



HR Liaisons Network Meeting Agenda

DATE: December 6, 2018**ATTENDING:** HR Liaisons and HR Staff

I.	Welcome & Announcements A. Pre-Employment Process (Pre-AU) – pilot Update	Karla McCormick
II.	HRL Updates A. Reports i. Pending – working on a default pays report ii. PZRH110 – Job Change reasons by Division (added to list) B. HRL Updates i. RBD Libraries – Arlene Brown, effective 12/1/2018 ii. Website – new directory, updated list of reports iii. Next meeting – currently scheduled January 10, 2019 C. HRL Resources Advisory Council i. Meeting – November 27th ii. Topics discussed: 1. New performance review training suggestions 2. NEO Faculty Session scheduling feedback	Leanne Fuller
III.	Open Enrollment Communication A. Thanks	Patrick Johnston
IV.	Employee Relations A. Employee Appreciation Week	Sonya Dixon
V.	Payroll Updates A. Holiday deadlines B. W2s	Ashley Fetner
VI.	Compensation/Classification A. Pay Evaluator form change B. Graduate Assistants update	Shelly Murray
VII.	HRD Updates A. Spring HRD Schedule B. New Performance Management form update C. January 7 th orientation & new hire paperwork deadline	William Shannon Penny Houston
IV.	Q & A / Cookie Swap	Karla McCormick

HR Liaisons Network Meeting Minutes

December 6, 2018 – 2:45 p.m. – Auburn University Administrative Complex

I. Welcome and Announcements – Karla McCormick

- Pre-AU pilot: To date, there have been approximately 46 employees ran through the pilot
 - Employment has worked with ISS/Scott to correct the issues.
 - Arlene will continue to pilot at a department level in the Library
 - There will be an email communication to the New Employee with a CC to HRL, system Hiring Manager and the Supervisor coming soon
 - Plans are to move the pilot out more to the department level toward the end of January, 2019

II. HRL Updates – Leanne Fuller

- Reports:
 - Pending report to be developed – Default Pays/Earnings report
 - New report – PZRH110 – Job Change Reasons by Division is now available and updated on the listing found on the HRL Resources website
- HRL Change:
 - Arlene Brown is the HRL for the Library, effective 12/1/2018
- Website updates:
 - HRL Directory
 - List of reports/scripts
- Next HRL monthly meeting:
 - Currently scheduled January 10, 2019
- HRL Network Advisory Council:
 - Leanne shared that the Council met November 27th
 - Topics discussed were:
 - New performance review training suggestions – Leanne indicated that Bill will share more information later
 - NEO Faculty Session scheduling feedback – Penny Houston shared that she had taken the feedback and a meeting is scheduled with Benefits to discuss suggestions regarding the timing of the sessions

III. Open Enrollment Communications – Patrick Johnston

- Patrick thanked the HRLs in the using the tools to communicate and market the Open Enrollment period:
 - Powerpoint presented on communication summary of Open Enrollment
 - A request from the Amanda Smitherman, HRL, was to provide summary information on those that enrolled by division
 - Ann Shore indicated that they could check on that information, they were still determining how to pull reports and information from the on-line enrollment system

IV. Employee Relations – Sonya Dixon

- Dixon spoke about the Employee Appreciation Week for 2019
 - Week will be April 22 – 26, 2019

- Includes Admin-Professionals Day (April 24 – AU Student Center), Employee Recognition Program (April 25 - AUHDCC)
- Tentative Picnic – hoping to plan for a picnic (or similar event) on April 26th but will need funding/sponsorship; more information to follow as this develops
- Encouraged HRLs to consider their separate recognition programs/events to be during the same week if permitted; think about 2020 if too late to change dates for 2019
 - Seeking ideas and feedback from HRLs for April 22 and April 23 for department recognitions
 - Dixon will be sending an email for volunteers to serve on committee for planning the Employee recognition Week and for volunteers to help with the events
- Secure document upload
 - Dixon shared that the correct email to use for ER secure document upload is employeeerel@auburn.edu

V. Payroll Updates – Ann Shore

The following reminders were given to HRLs:

