaluation res 1 Click this link for a full description of rating guidelines. Add 1.1 Essential Function Delete ions Note Essential Function: Updates and maintains student files and records. Posts academic bankruptcy .lob suspension/probation, and graduate information to student transcripts. Maintains student files for active and inactive students. n of Enter any updates in the appropriate box Note Job Standards Note Job Standards: Always checks to verify information posted is accurate prior to processing student transcripts. Always checks to verify that repeat options and academic bankruptcies are in accordance with senate rules prior to processing. All postings are completed within designated time frame. Student files are sorted correctly according to aphabet. All files coming from Admissions are checked to verify accuracy of the transfer work posted yuddes GPAs whenever necessary; all these files are checked before priority registration for the next term. Weighting: 0.35 1.2 Essential Function Delete How would you like to continue? When finished, click the Verify Continue **Essential Functions and Weighting** Save and Exit Document Verify Essential Functions and radio button Weighting How would you like to continue? Continue Click Continue O Save and Exit Document Verify Essential Functions and

