



PERFORMANCE ACHIEVEMENT SYSTEM (PAS) QUICK NAVIGATION SUMMARY

<http://gsunet.gram.edu/hr/pes.php>

The Office of Human Resources (HR) announces the launch of the online Performance Achievement System (PAS). The Performance Achievement System is an online Planning and Evaluative tool for Faculty & Staff that will be utilized to complete the annual Planning and Evaluations moving forward. While training will be on-going, in brief, performance achievement conceptually defines a process of measuring employee performance throughout the year, rather than only at the annual appraisal. This process ties employee performance to the progress of strategic initiatives (i.e. increases in enrollment, increased online academic programs, new academic programs, online registration, digital library and learning commons, online personnel action forms, online employee onboarding, employee wellness and work-life balance, online classified payroll process, awards and recognition, improved grounds and custodial services, strengthened campus security, expanded student services).

As we continue into the 2017-18 academic year, HR will be training university supervisors, staff, and faculty in the utilization of the Performance Achievement System. Future communications regarding updates and additional training courses and resources will be sent out to the campus and on the PAS Webpage. We look forward to an engaging year of improved communication, performance and enjoyment as we continue to prepare our students for a successful future.

DEFINITIONS FOR THE PERFORMANCE ACHIEVEMENT SYSTEM

Employee--Everyone will have the status of “Employee” in the Performance Achievement System. All employees will have a Planning Session Completed by November 30, 2017.

Supervisor—Usually refers to a Department Head—The person responsible for ensuring the execution of the day-to-day operations of a department. The Supervisor shall complete the “Plan” and “Evaluation” for persons within the department.

Second Level Supervisor—Usually refers to a Vice President—The person responsible for the ensuring the execution of the Division Mission and Goals by the Supervisors within the division.

FOUR STEP PLANNING PROCESS

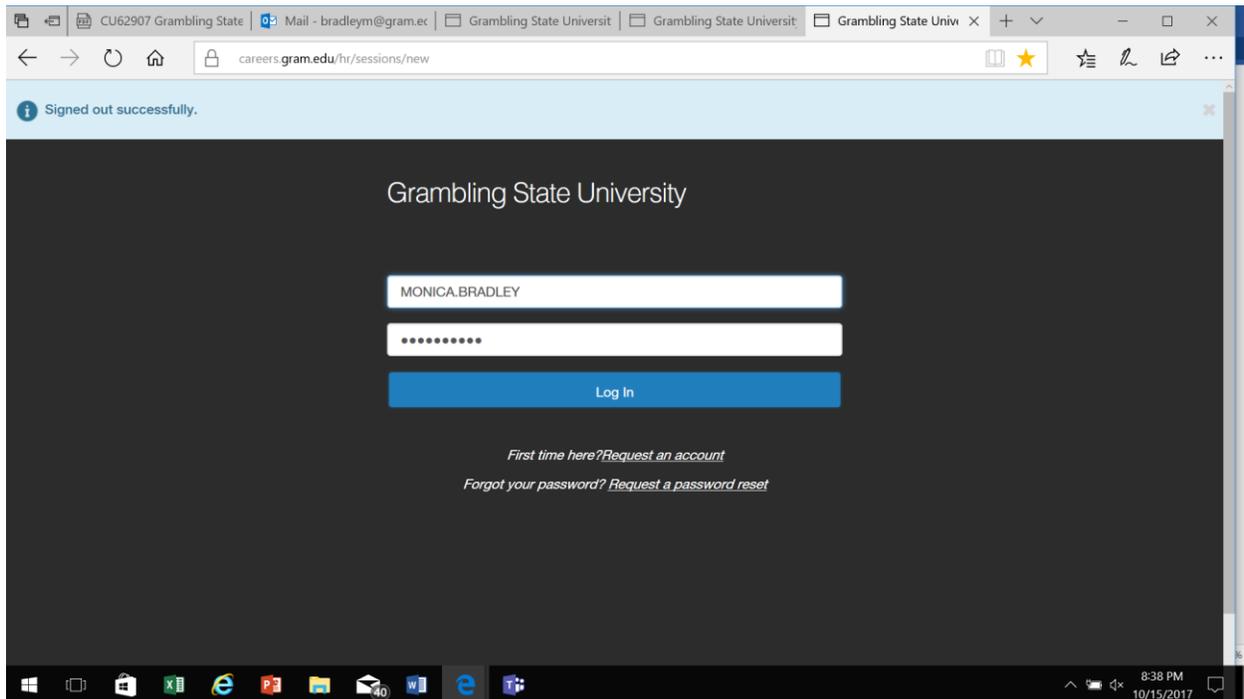
- Step 1. The Supervisor prepares Work Expectations based on the Division Goals for the year (The Plan)
- Step 2. The Supervisor submits and discusses the Plans to their Supervisor (Second Level) for Approval and Execution.
- Step 3. The Supervisor meets with the Employees to discuss the Work Expectations with schedules and timelines.
- Step 4: The Employees Implement the Plan and the Supervisor Monitors the Plan (Implements a Performance Development Tool, if necessary)

FOUR STEP EVALUATION PROCESS

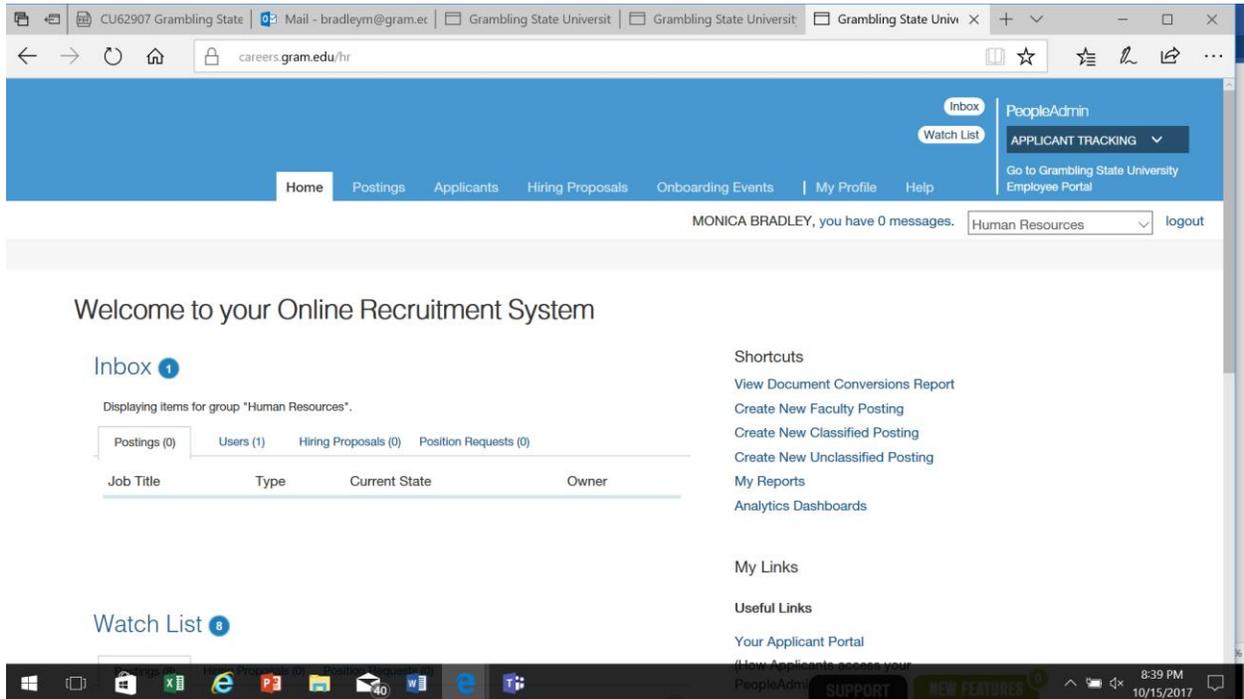
- Step 1: The Supervisor prepares the Evaluations based on the Plan
- Step 2: The Supervisor submits the Evaluations to his Supervisor (Second Level) for review and approval.
- Step 3: The Supervisor meets with the Second Level Supervisor to discuss the Achievements and Expectations not achieved, if any. (Rewards and Consequences)
- Step 4: The Supervisor schedules a meeting with the Employees in the Department to discuss the Achievements and Expectations not achieved, if any. (Rewards and Consequences)

Login to the Performance Achievement Portal for Planning

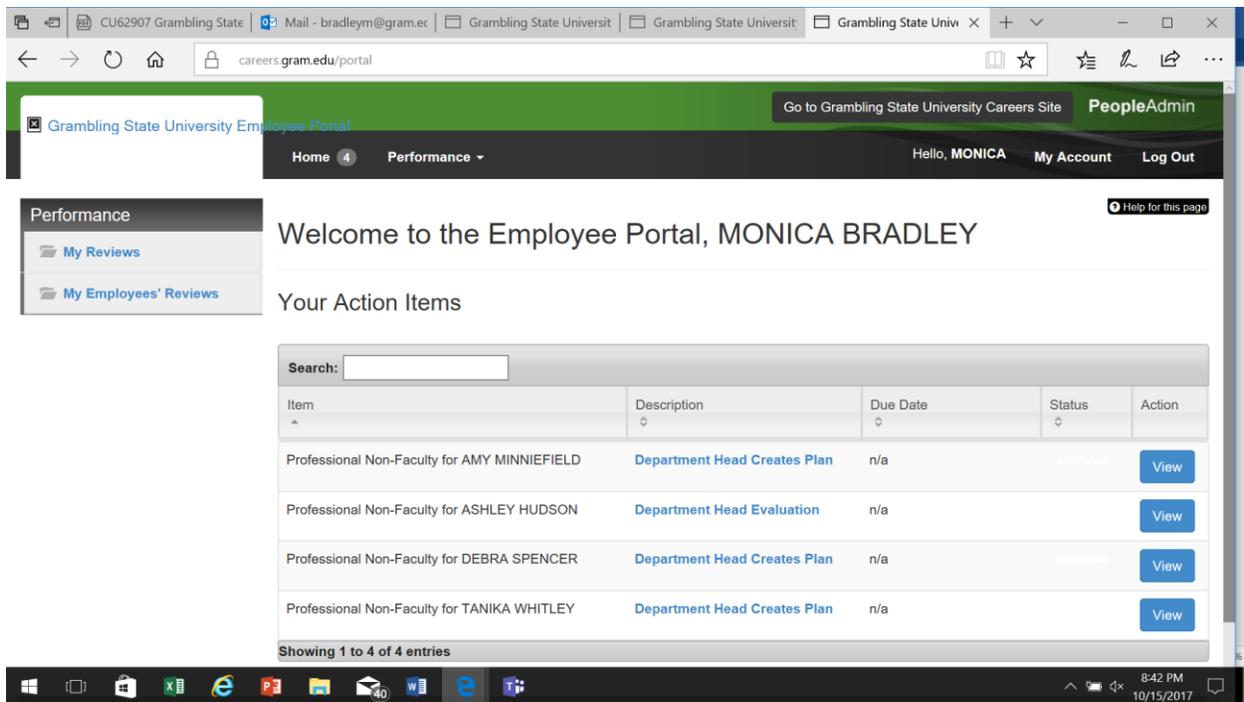
<https://gram-sb.peopleadmin.com/portal>