- W2s:
 - Shore asked for HRLs to encourage employees to update addresses in the system for W2 purposes
 - There will be a communication going out to all employees soon of reminder to update addresses and electronic W2 opt-in election
- Payroll dates:
 - Bi-weekly payroll will run December 26th
 - PLOP – will run PLOP at the same time as monthly (Dec 18) and semi-monthly (Dec 17) payroll this month
 - Deadline for leave is 12/14/2018 at 2:00pm – must be submitted and approved by this time to charge against 2018 leave balance
 - Salary supplements are paid on Friday, December 7th

VI. Compensation/Classification Updates – Shelly Murray and Julene Pugh

- Pay Evaluator:
 - Julene Pugh shared with the HRLs about a recent enhancement in the Pay Evaluator tool
 - There will be an additional tab that includes the information that is applicable for the employee personnel file
 - The “merit question” should always be marked as NO until the period between June – September 2019 when budget decisions have been made
 - The updated Pay Evaluator with new salaries will be sent out this week
 - Shelly Murray reminded the HRLs about confidential information is included in the Pay Evaluator and the tool (Excel) should not be shared with the supervisors; however, it is okay and encouraged to share the PDF document with them for discussion and signature.
- Graduate Assistants Conversion from FLSA nonexempt to FLSA exempt:– Shelly Murray and Julie Reece
 - The Graduate School communication to all affected Graduate Assistants was sent out on November 30, 2018. A copy of the email is attached for your reference.
 - Human Resources and ISS are currently testing the programmatic conversion in Banner. All is going according to plan.
 - Remember that all GAs should stop clocking at midnight on 12/31/18. Their exempt jobs will begin on 1/1/19, and they will begin to be paid monthly from then on.
 - Moving forward, the GA position description will be required in all GA new hire packets. HR will receive position description for review.

- The position description will need to be included in the new hire packet with other paperwork OR sent to Julie Reece separately if an epaf is submitted.
- GA Position Description form: [Grad Assistant PD form](#)
- HRL requested that a list of GAs involved in the conversion be sent out to them.
- Julie Reece also shared that graduate students may have an Exempt and a Nonexempt job, not to exceed a total of 50% FTE
- Graduate Assistant Job Structure chart is attached as an additional informational tool

VII. HRD Updates – William Shannon and Penny Houston

- Spring Course additions:
 - Coaching Fundamentals
 - Emotional Intelligence
 - Supervisor Basics
 - Additional wellness courses
 - Seven Habits of Highly Effective People – Dr. Witte will be instructor of this offering
- New Employee Orientation: January 7th
 - Houston reminded HRLs that an additional orientation will take place on January 7th; the deadline for new hire paperwork for attending the session will be COB on December 18th
- New Performance Review form:
 - Shannon shared the new Performance Review form Draft, summary included:
 - Optional – may use new or old form
 - Extensive training and communication will be coming
 - President’s Council provided feedback on form
 - 5 point scale on new form and modified old version of form (same as faculty)
 - There will be copy & paste needed for the Word document to enable spell check
 - Shortened, behavior section added for duties (35 defined behaviors with examples)
 - There will be a new Guide which includes handouts and on-line training
 - Can accommodate in-person training with HRLs
 - Website will be developed – FAQs, best practices, etc.; aub.ie/performance
 - Communication next week:
 - HRLs heads-up (sent 12/11/18)
 - Supervisors (sent 12/11/18)
 - i. Suggested to Incorporate language related to decision of what form to use may be made at the division leadership level

VIII. Cookie Swap

- Karla invited all in attendance to make sure to get copies before they leave; meeting adjourned at 4:45 p.m.

Auburn University Open Enrollment Communications



aub.ie/benefits

THANK YOU, HR LIAISON NETWORK!



