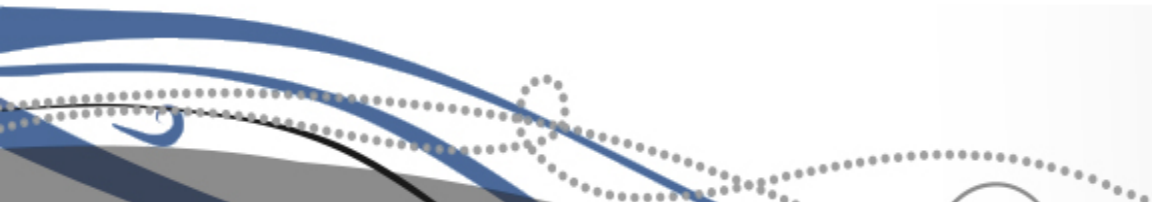


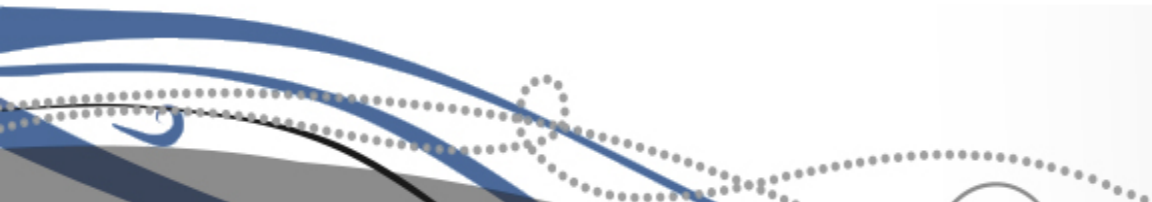
Welcome to HR Partners!

February 24, 2015

New Branding Campaign & University Web Site



Performance Appraisal Upgrade



Our Office...

- **The Office of Employee Relations & Engagement within the Department of Human Resources supports the faculty and staff of the University of Memphis in providing services as it relates to performance management, performance improvement, conflict resolution and recognition programs to name a few. Our goal is to assist you in having a safe and successful work experience here at the University of Memphis.**

Performance Management Cycle

<http://umwa.memphis.edu/umpolicies/UM1242.htm>

- Set Performance Standards
- Identify Goals and Expectations
 - Goals should be SMART orientated:
 - ✓ Specific
 - ✓ Measurable
 - ✓ Achievable
 - ✓ Realistic
 - ✓ Timely
- Monitor Employee Performance
- Provide Feedback

Performance Appraisal Deadlines

- Performance appraisals for Clerical/Support (non-exempt/bi-weekly) employees are due **February 28.**
- Performance appraisals for Administrative/Professional (exempt/monthly) employees are due **March 31.**
 - Note: Per UM1242 All supervisors/managers are required to attend a mandatory training session on the Performance Management Cycle and administration of the performance appraisal/annual review forms **at least once**, and retraining is mandatory in the event of significant changes to the program and/or forms.

Performance Appraisal Resources

- **Performance Appraisal Policy**
 - <http://umwa.memphis.edu/umpolicies/UM1242.htm>
- **Performance Appraisal Reference Guide**
 - <http://bf.memphis.edu/hr/employeerelations/appraisalguide.php>
- **Performance Management Worksheet**
 - <http://bf.memphis.edu/hr/employeerelations/worksheet.pdf>
- **Electronic Performance Management Assessment System**
 - <https://umwa.memphis.edu/performance/>

Demonstration of Online Performance Management Assessment System

THE UNIVERSITY OF
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Dreamers. Thinkers. Doers.

Division of Business and Finance
Human Resources

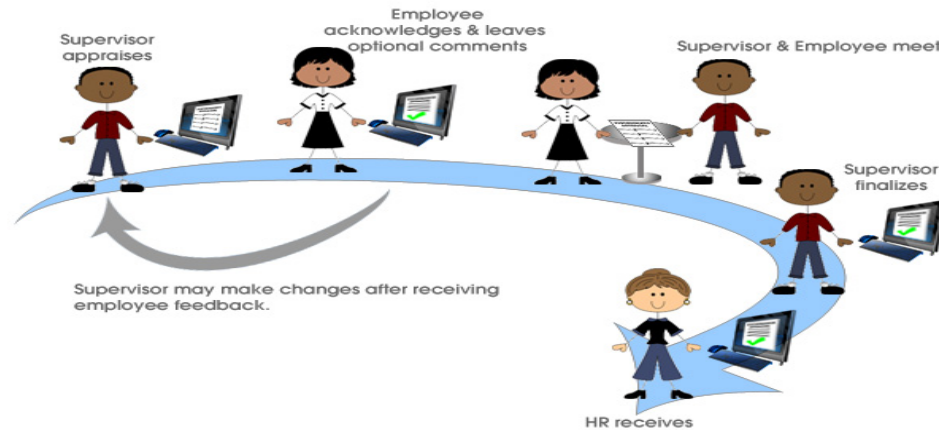
Electronic Performance Management Assessment