Click on “Go To Grambling State University Employee Portal” at the top right hand of the screen



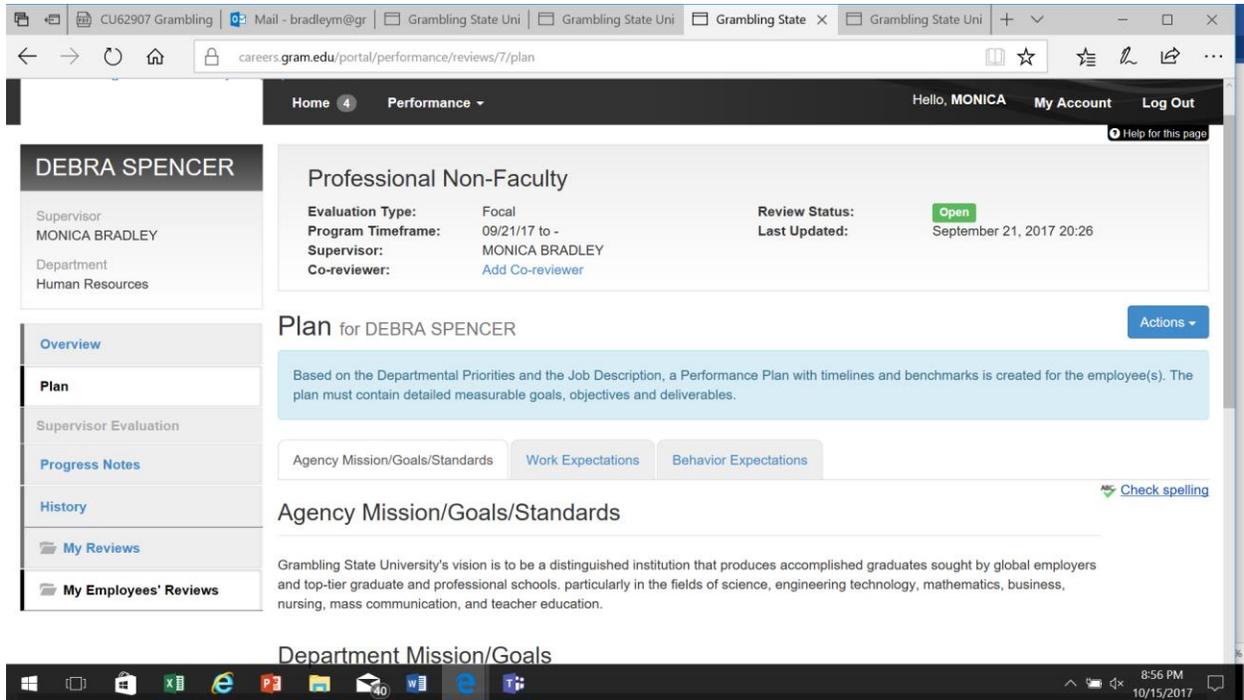
You will begin your online Planning Process for the employees in the department. Refer to the job descriptions and the Mission Statement/Goals for your department.



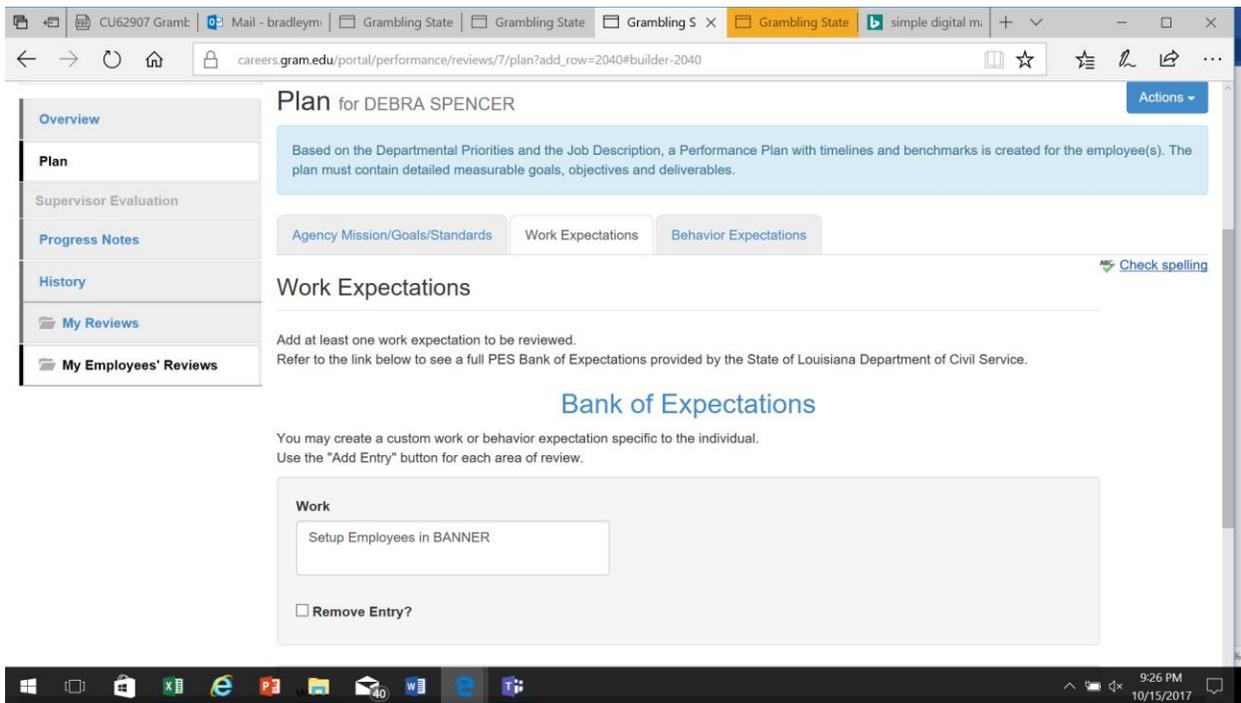
Your Action Items: This is where any activity needing to be completed by the employee will show. If the employee has nothing currently assigned to them this view will be blank, letting the employee know

they have nothing due at that time. However, each time something is assigned to them, they will receive an email notification and that item will show here for them to complete.

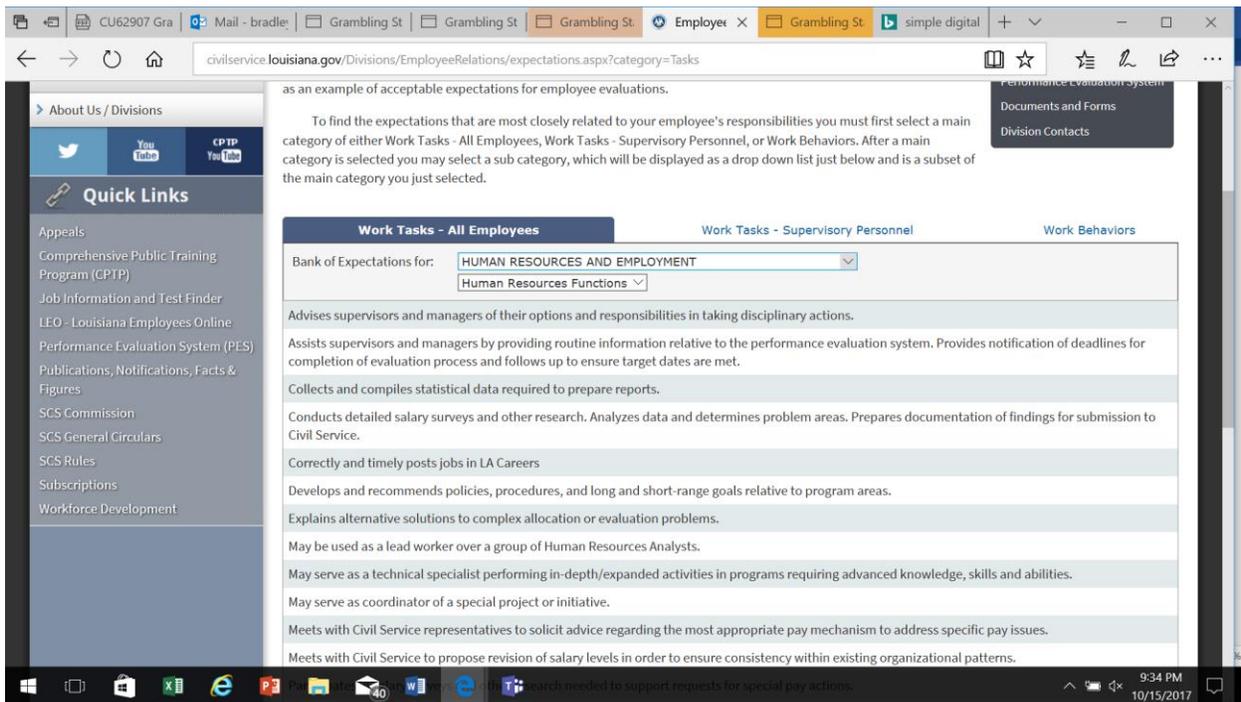
You shall begin the process by writing your departments mission and goals. Review the employee’s job description to determine if updates or revisions are required to align with current Division Goals.



