Academic Health Center
Performance Appraisal Tool – Administrator's Guide

The Performance Appraisal Tool (PAT) is provided as a means of assessing and discussing staff job performance. PAT may be used with civil service, labor represented, and P&A positions. The purpose of the performance appraisal process is:

✓ To formally document and recognize performance and identify goals so that expectations are clear between the supervisor and employee.
✓ To help align individual performance priorities with the broader priorities of the department, unit, school or college and ultimately the University.
✓ To enhance two-way feedback regarding performance, productivity, developmental needs and work strategies between the employee and supervisor.

Expectations of PAT Admins

As an administrator, you will have access beyond that provided to supervisors. One of the most important roles as an administrator is to understand the process the supervisors are following in order to appropriately guide your team through this tool. Please start by reading the brief Supervisor's Guide.

If you aren't already, you will quickly become the subject matter expert on PAT for your area. Employee questions should first go to the local PAT admin. Most times the issue is easily resolved at the local level. Please see FAQs for troubleshooting. These FAQs may also be useful tools for supervisors. If you need further assistance, please contact the AHC HRIS Helpline at 612.626.4361.

PAT Admin Access Levels

Departmental Admin Access: This access allows an administrator to add or modify the Designated Approver, Appraisal Type, and Appraisal Period as well as troubleshoot issues for departments that they have been provided access to.

Unit Admin Access: This access allows an administrator to manually change the status of an appraisal, add or modify the Designated Approver, Appraisal Type, and Appraisal Period as well as troubleshoot issues for units (entity IDs) for which they have access.

College Admin Access: This access allows an administrator to manually change the status of an appraisal, delete or reset an appraisal, add or modify the Designated Approver, Appraisal Type, and Appraisal Period as well as troubleshoot issues for colleges for which they have access.

To request PAT administrative access, please fill out the PAT - Admin Access Request Form and return it to Shannon Luloff via fax: 612.625.5161 or email smacdon1@umn.edu.

Optional Utilization of PAT Admins

In addition to the roles described above, some PAT admins are responsible for initiating appraisals and filling in the Major Responsibilities sections of appraisals. (For information on initiating appraisals see the supervisor instructions.)

Login and Access Issues

(Supervisor access issues) If supervisors are unable to login, check that they are using the supervisor/admin URL http://performanceappraisal.ahc.umn.edu (Note this URL does not end '/form'.) If they are still unable to login, check that the PeopleSoft "Reports To" relationships are correctly established and/or their employees are eligible to use the tool (paid P&A, Civil Service, Bargaining Unit, Graduate and Professional Student Positions). Supervisors are able to login to the tool at any time but whether or not they can access an employee's current appraisal will depend on the current step of the appraisal. Supervisors are locked out during employee steps. You can check the My Appraisals tab to determine which step the appraisal is in as indicated by the radio buttons.

(Employee access issues) If an employee is unable to login, check that the employee is using the self-assessment URL ending in '/form' (http://performanceappraisal.ahc.umn.edu/form). Employees are able to login to the tool at any time since they may need to access previous appraisals. Whether or not an employee can access the current appraisal depends on whether the appraisal has been successfully initiated and the current step of the appraisal. Employees are locked out during supervisor and approver steps. You can check the My Appraisals tab to determine what step the appraisal is in as indicated by the radio buttons.

Initiated	Self-Eval	Reviewer	Approved	Employee Signature
⦿	⦿	⦿	⦿	⦿

Understanding the Steps of the Appraisal

Initiated: If the 'Initiated' indicator is green the appraisal has been successfully initiated, it is now in the employee's hands, and the supervisor is locked out.

Self-Eval: If the 'Self-Eval' indicator is green, the employee has submitted the self-assessment, the appraisal is now in the supervisor's hands, and the employee is locked out.

Reviewer: If the 'Reviewer' indicator is green, the supervisor has submitted the supervisor assessment, the appraisal is now in the Designated Approver's hands, and the employee remains locked out.
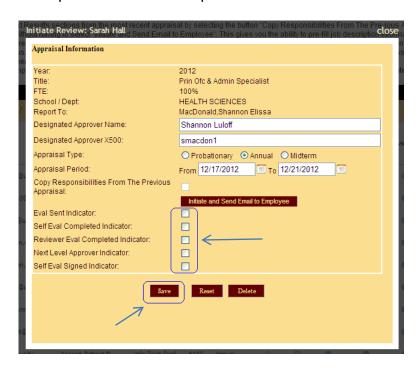
Approved: If the 'Approved' indicator is green, the Designated Approver has approved the appraisal, all parties now have access, and an email has been sent to the supervisor and employee. This email prompts the employee to submit any final comments and electronically sign the appraisal.

*The appraisal can be considered completed at this point if you are unable to obtain a signature. If the employee refuses to sign, print the PDF of the appraisal and write "Employee Refused to Sign" on the form. There is no need force-close this step to generate the PDF.

Employee Signature: If the 'Employee Signature' indicator is green, the employee has submitted any final comments and electronically signed the appraisal.
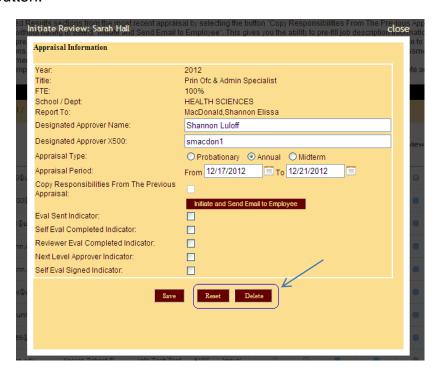
Manually Changing the Status of an Appraisal

You may need to manually revert an appraisal back to a previous stage or progress it forward. To do this, check or uncheck the applicable box(es) located in the contact card icon on the 'My Appraisals' tab and save your changes. (See above for an explanation of the different stages.) Note that if a box is checked, that particular step is considered completed.

Deleting and Resetting Appraisals

College and Super Admins have the ability to delete and reset appraisals. Deleting the appraisal removes it from the My Appraisals tab completely. Resetting an appraisal keeps it on the My Appraisals tab, but resets it to the initial step as if you had just added the appraisal. To delete or reset, go to the contact card icon on the far left of the My Appraisals screen and choose either the delete or the reset button.

Character and Section Limits

The PAT will not save information if it is in excess of 4,000 characters per section (Major Responsibilities, Future Goals, etc).This is a limit established by the database and unfortunately it cannot be increased. In some situations, an employee has entered more than 4,000 characters and has lost the information. In the future, we will look for ways to prevent this from happening, but for now we have added this to the instructions for each section. There are also limits for the number or sections you can add (such as how many training/development activities). These limits were established in efforts to prioritize the most relevant information.

Job Data Changes

Job data is captured from PeopleSoft when the appraisal is added. It is necessary for this information to remain static. If you would like the appraisal to reflect different job information, a new assessment will need to be created. You can force-close the appraisal you are currently in to allow the employee to copy and paste information into the new appraisal. Once you have force-closed the appraisal, ensure that the 'My Employees' tab accurately captures the correct job data.
*Note: There is a day or two delay between PeopleSoft changes and PAT capturing it.

If you have any questions or feedback regarding this PAT Administrator's Guide, please email ahchris@umn.edu or call the AHC HRIS Helpline at 612.626.4361. Thank you!