

## Manager View and Update Employee's Key Performance Areas

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### eServe (Employee Self Service)

Employee Self Service ([eServe](#)) provides Tufts employees with access to payroll and benefits information. **Please note:** You must be enrolled in [two-factor authentication](#) to access eServe.

Go to eServe ▶  
[hrss.uit.tufts.edu](https://hrss.uit.tufts.edu)

Navigate to Employee Self Service.

Employee Self-Service

 <p><b><u>Time Off Information</u></b> Review time off taken and vacation, sick and personal time earned.</p>	 <p><b><u>Paycheck and Compensation</u></b> View Paycheck; Edit Deductions, Direct Deposit, Compensation History, etc. <a href="#">View Paycheck</a> <a href="#">Direct Deposit</a> <a href="#">Notice of Deposit</a> <a href="#">Voluntary Deductions</a> <a href="#">Compensation History</a> <a href="#">W-4, W-2, W-2 Consent</a></p>
 <p><b><u>Performance Planning &amp; Review</u></b> Employees and managers will use this form throughout the Performance Development Program Cycle, to create, edit and view performance plans, conduct checkpoint reviews and complete performance reviews for the fiscal year.</p>	 <p><b><u>Personal Information</u></b> View or Update your Per <a href="#">Home and Mailing Add</a> <a href="#">Phone Numbers</a> <a href="#">Email Addresses</a> <a href="#">Emergency Contacts</a> <a href="#">Complete and Submit I-9 Form</a> <a href="#">Demographic Information</a></p>

Click on Performance Planning & Review.



## Welcome to Performance Planning and Review

Welcome to Performance Planning and Review online. The @Work Performance Development Cycle has four major phases, as well as ongoing coaching and feedback provided by the manager. This online tool is used to document two of these major phases, Performance Planning and Performance Review.

- Performance Planning typically starts in July, at the beginning of the fiscal year.
- During Checkpoint review time in December and January, managers and employees review the plan, discuss accomplishments to date, and challenges, or changes in key performance area priorities.
- Annual Performance Reviews are written by managers, and delivered to employees in May. Managers will be notified when the online Performance Review becomes available to begin drafting reviews.
  - Note, Employees are strongly encouraged to submit their own Performance Summary to their manager, and can easily access their Performance Summary information.

Click on the appropriate button below to navigate to either the Performance Planning or Performance Review.

Click on Continue to Performance Plan for the Fiscal Year you are planning.

Fiscal Year: 20	Fiscal Year: 20
<p>Performance Planning</p> <p>Continue to Performance Plan</p>	<p>Performance Planning</p> <p>Continue to Performance Plan - View Only</p>
<p>Performance Review</p> <p>Unavailable</p>	<p>Performance Review</p> <p>Continue to Performance Review</p>



### Performance Plan for Fiscal Year: 20

Performance Period from: 07/01/20 to 06/30/20

#### Selected Employee

Name / Email / Phone:

Empl ID: 1000000

Supervisor:

Supervisor:

#### Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title
1000000	John Doe	Assistant Professor
1000001	Jane Smith	Assistant Professor
1000002	Bob Johnson	Assistant Professor
1000003	Alice Brown	Assistant Professor

Click on the employee's name to navigate to their Performance Plan.

Add a New Key Performance Area



### Performance Plan for Fiscal Year: 20

Performance Period from: 07/01/20 to 06/30/20

#### Selected Employee

[Kathy O'Brien](#)

Empl ID: 1100001

Supervisor: [Micki Davis](#)

You will now see their name in the Selected Employee section.

#### Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title	
<a href="#">1100001</a>	<a href="#">Emma Kate Kallunki</a>	Assoc. Professor of Health Care	
<a href="#">1100002</a>	<a href="#">Katherine Staszak</a>	Asst. Professor of Health Care	
<input checked="" type="checkbox"/>	<a href="#">Kathy O'Brien</a>	Faculty, Health Administration Dept.	<input type="button" value="Notify Employee"/>
<a href="#">1100003</a>	<a href="#">Lara Starns</a>	Faculty, Health Administration Dept.	