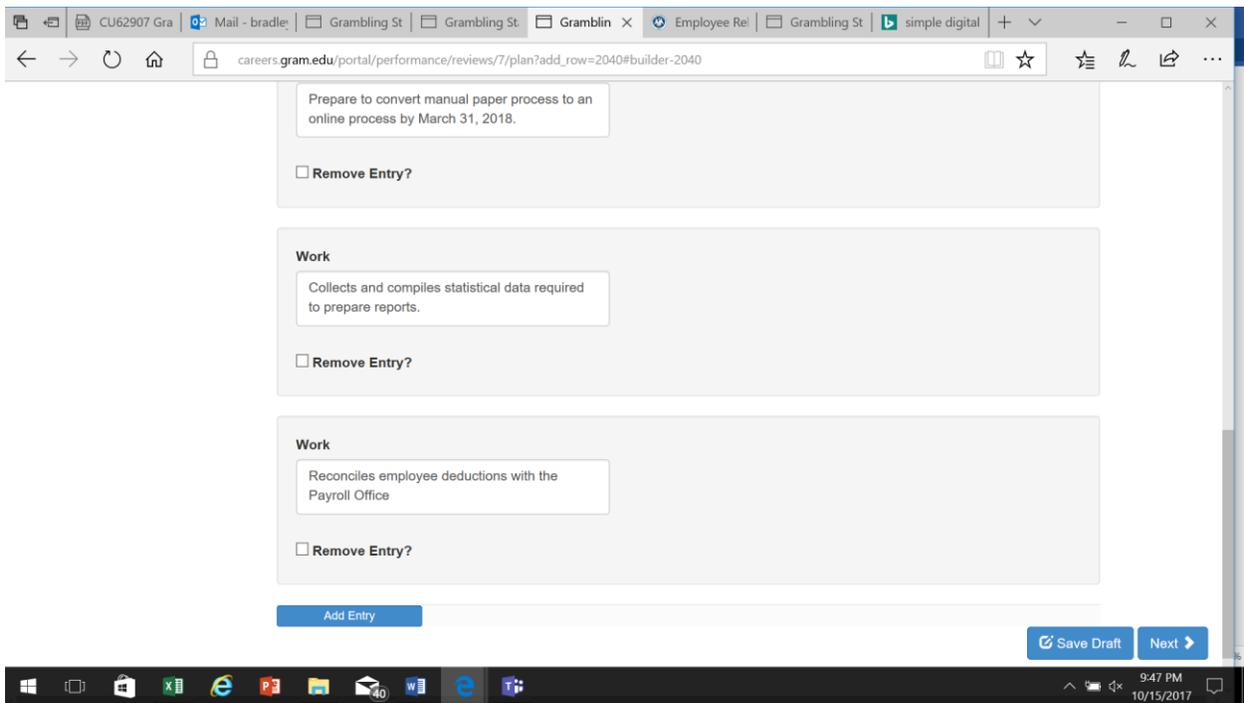
Based on the Departmental Priorities and the Job Description, a Performance Plan with timelines and benchmarks is created for the employee(s). The plan must contain detailed measurable goals, objectives and deliverables. List the duties and responsibilities that are “Primary” to the position in the Work and Behavior Expectations Tab.



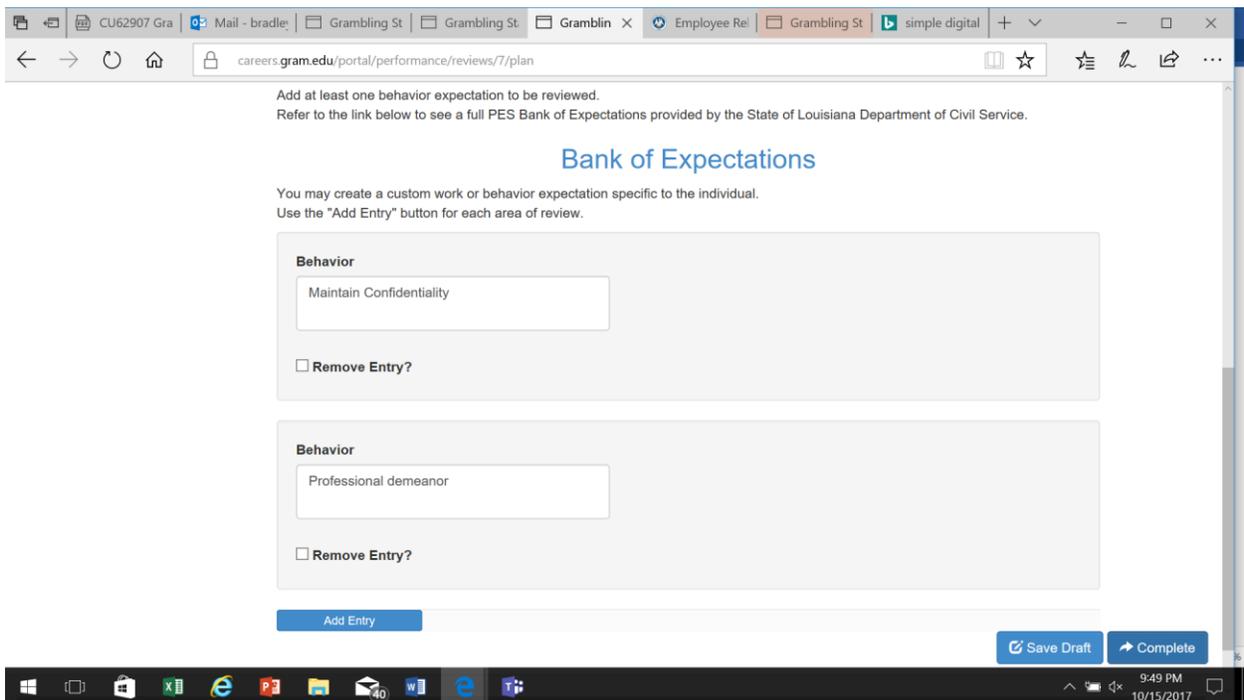
Supervisors may use the Bank of Expectations or the Job Description to enter the “Work and Behavior Expectations” for the Employees. If you click on the hyperlink, “Bank of Expectations”, you will be redirected to the state site where you can copy and paste the “Work” Expectations into the “Plan”.



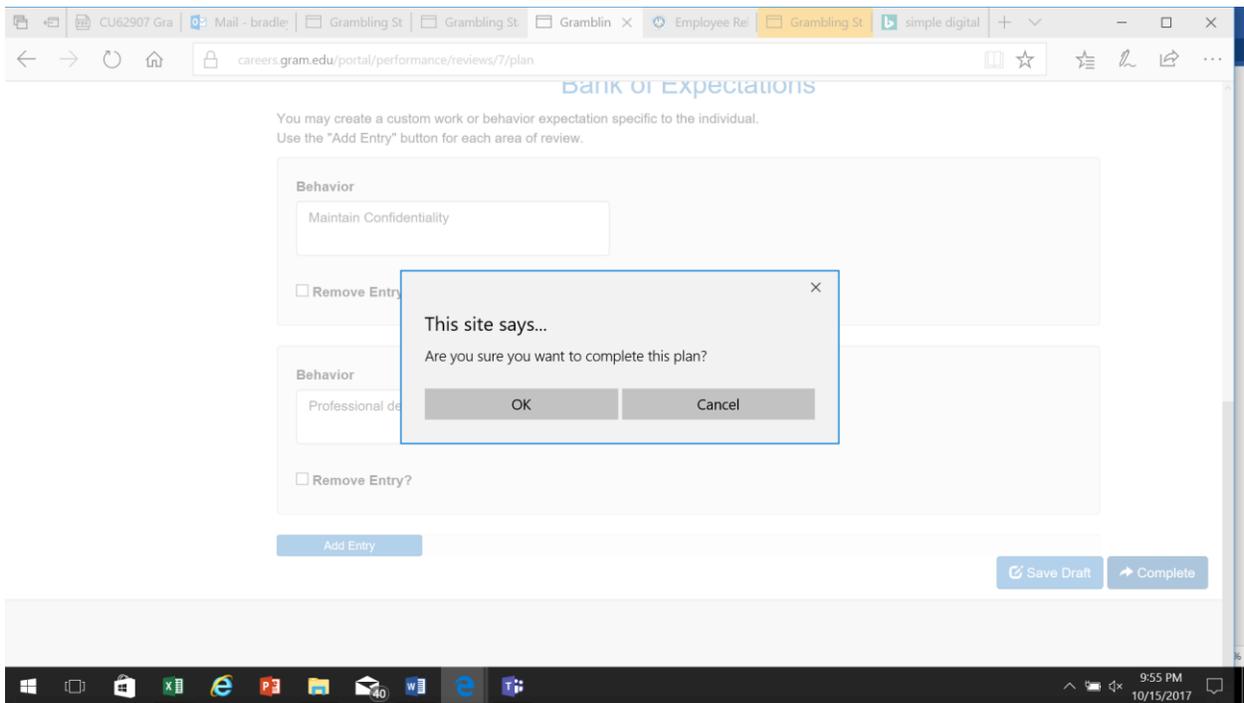
Work Expectations can be cut and pasted into the Plan Document as seen below



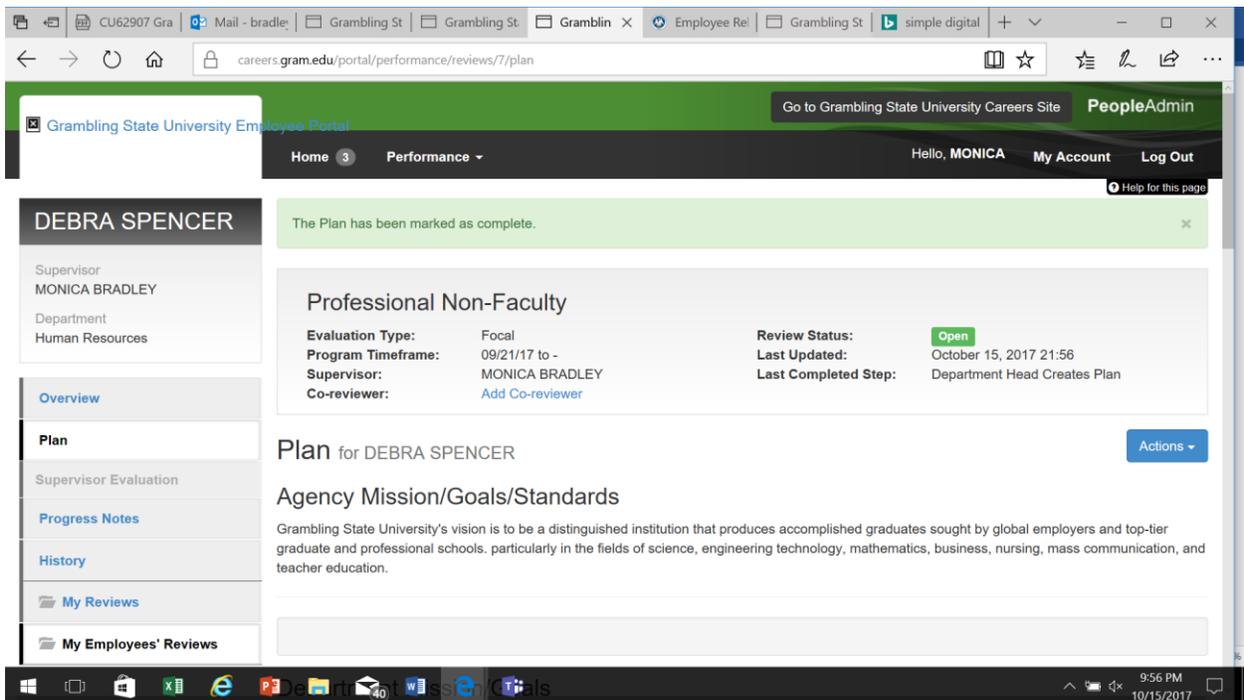
Once the Work and Behavior Expectations are complete, click on the “Complete” button at the bottom of the screen.