By the Numbers

At least 15 Departments or Units shared information

Agriculture	Information Technology
Alumni Center/Development	Liberal Arts
Architecture	Libraries
Audit, Compliance, and Privacy	Nursing
Business and Finance	Outreach
Engineering	Risk Management
Facilities	Sustainability
Forestry	and others!



aub.ie/benefits

Website statistics

- 3,028 page views to aub.ie/benefits
- 1,999 unique page views
- Average time on the page: 4 ½ minutes
- Cumulative length: 13,777 minutes, or nearly 10 days!



aub.ie/benefits

Social media/print statistics



- **Facebook:** 7,274 reached; 512 likes/engagements
- **Instagram:** 1,823 reached; 146 likes/engagements
- **Most popular post:** 1,337 reached; 88 likes/engagements
- More than a dozen emails/AU News mentions



aub.ie/benefits

Other tools

- Countdown clock
- Postcards
- Posters
- Buttons



aub.ie/benefits

What worked? What didn't work?



pvj0001@auburn.edu
or 844-1604



aub.ie/benefits

A Guide to the New Performance Review Form

This is a **new, simplified alternative** to the traditional **Performance Management Planning and Review Form**. The new form reflects all of the information that was on the traditional form, but in a simplified and consolidated manner.

NEW! A 5-point rating scale applies to each *Job Duty, Responsibility, Position Goal*, or *Previously Identified Development Need*, as well as to the *Overall Rating* for the performance year.

NEW! The “**Universal Performance Dimensions**” and “**Job-Specific Competencies**” sections are **absent** on the new form. Rather than rate these factors independent of the ***Job Duty, Responsibility, Position Goal, or Previously Identified Development Need***, you should indicate one or two behaviors that have been *observed or not observed*. These factors contribute to the success or failure of achieving the four stated components.

Please use these guiding tips for the new form. If you have questions, contact Bill Shannon at 844-1602, or email wps0012@auburn.edu.


**Job Duties/Responsibilities/
Position Goals/Previously
Identified Development Need**

Sourced from position/job description, previous performance review, or assigned goal(s) or developmental needs that have been addressed during the current performance period.

“Observed Behaviors”

(Now integrated with results)

Replaces *Universal Performance Dimensions* and *Job Specific Competencies*.
Observed behavior definitions and examples by varying performance levels are available to review and/or copy and paste into the form.



AUBURN UNIVERSITY

Employee's Last Name:

Employee's First Name:

Banner ID:

Job Title:

Review Period: June 1, 2018 - May 31, 2019

Department:

Division Code:

Is Job in a Job Family?

Performance Review Form

Job Duties / Responsibilities / Position Goals / Previously Identified Development Needs

Setting expectations:

- List as few as five and up to ten job duties, responsibilities, position goals, or previously identified development needs.

Conducting the review:

Add comments on how well the employee performed these pre-established expectations. Add one to three observed behaviors, present or absent, that contributed to the resulting outcome. For suggestions, visit the [Observed Behaviors](#) website.

- Add any development opportunities to optimize output for the upcoming year.
- Finally, rate each pre-established expectation.

5 Exemplary:	Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.	1 Unacceptable	2 Marginal	3 Meets Expectations	4 Exceeds Expectations	5 Exemplary
Expectations:	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
Expectations:	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
	Performance meets some, but not all of the expectations for this job duty/ responsibility/position goal/ previously identified development need.					
	Performance consistently fails to meet the minimum expectations for this job					

New 5-Point Rating Scale

performance”

ntly superior and significantly exceeds expectations.

nance-oriented” culture, 5 to 7 percent of employees will be performing at this overall rating level.

performance”

exceeds expectations.

nance-oriented” culture, 30 to 35 percent of employees will be performing at this overall rating level.

formance”

y meets expectations.

very good rating.

nance-oriented” culture, 50 to 60 percent of employees will be performing at this overall rating level.

rmance”

e, but not all of the expectations.

nance-oriented” culture, 4 to 5 percent of employees will be performing at this overall rating level.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



AUBURN UNIVERSITY

5 Exemplary:	Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
4 Exceeds Expectations:	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
3 Meets Expectations:	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
2 Marginal:	Performance meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
1 Unacceptable:	Performance consistently falls below the expectations for this job duty/responsibility/position goal/previously identified development need.					

Performance Rating "Check-box"

Supervisor's Performance Rating for each duty/responsibility/position goal/previously identified development need.