[Employee Access](#) [Appraiser Access](#) [HR Access](#) [Appraisal Dates](#) [FAQs](#) [Glossary](#) [UM Policy](#)

Welcome to the online staff performance appraisal system! In this application, supervisors and employees may access current appraisals, view historical appraisals created in this online application, and electronically submit completed appraisals to Human Resources. While a face-to-face meeting between supervisor and employee is still required, this application makes the rest of the review process seamless and much less paper-intensive!

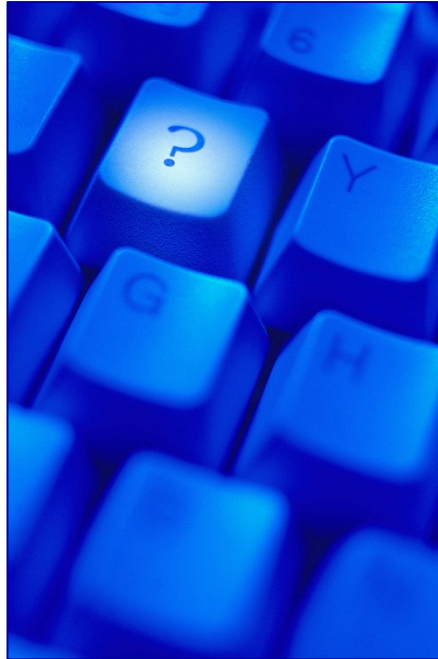
If you are accessing this system as an employee to review your own appraisal, please choose [Employee Access](#) from the menu above. If you are accessing this system as a supervisor to create/manage your employees' appraisals, please choose [Appraiser Access](#) from the menu above.

The online performance appraisal process is designed to follow the following structure:



THE UNIVERSITY OF
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Q & A



Contact Us

Office of Employee Relations & Engagement

176 Administration Building

Telephone Number:

(901) 678-3076 or (901) 678-2603

Email Address:

emprelations@memphis.edu

ParTNership Promise Reminders

2015 Partnership Promise Reminder

2015 Partnership Promise Requirements for Coverage as of 01/01/15

- For employee and covered spouse, however children are not subject to promise.
- Complete the online Healthways Well-Being Assessment (WBA) by **March 15, 2015**.
 - Website address: www.partnersforhealthtn.gov
 - Benefits Administration website: <http://bf.memphis.edu/hr/benefits>
- Actively participate in coaching, if applicable.
 - If you are called for coaching, you must complete a Biometric Screening by July 15, 2015.
 - Coaching could include a tobacco cessation program and/or case management, which is managed by BlueCross BlueShield, Cigna, and Magellan.

Continuing

- Keep your contact information current with your employer; or, if a covered spouse, keep your contact information current with Healthways.
- **2015 New Employees and Newly Covered Members:** New employees and newly covered members (and covered spouses if applicable) who enroll in the Partnership PPO must complete the Well-Being Assessment and Biometric Health Screening within 120 days of their insurance coverage effective date to fulfill the 2015 Partnership Promise.

How do I receive updates on my partnership promise?

- **Automated Verification System:** Call 888-741-3390 and select option 1 to use the system.
 - The WBA deadline is on a Sunday this year, therefore the Healthways call center will be open on Saturday, March 14 from 8:00 am – 8:00 pm.

Continuing

- **By mail:** Healthways will send status updates in the mail to let you know your standings with your Partnership Promise requirements for 2015. The notices for some members may start as early as April for those who have completed the Well-Being Assessment and have not received written notice of the need to receive coaching.
- **Physician Screening Form Waist Measurement Data:** On the Biometric Screening Form, members must include their waist measurement, however it is most often left off the form. Members now have an option to provide this information when signing on the Onsite Health Diagnostics site.

Insurance Changes for New Hires

Insurance Effective Dates

- Effective with July 1, 2015 hire date
- Insurance coverage begin date will be first of the month following one full calendar month of employment
- Examples:
 - Hire date: Monday, August 3
 - Full calendar month of employment is September; coverage is effective October 1
 - If hired, Thursday, July 1, coverage is effective August 1