The Supervisor should ensure that the Plan is accurate before the “Complete” button is clicked.



When the Supervisor completes the Plans for the department, they shall arrange a meeting with their supervisor (Second Level) to Review and Approve the Plans for the department. See below the Plan has been marked as complete.



When the Second Level Supervisor reviews the Plan, they may “Return” or “Approve” the Plan. If the Plan is “Returned”, by the Second Level Supervisor, the Supervisor must resolve the “Comments” and resubmit the “Plan” for approval.

Grambling State University Employee Portal

Go to Grambling State University Careers Site PeopleAdmin

Home Performance Hello, MONICA My Account Log Out

DEBRA SPENCER

Supervisor: MONICA BRADLEY
Department: Human Resources

Professional Non-Faculty

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Supervisor: MONICA BRADLEY
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: October 15, 2017 23:10
Last Completed Step: VP Approval of Plan/Dept Head Discussion

Plan for DEBRA SPENCER

Based on the Departmental Priorities and the Job Description, a Performance Plan with timelines and benchmarks is created for the employee(s). The plan must contain detailed measurable goals, objectives and deliverables.

Approver comments from MARTIN LEMELLE

Review the third Work Expectation. It has been eliminated due to technology upgrades.

Agency Mission/Goals/Standards Work Expectations Behavior Expectations

The Plan is reviewed by the Second Level Supervisor and Returned to the Supervisor with Comments. The Plan cannot move forward to the employee until the comment is resolved and returned to the Second Level Supervisor for Approval. The Plan below is “Returned to the Supervisor for revisions.

Grambling State University Employee Portal

Go to Grambling State University Careers Site PeopleAdmin

Home Performance Hello, MARTIN My Account Log Out

DEBRA SPENCER

Supervisor: MONICA BRADLEY
Department: Human Resources

Professional Non-Faculty

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Supervisor: MONICA BRADLEY
Co-reviewer: N/A

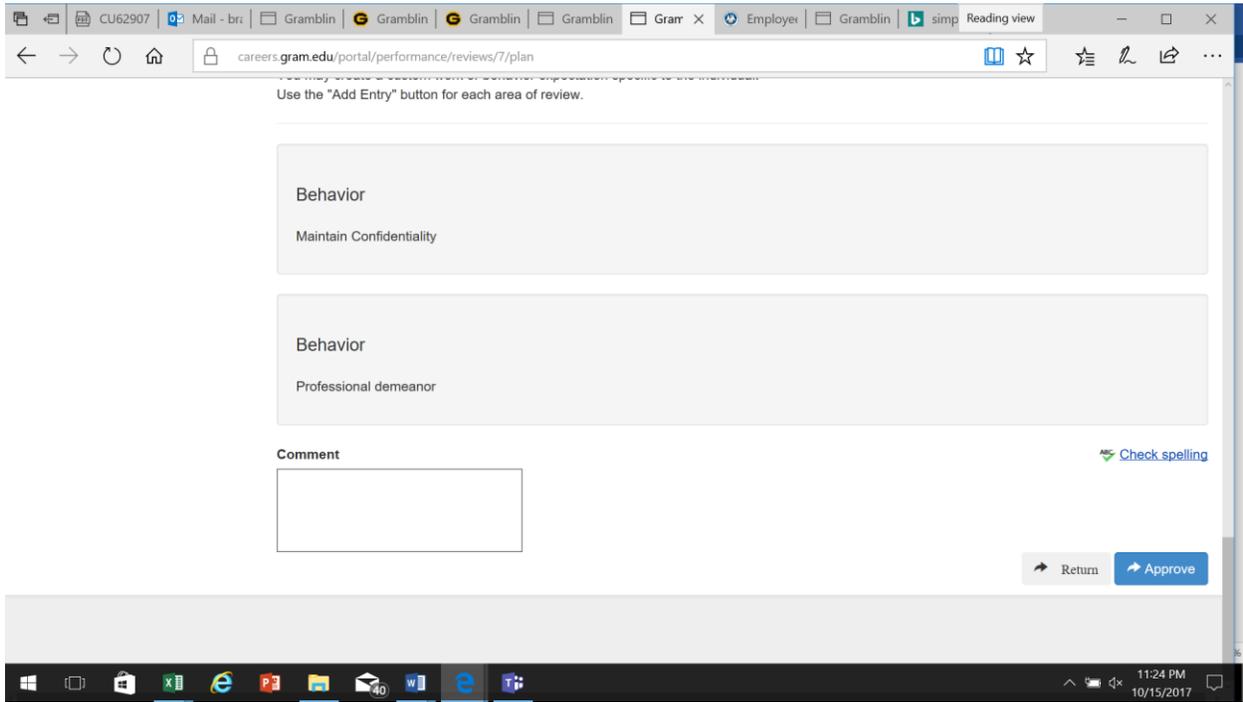
Review Status: Open
Last Updated: October 15, 2017 21:56
Last Completed Step: Department Head Creates Plan

Plan for DEBRA SPENCER

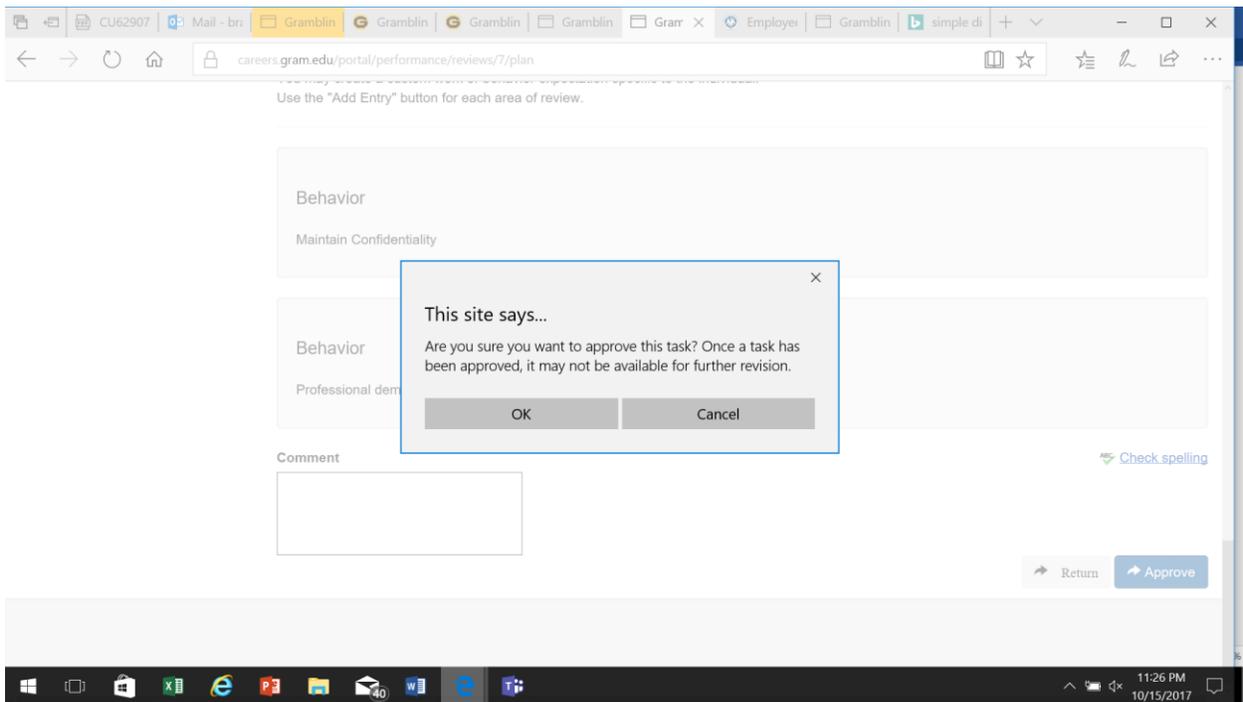
Schedule an online or face-to-face meeting with your VP or Supervisor once the Performance Plan is complete. Your Supervisor or VP will ensure that your goals and objectives are in alignment with the Division Priorities. Based on Division Priorities the Performance Plan the VP or Supervisor may recommend changes to the Performance Plan. The Plan will be monitored throughout the year and if necessary, the "Performance Development Tool" will be initiated if objectives and timelines are not achieved.