"How well was this performed?"

Supervisor's assessment and commentary on how well the employee fulfilled this requirement during the Performance Period.

"Behaviors Observed"

Replaces the *Universal Performance Dimensions* and *Job Specific Competencies* by integrating what behaviors were observed being demonstrated, or not demonstrated, that contributed to the employee's resulting performance outcome for this requirement, into the supervisor's comments. [Observed behavior definitions and examples](#) by varying performance levels are available to review and/or copy and paste into the form.

"Performance Development for 2019-2020"

Supervisor's identification of required areas for improvement or development in the areas of knowledge, skills, and/or behaviors that would directly support or enhance the employee's future successful performance outcome for this Job Duty, Responsibility, Position Goal, or Previously Identified Development Need.

Job Duty, Responsibility, Position Goal, and Previously Identified Development Need

See [Appendix](#) for four examples of the subsections completed for four different jobs. They represent examples of a 1) job duty, 2) responsibility, 3) position goal, and a 4) previously identified development need. Each Duty/etc. is rated using the new 5-point scale. Each of the following requested content is completed:

Job duty/Responsibility/Position goal/Previously identified development need:

- How well was this performed?
- Behaviors Observed:
- Performance Development for 2019-2020:



Performance Summary (attach additional pages as necessary)

5 Exemplary:	Performance is consistently superior and significantly exceeds job duties/responsibilities/position goals.	1 Unacceptable	2 Marginal	3 Meets	4 Exceeds	5 Exemplary
4 Exceeds Expectations:	Performance frequently exceeds job duties/responsibilities/position goals					
3 Meets Expectations:	Performance consistently meets job duties/responsibilities/position goals					
2 Marginal:	Performance meets some, but not all job duties/responsibilities/position goals.					
1 Unacceptable:	Performance consistently fails to meet minimum job duties/responsibilities/position goals.					
What is the overall rating for the year?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Supervisor Comments:						
• Employee Comments:						

“Employee Comments”

Employee is encouraged to comment as they see appropriate. However, it is not required for the employee to comment on the review form.

“What is the overall rating for the year?”

Supervisor checks (x) the performance rating that appropriately represents the employees “overall” performance outcomes/results for the Performance Period. Summary comments are added as appropriate.

Planning Document Created:

Supervisor Signature: _____

Employee Signature: _____

“Supervisor’s Signature” and “Reviewing Supervisor’s Signature”

Prior to the performance discussion with the employee, the supervisor signs the form and submits the form to their supervisor (Manager) for review and signature.

Performance Review Approval Signatures:

Supervisor Name: _____

Supervisor Signature: _____

Manager (Second Level Review) Signature: _____ Date: _____

“Employee Signature”

It is not required for the employee to sign the review form. Should the employee refuse to sign, the Supervisor notates that fact on the “Employee’s Signature” line, initialing, and dating the note.

Performance Review Conducted:

Employee’s Signature: _____ Date: _____

This annual performance review will become final when you and your supervisor discussed this document and you are in agreement with this performance review.

HR Liaison Validation: _____ Date: _____

HR Liaison reviews, validates completeness and accuracy, and checks the “Check to Validate” box with date.



See the **Appendix** on the next page for examples of completed Job Duty, Responsibility, Position Goal, and Previously Identified Development Need.

APPENDIX

Examples for Job Duty, Responsibility, Position Goal, and Previously Identified Development Need

Example 1: Technician, Print Shop (Job Duty at “3 – Meets Expectations”)

5. Job duty/Responsibility/Position goal/Previously Identified development need: Designs, proofreads, and delivers printed materials for customers on campus on time and without errors.

- **How well was this performed?** Chris met every deadline, in some cases delivering materials ahead of schedule. No items were returned for errors or quality issues.
- **Behaviors Observed:** Accountable for Results: Chris demonstrated clear standards for quality results; maintains timeliness and quality.
- **Performance Development for 2019-2020:** None required for this duty.

Example 2: Administrator, Program (Responsibility at “2 – Marginal”)

6. Job duty/Responsibility/Position goal/Previously Identified development need: Maintains files and records in compliance with government and University policies, processing and routing all academic forms and student documents, managing databases in various technological platforms.