To view or update a Key Performance Area, click on the Brief Description link.

#### Key Performance Areas for: [Kathy O'Brien](#)

#	Created		Brief Description (click on <a href="#">link</a> to view or update)
1	06/08/20 8:52	<a href="#">Micki Davis</a>	<a href="#">Key Performance Area 1</a>
			<a href="#">Key Performance Area 2 description.</a>
			<a href="#">Key Performance Area 3 description.</a>

To add a Key Performance Area to the employee's plan, click Add a New Key Performance Area.

## Key Performance Areas

Performance Period: 07/01/20 to 06/30/20

You are updating an existing Key Performance Area, enter your changes then click 'Save'.

INSTRUCTIONS (click arrow at left to view)

Employee

Performance Planning

# 1 Created 06/08/ 8:52AM Last Updated

Indicate specific Key Performance Area, i.e. goal, project, committee work, day-to-day responsibility, professional development, etc.



Key Performance Area 1

View and update the Key Performance Area here.

Organizational Competencies Check all that apply for success in this Key Performance Area

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Expertise      | <input checked="" type="checkbox"/> Interaction with Others | <input type="checkbox"/> Continuous Improvement |
| <input type="checkbox"/> Customer Focus | <input type="checkbox"/> Resourcefulness and Results        | <input type="checkbox"/> Leadership             |

Save

Cancel

[Return to Performance Planning page](#)

<< Previous [Next](#) >>

If you update, click save.

## Key Performance Areas

Performance Period: 07/01/20 to 06/30/20

You are updating an existing Key Performance Area, enter

INSTRUCTIONS (click arrow at left to view)

Employee

Performance Planning

#	Created	Created By	Created Date	Created Time	Last Updated	Last Updated By	Last Updated Date	Last Updated Time
1	Created		06/08/	8:52AM	Last Updated		06/08/	8:55AM

Indicate specific Key Performance Area, i.e. goal, project, committee work, day-to-day responsibility, professional development, etc.

Key Performance Area 1.

Organizational Competencies Check all that apply for success in this Key Performance Area

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Expertise                 | <input checked="" type="checkbox"/> Interaction with Others | <input type="checkbox"/> Continuous Improvement |
| <input checked="" type="checkbox"/> Customer Focus | <input type="checkbox"/> Resourcefulness and Results        | <input type="checkbox"/> Leadership             |


Key Performance Area has been updated. [Return to Performance Planning page](#) << Previous [Next](#) >>  
When finished, please select Notify Manager. [Notify Employee on the Performance Planning page](#)

When an update is made, note the Last Updated field with your name, date, and time the update was made.

When ready, click to return to Performance Planning page.

Click to navigate to the next or previous Key Performance Area.

Performance Planning / Review | Performance Planning Intro | **Employee Performance Planning**

 **Tufts**  
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**Performance Plan for Fiscal Year: 20**  
Performance Period from: 07/01/20 to 06/30/20

**Selected Employee**

Empl ID: **111111** **Return to Your Record**

Supervisor: **111111**

**Direct Reports - Click on Name to select employee**

Empl ID	Name	Job Title	
111111	<a href="#">Name</a>	Job Title	
111111	<a href="#">Name</a>	Job Title	
✓ 111111	<a href="#">Name</a>	Job Title	<b>Notify Employee</b>
111111	<a href="#">Name</a>	Job Title	

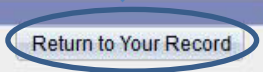
**Add a New Key Performance Area**

**View and Print Key Performance Areas** | **View and Print Change History**

**Key Performance Areas for:** **111111** **View All** 1-3 of 3

#	Created	Brief Description (click on link to view or update)
1	06/08/ 8:52AM	<a href="#">Key Performance Area 1</a>
2	06/08/ 8:52AM	<a href="#">Key Performance Area 2 description</a>
3	06/08/ 8:53AM	<a href="#">Key Performance Area 3 description</a>

Click here to return to your record.



Click Notify Employee to let them know the change was made.