Agency Mission/Goals/Standards

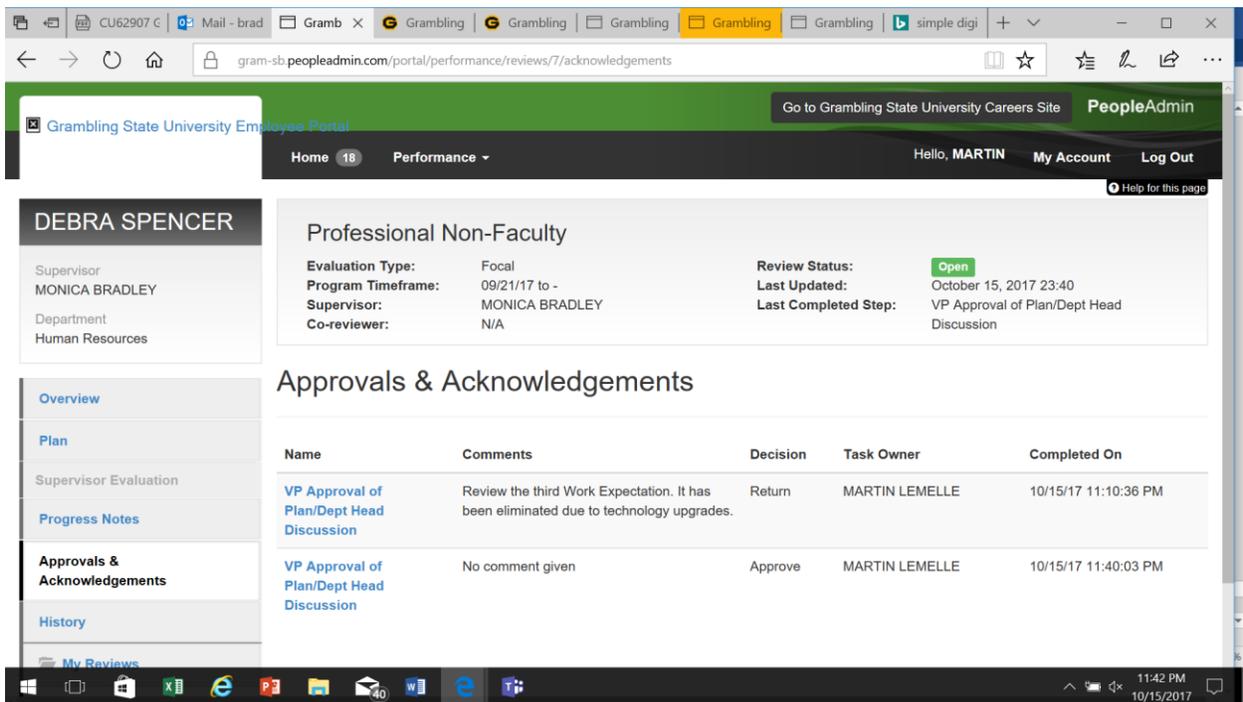
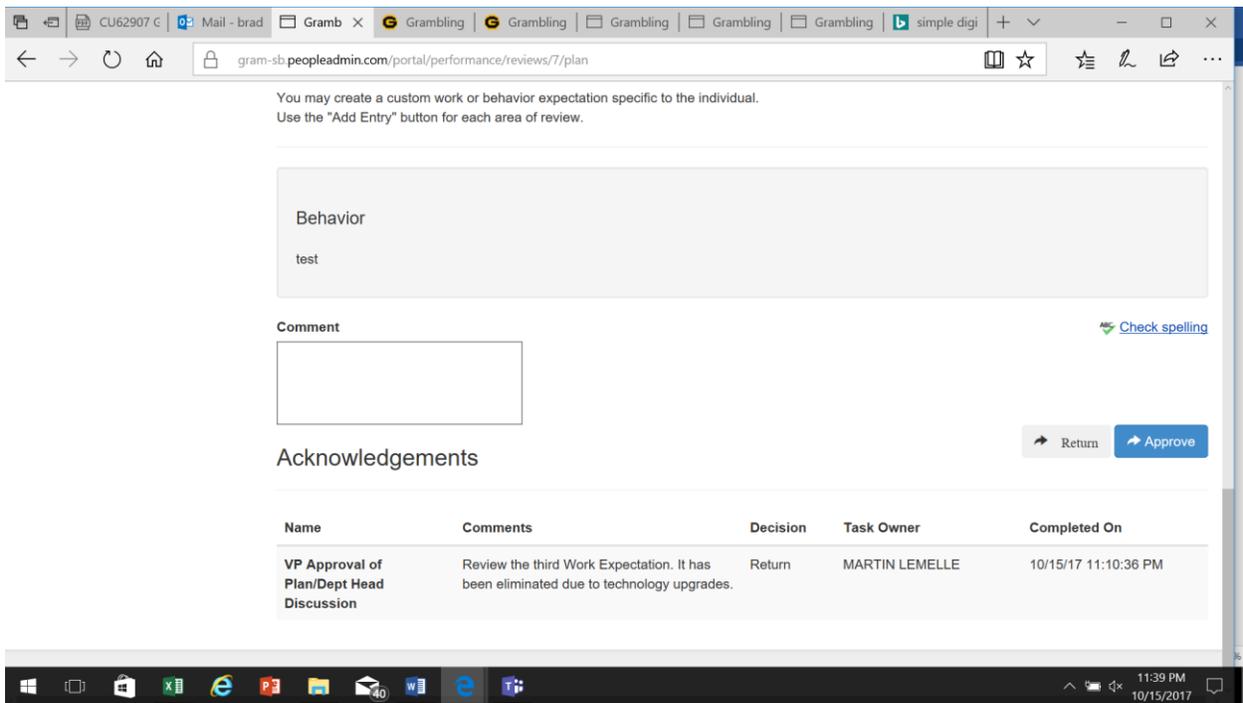
Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools. particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.



Revisions are made to the Plan by the Supervisor and returned to the Second Level Supervisor for Approval. After the discussion of the Second Level Supervisor Approves the Plan.



The Second Level Supervisor reviews the second submission and Approves the Plan.



When the Plan has been approved by the Second Level Supervisor a meeting can be scheduled by the Supervisor with the employee to discuss the implementation of the Plan.

The screenshot shows the Grambling State University Employee Portal. The user is logged in as MONICA BRADLEY. The main heading is "Welcome to the Employee Portal, MONICA BRADLEY". Under "Your Action Items", there is a table with 3 entries. The first entry is "Department Head Creates Plan" for AMY MINNIEFIELD. The second is "Department Head Evaluation" for ASHLEY HUDSON. The third is "Set Planning Meeting with Employee" for DEBRA SPENCER. Each entry has a "View" button. The status for all items is "Approved".

Item	Description	Due Date	Status	Action
Professional Non-Faculty for AMY MINNIEFIELD	Department Head Creates Plan	n/a	Approved	View
Professional Non-Faculty for ASHLEY HUDSON	Department Head Evaluation	n/a	Approved	View
Professional Non-Faculty for DEBRA SPENCER	Set Planning Meeting with Employee	n/a	Approved	View

Showing 1 to 3 of 3 entries

Mrs. Spencer can see her Plan and prepare for the discussion.

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gram-sb.peopleadmin.com/portal

Go to Grambling State University Careers Site **PeopleAdmin**

Grambling State University Employee Portal

Home 1 Performance ▾ Hello, DEBRA My Account Log Out

Performance

My Reviews

Welcome to the Employee Portal, DEBRA SPENCER

Your Action Items

Search:

Item	Description	Due Date	Status	Action
Professional Non-Faculty for DEBRA SPENCER	Employee Acknowledges the Plan	n/a	Open	View

Showing 1 to 1 of 1 entries

Windows Taskbar: 11:48 PM 10/15/2017

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Go to Grambling State University Careers Site **PeopleAdmin**

Home 3 Performance ▾ Hello, MONICA My Account Log Out

DEBRA SPENCER

Supervisor: MONICA BRADLEY
Department: Human Resources

Professional Non-Faculty

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Supervisor: MONICA BRADLEY
Co-reviewer: [Add Co-reviewer](#)

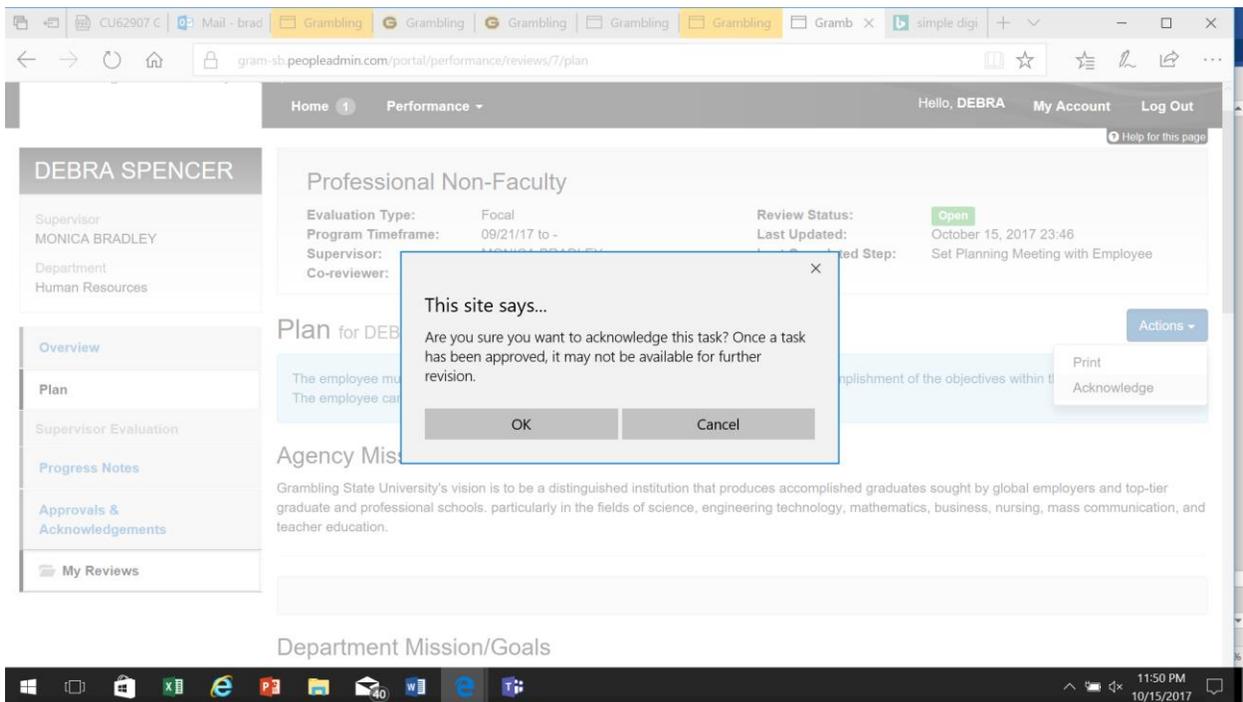
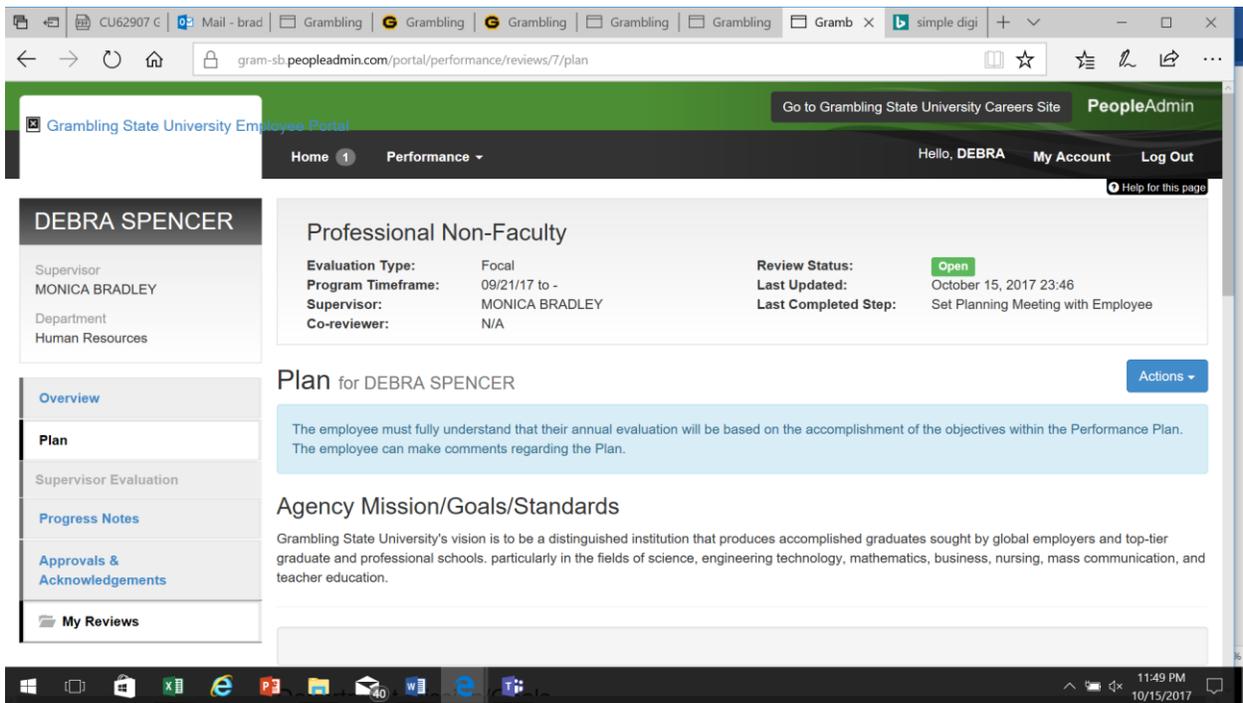
Review Status: Open
Last Updated: October 15, 2017 23:40
Last Completed Step: VP Approval of Plan/Dept Head Discussion

Set Planning Meeting with Employee

Schedule a face-to-face meeting with the employee. Discuss the Departmental Goals/Priorities which are linked to the Job Description. Discuss in detail the Plan to include timelines, benchmarks and deliverables.