- **How well was this performed?** Pat has missed several deadlines and needed assistance from several colleagues to keep accurate documents and database integrity.
- **Behaviors Observed:** Individual Efficiency: Pat has been regularly inconsistent in assuring data integrity, as well as providing timely and accurate information upon request.
- **Performance Development for 2019-2020:** In order to improve performance in the coming period, Pat must complete a time management course by mid-performance period, as well as a data integrity course by the end of the performance period.

Example 3: Administrator, Contracts (Previously identified development need at “4 – Exceeds Expectations”)

5. Job duty/Responsibility/Position goal/Previously Identified development need: For this review year, Taylor needed to improve efficiency in processing subcontract invoices for payment and ensure that correct accounting and contractual elements are consistently in place.

- **How well was this performed?** As a previously identified development need, Taylor showed dedicated and focused improvement in this area. Taylor took several classes to improve financial and contact software skills, and organized and created materials for three lunchtime learning sessions to share key learnings to members of the department. Taylor not only improved individual efficiency, but colleagues in the department look to Taylor for guidance and coaching.
- **Behaviors Observed:** Technical/Professional Knowledge: Taylor now has the technical and professional knowledge to do the job at a high level of accomplishment and is knowledgeable in the best practices in the department or function. Taylor is willing and able to learn new skills and knowledge.
- **Performance Development for 2019-2020:** Given a willingness to improve, Taylor will complete beginning and advanced training in SharePoint and Box by February to report to the leadership team on feasibility of adoption in the department.

Example 4: Coordinator, Grants and Contracts (Position Goal at “5 – Exemplary”)

5. Job duty/Responsibility/Position goal/Previously Identified development need: Lead Grant Monitoring Report project from inception to approval, providing recommended solutions, technologies, and operational efficiencies to ensure quality improvement and labor savings.

- **How well was this performed?** For this position goal, Mo exceeded every expectation of the deans and departmental leadership. The report’s recommendation saved over \$70,000. Time from application to approval decreased 30 percent and is continuing to trend downward as more administrators are trained. All this was done without additional technology investment as Mo created database shortcuts using our current system.
- **Behaviors Observed:** Planning and Organization: Mo spent necessary time to properly plan and organize this project. He developed strategies to complete work by actively spending time understanding and analyzing group processes, and expertly marshalling resources to get information and staff he needed to complete and exceed the desired outcomes.
- **Performance Development for 2019-2020:** Mo will attend Project Management Phase 2 in order to achieve the International Project Manager Professional Designation.



AUBURN UNIVERSITY

Employee's Last Name:

Employee's First Name:

Banner ID:

Job Title:

Review Period: June 1, 2018 - May 31, 2019

Department:

Division Code:

Is Job in a Job Family?

Performance Review Form

Job Duties / Responsibilities / Position Goals / Previously Identified Development Needs

Setting expectations:

- List as few as five and up to ten job duties, responsibilities, position goals, or previously identified development needs.

Conducting the review:

- Add comments on how well the employee performed these pre-established expectations.
- Identify one to three observed behaviors, present or absent, that contributed to the resulting outcome. For suggestions, visit the [Observed Behaviors](#) website.
- Add any development opportunities to optimize output for the upcoming year.
- Finally, rate each pre-established expectation.

5 Exemplary:	Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.	1 Unacceptable	2 Marginal	3 Meets Expectations	4 Exceeds Expectations	5 Exemplary
4 Exceeds Expectations:	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
3 Meets Expectations:	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
2 Marginal:	Performance meets some, but not all of the expectations for this job duty/ responsibility/position goal/ previously identified development need.					
1 Unacceptable:	Performance consistently fails to meet the minimum expectations for this job duty/responsibility/position goal/ previously identified development need.					
1. Job duty/Responsibility/Position goal/Previously identified development need:						
<ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Job duty/Responsibility/Position goal/Previously identified development need:						
<ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Job duty/Responsibility/Position goal/Previously identified development need:						
<ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