[Complete](#)

Windows Taskbar: 11:46 PM 10/15/2017



Behavior Expectations

Add at least one behavior expectation to be reviewed.
Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

Bank of Expectations

You may create a custom work or behavior expectation specific to the individual.
Use the "Add Entry" button for each area of review.

Behavior

test

Comment

[Check spelling](#)

[Acknowledge](#)

11:51 PM 10/15/2017

Behavior Expectations

Add at least one behavior expectation to be reviewed.
Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

Bank of Expectations

You may create a custom work or behavior expectation specific to the individual.
Use the "Add Entry" button for each area of review.

Behavior

test

Comment

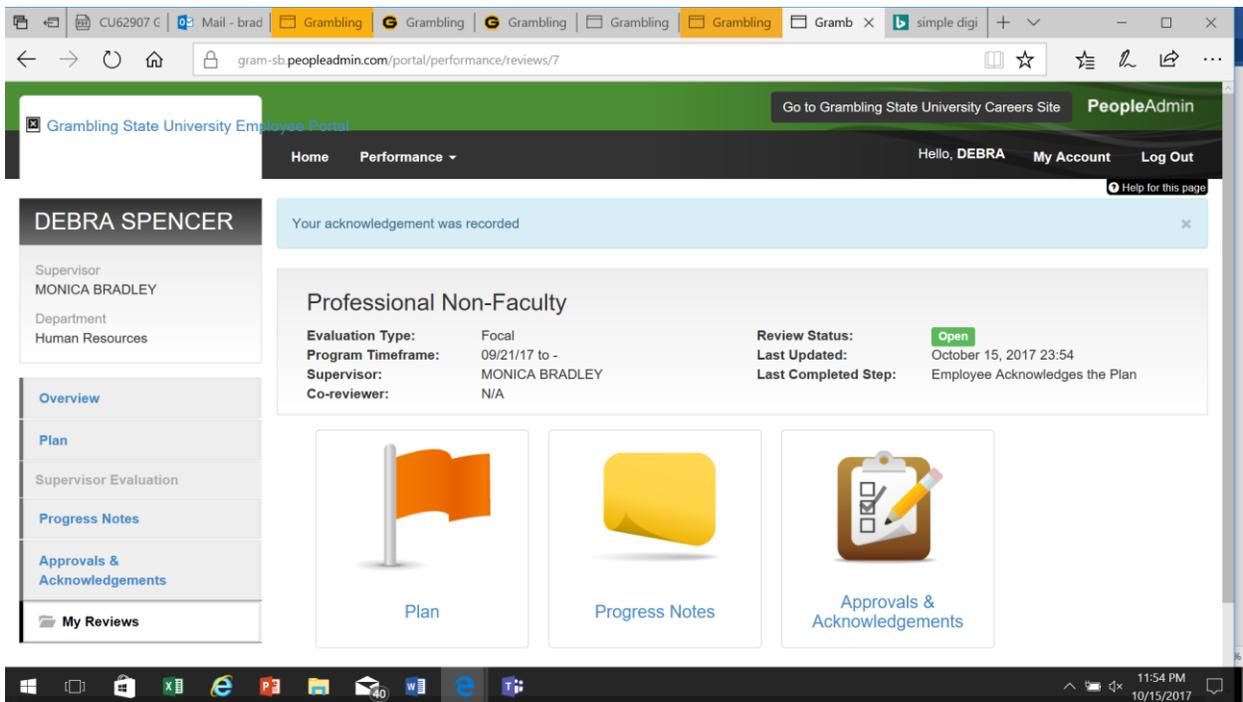
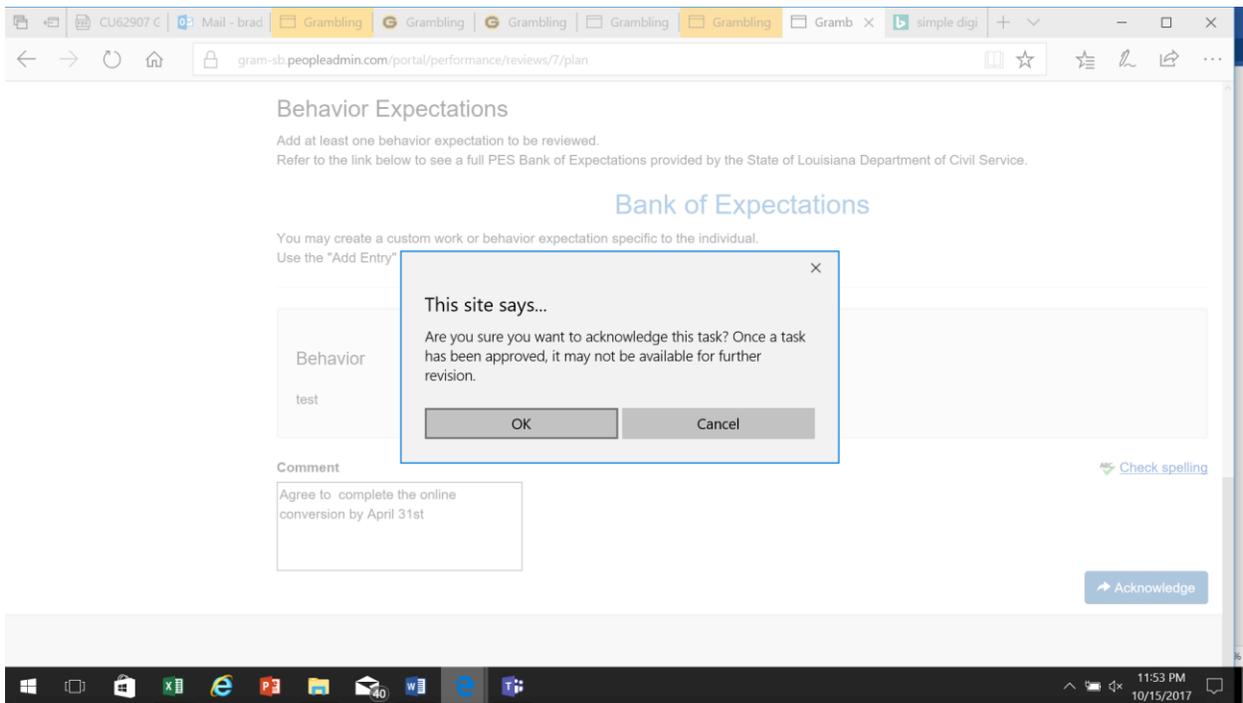
Agree to complete the online conversion by April 31st

[Check spelling](#)

[Acknowledge](#)

11:53 PM 10/15/2017

Mrs. Spencer can make comments regarding her Plan.



When the Plan is acknowledged, the Work and Behavior Expectations are implemented and monitored. Progress Notes and a Performance Development Tool is utilized if necessary.

THE EVALUATION PROCESS

The Supervisor prepares the Evaluations based on the documented Plans

The screenshot shows the PeopleAdmin Employee Portal interface. At the top, there is a navigation bar with 'Home' and 'Performance' tabs. The user is identified as 'MONICA BRADLEY'. Below the navigation bar, the page title is 'Welcome to the Employee Portal, MONICA BRADLEY'. A sidebar on the left contains 'Performance' and 'My Reviews'. The main content area is titled 'Your Action Items' and features a search bar and a table of tasks.

Item	Description	Due Date	Status	Action
Professional Non-Faculty for AMY MINNIEFIELD	Department Head Creates Plan	n/a	Completed	View
Professional Non-Faculty for ASHLEY HUDSON	Department Head Evaluation	n/a	Completed	View
Professional Non-Faculty for DEBRA SPENCER	HR Acknowledgement and Concludes Planning	n/a	Completed	View

Showing 1 to 3 of 3 entries

https://gram-cs.peopleadmin.com/portal/performance/reviews/evaluations/4

GroupMail - bradlym@gram... Grambling State University ...

File Edit View Favorites Tools Help

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Go to Grambling State University Careers Site PeopleAdmin

Home Performance

Hello, MONICA My Account Log Out

ASHLEY HUDSON
Human Resources Information Sp

Supervisor
MONICA BRADLEY
Department
Human Resources

Professional Non-Faculty

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Position Description: Human Resources Information Sp
Supervisor: MONICA BRADLEY
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: October 01, 2017 16:05
Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Work and Behavior Expectations

Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

Bank of Expectations

Work:

Prepare and continually update the Orientation Material for all New Employees and Summer Camps
Seek ways to improve the Onboarding Process
Schedule HR Orientations
Prepare and submit a monthly Orientation Report-A template will be provided
Run Background checks on all new and camp employees and those who are promoted to a higher level position
Provide a monthly background check report-A template will be provided

https://gram-cs.peopleadmin.com/portal/performance/reviews/evaluations/4

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Go to Grambling State University Careers Site PeopleAdmin

Home Performance

Hello, MONICA My Account Log Out

ASHLEY HUDSON
Human Resources Information Sp

Supervisor
MONICA BRADLEY
Department
Human Resources

Professional Non-Faculty

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Position Description: Human Resources Information Sp
Supervisor: MONICA BRADLEY
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: October 01, 2017 16:05
Last Completed Step: HR Acknowledgement and Concludes Planning

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Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Agency Mission/ Goals/ Standards

Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

Department Mission/ Goals

Mission/Goal:

The Mission and Goal of the Office of Human Resources is to facilitate the entire recruitment and hiring process in a professional and automated environment. To facilitate the administration of benefits and compensation and also ensure compliance with the Fair Labor Standards Act, all Federal and State Employment Laws, Regulations and Guidelines using established best practices. To create an environment where employees are engaged and enjoy working at a place where "everybody is somebody".

Comments

https://gram-ds.peopleadmin.com/portal/performance/reviews/4/evaluations/4

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Go to Grambling State University Careers Site PeopleAdmin

Hello, MONICA My Account Log Out

ASHLEY HUDSON
Human Resources Information Sp

Supervisor
MONICA BRADLEY
Department
Human Resources

Professional Non-Faculty

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Position Description: Human Resources Information Sp
Supervisor: MONICA BRADLEY
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: October 01, 2017 16:05
Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Behavior Expectations

Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

Bank of Expectations

Behavior:

- Be customer user friendly
- Be Professional
- Be on time for work
- Be on time for lunch
- Prepare documents and reports in a professional manner
- Work with external department and provide HR information regarding your area of expertise

10:25 AM 10/16/2017

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Go to Grambling State University Careers Site PeopleAdmin

Hello, MONICA My Account Log Out

ASHLEY HUDSON
Human Resources Information Sp

Supervisor
MONICA BRADLEY
Department
Human Resources

The attachment has been uploaded.

Professional Non-Faculty

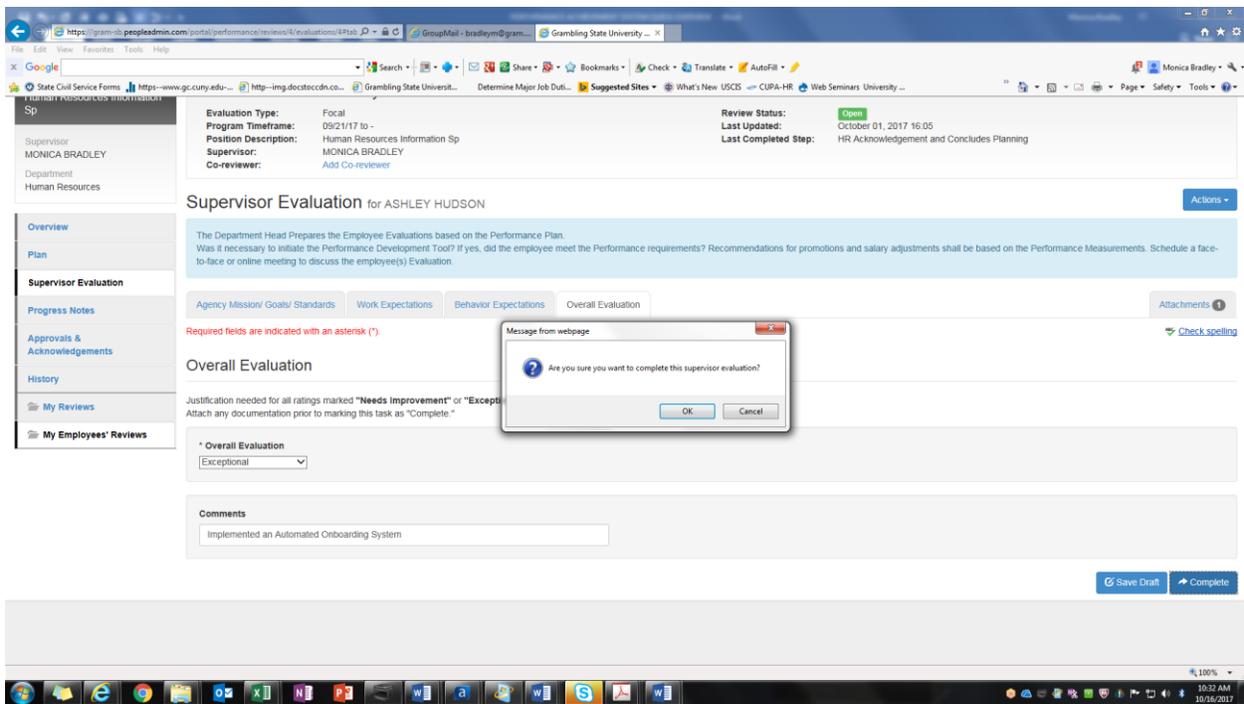
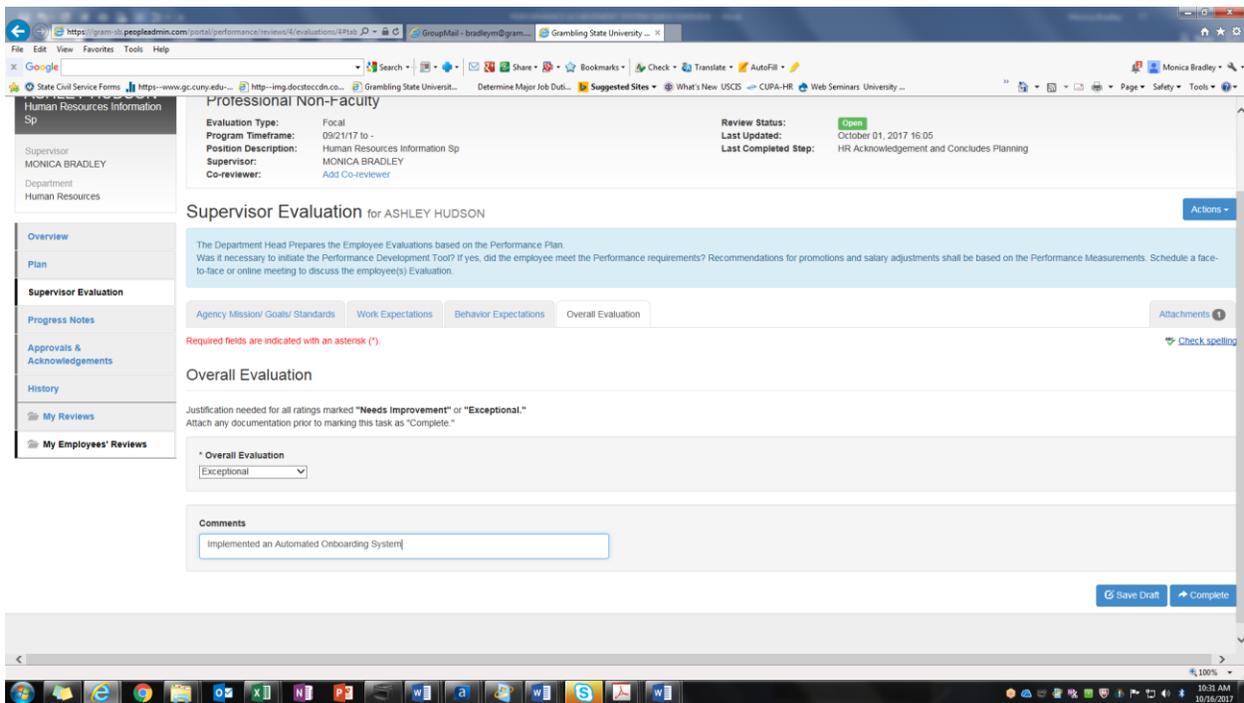
Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Position Description: Human Resources Information Sp
Supervisor: MONICA BRADLEY
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: October 01, 2017 16:05
Last Completed Step: HR Acknowledgement and Concludes Planning

Attachments

Name	Description	File Type	Size	Delete
GSU Onboarding	Automated System	application/msword	958 Bytes	

10:29 AM 10/16/2017



The Supervisor submits the Evaluations to his Supervisor (Second Level) for review and approval.

https://peopleadmin.com/portal/performance/reviews/evaluations/3

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Go to Grambling State University Careers Site PeopleAdmin

Home Performance

Hello, MONICA My Account Log Out

ASHLEY HUDSON
Human Resources Information Sp

Supervisor
MONICA BRADLEY
Department
Human Resources

Overview
Plan
Supervisor Evaluation
Progress Notes
Approvals & Acknowledgements
History
My Reviews
My Employees' Reviews

The Supervisor Evaluation has been marked as complete.

Professional Non-Faculty Overall Rating: Exceptional

Evaluation Type: Focal
Program Timeframe: 09/21/17 to -
Position Description: Human Resources Information Sp
Supervisor: MONICA BRADLEY
Co-reviewer: N/A

Review Status: Open
Last Updated: October 16, 2017 10:35
Last Completed Step: Department Head Evaluation

Supervisor Evaluation for ASHLEY HUDSON (Score: Exceptional)

Agency Mission/ Goals/ Standards
Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

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Go to Grambling State University Careers Site PeopleAdmin