AUBURN UNIVERSITY

5 Exemplary:	Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.	1 Unacceptable	2 Marginal	3 Meets Expectations	4 Exceeds Expectations	5 Exemplary
4 Exceeds Expectations:	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
3 Meets Expectations:	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
2 Marginal:	Performance meets some, but not all of the expectations for this job duty/ responsibility/position goal/ previously identified development need.					
1 Unacceptable:	Performance consistently fails to meet the minimum expectations for this job duty/responsibility/position goal/ previously identified development need.					
4. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						
5. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						
6. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						
7. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						
8. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						
9. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						
10. Job duty/Responsibility/Position goal/Previously identified development need:						
• How well was this performed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:						
• Performance Development for 2019-2020:						

Performance Summary (attach additional pages as necessary)

5 Exemplary:	Performance is consistently superior and significantly exceeds job duties/responsibilities/position goals.	1 Unacceptable 2 Marginal 3 Meets 4 Exceeds 5 Exemplary
4 Exceeds Expectations:	Performance frequently exceeds job duties/responsibilities/position goals	
3 Meets Expectations:	Performance consistently meets job duties/responsibilities/position goals	
2 Marginal:	Performance meets some, but not all job duties/responsibilities/position goals.	
1 Unacceptable:	Performance consistently fails to meet minimum job duties/responsibilities/position goals.	
What is the overall rating for the year? <ul style="list-style-type: none"> <i>Supervisor Comments:</i> <i>Employee Comments:</i> 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Planning Document Created:

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Performance Review Approval Signatures:

Supervisor Name: _____ Banner ID: _____

Supervisor Signature: _____ Date: _____

Manager (Second Level Review) Signature: _____ Date: _____

Performance Review Conducted:

Employee's Signature: _____ Date: _____

This annual performance review will become part of your personnel file. Your signature above indicates that you and your supervisor discussed this document. Your signature above does not necessarily mean that you are in agreement with this performance review.

HR Liaison Validation:

Check to Validate: ☐

Date: _____

Graduate Assistant Job Structure

PROPOSED STUDENT JOB STRUCTURE (EFF. 1/1/19)							ePAF Options		
Job Title	PCLS	ECLS	Pay Cycle	FLSA	Position #	Assistantship / Graduate Fringe Applies?	Create a New Job	Add a Job	Rate, timesheet org, FTE changes
Graduate Teaching Assistant	GRADT	GA	Monthly	Exempt	GT----	Yes	NJGA	ADJGA	RTCHGA
Graduate Research Assistant	GRADR	GA	Monthly	Exempt	GR----	Yes			
Graduate Assistant-Exempt	GRADA	GA	Monthly	Exempt	GA----	Yes			
Graduate Extension Assistant	GRADE	GS	Bi-Weekly	Nonexempt	GE----	Yes	NJGB	ADJGB	RTCGBS
Graduate Student Workers	GRADB	ST	Bi-Weekly	Nonexempt	GB----	No	NJGB	ADJGB	RTCGBS
Undergrad Student Workers	UGRAD	ST	Bi-Weekly	Nonexempt	ST----	N/A	NJST	ADJBPT	RTCSTU
Graduate Assistant-Nonexempt	GRADN	GS	Bi-Weekly	Nonexempt	GN----	Yes	NJGN	ADJGN	RTCHGN

EFFECTIVE DATE GUIDANCE	
GRADR, GRADE & GRADA	Determined by the department and may be any date within the semester
GRADT	Should follow the academic calendar (i.e., 8/16 - 12/31) but no sooner than the day after the previous semester's graduation
UGRAD, GRADB & GRADN	Determined by the department and may be any pay period begin date (follows when the employee starts work) within the semester
New GRADRs	If 1st semester, cannot begin before classes begin
*GRADR, GRADE & GRADA	If returning after undergraduate graduation, may start 5 days prior to first date of classes
*GRADT	If returning after undergraduate graduation, should start on the first day of semester
<i>Background checks must be completed prior to hire and follow Graduate Student Background Check Policy International students - end date must be no later than the graduation date.</i>	

last updated: 12/11/18