Home Performance

Hello, MARTIN My Account Log Out

Performance

My Reviews
My Employees' Reviews

Welcome to the Employee Portal, MARTIN LEMELLE

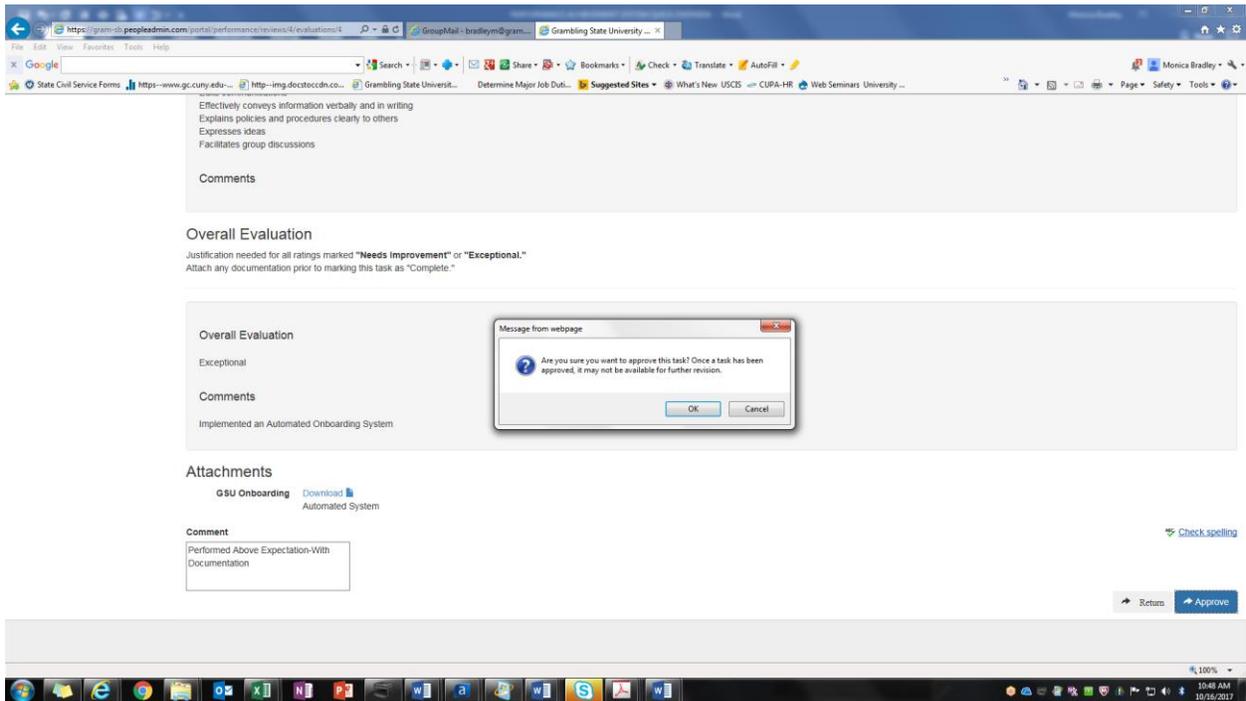
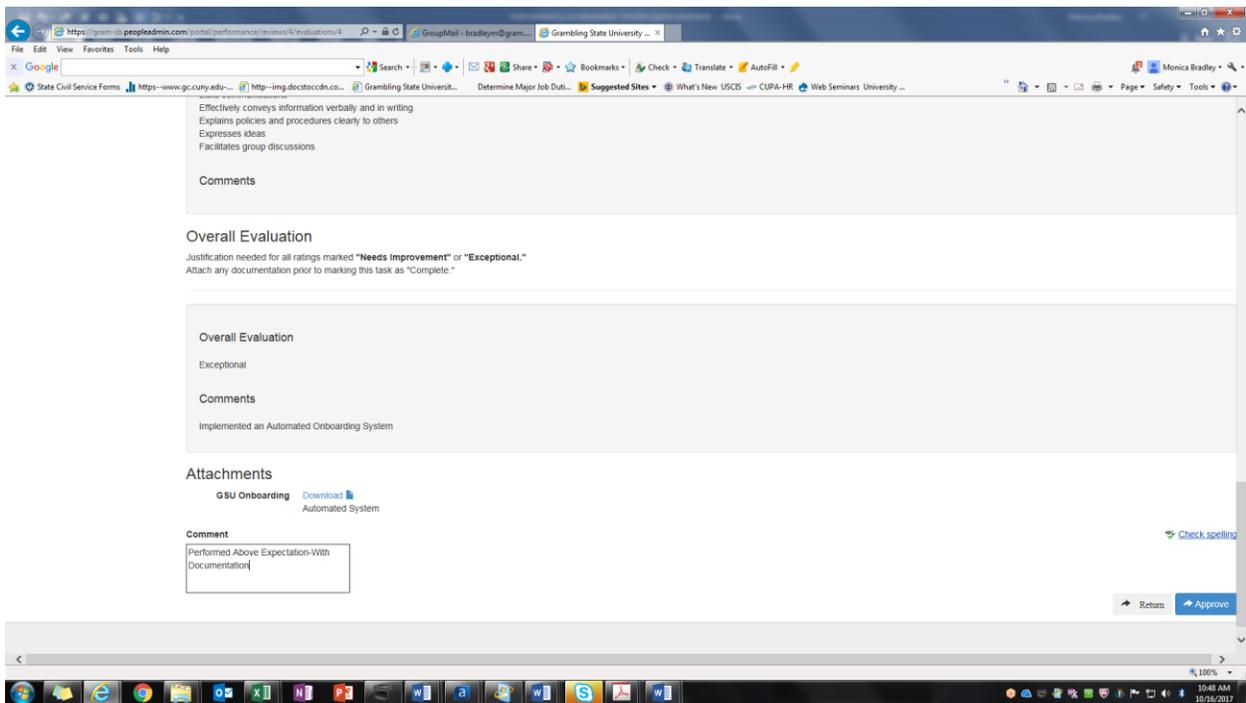
Your Action Items

Search:

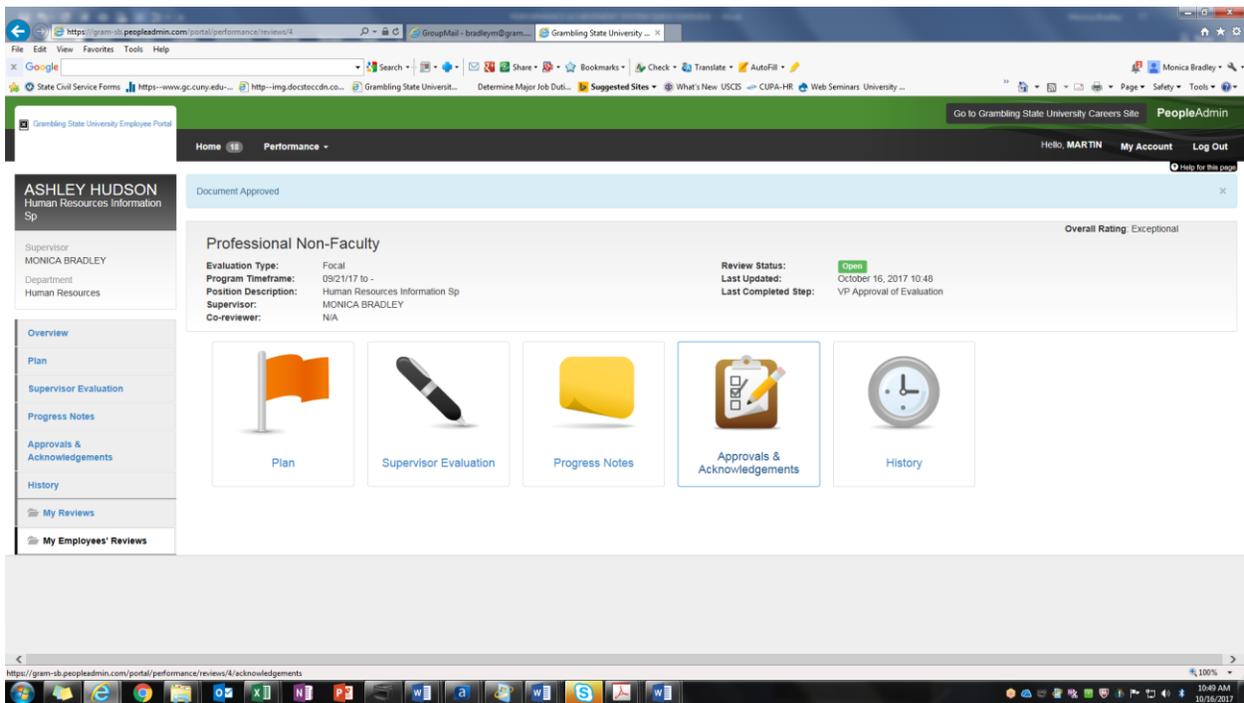
Item	Description	Due Date	Status	Action
Professional Non-Faculty for ALVIN BRADLEY	Department Head Creates Plan	n/a	Completed	View
Professional Non-Faculty for APRIL GILBERT	VP Approval of Plan/Dept Head Discussion	n/a	Completed	View
Professional Non-Faculty for ASHLEY HUDSON	VP Approval of Evaluation	n/a	Completed	View
Professional Non-Faculty for BEVERLY CRAWFORD	Department Head Creates Plan	n/a	Completed	View
Professional Non-Faculty for BRUCE MORGAN	VP Approval of Plan/Dept Head Discussion	n/a	Completed	View
Professional Non-Faculty for BYRON PORTIS	VP Approval of Plan/Dept Head Discussion	n/a	Completed	View
Professional Non-Faculty for CRAIG JONES	VP Approval of Plan/Dept Head Discussion	n/a	Completed	View
Professional Non-Faculty for JOHNNIE WILLIAMS	Department Head Creates Plan	n/a	Completed	View
Professional Non-Faculty for JOY CREDIT	Department Head Creates Plan	n/a	Completed	View
Professional Non-Faculty for KARLA ATWATER	VP Approval of Plan/Dept Head Discussion	n/a	Completed	View

Showing 1-9 of 9 entries

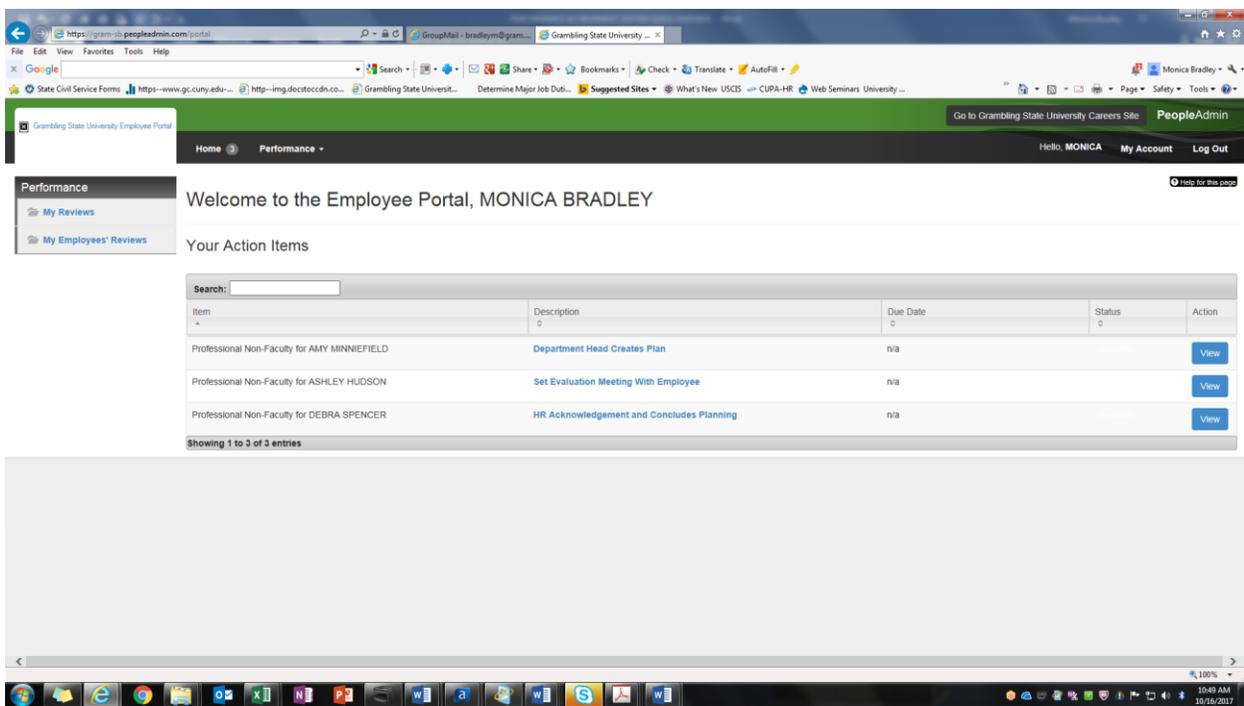
10:41 AM 10/16/2017



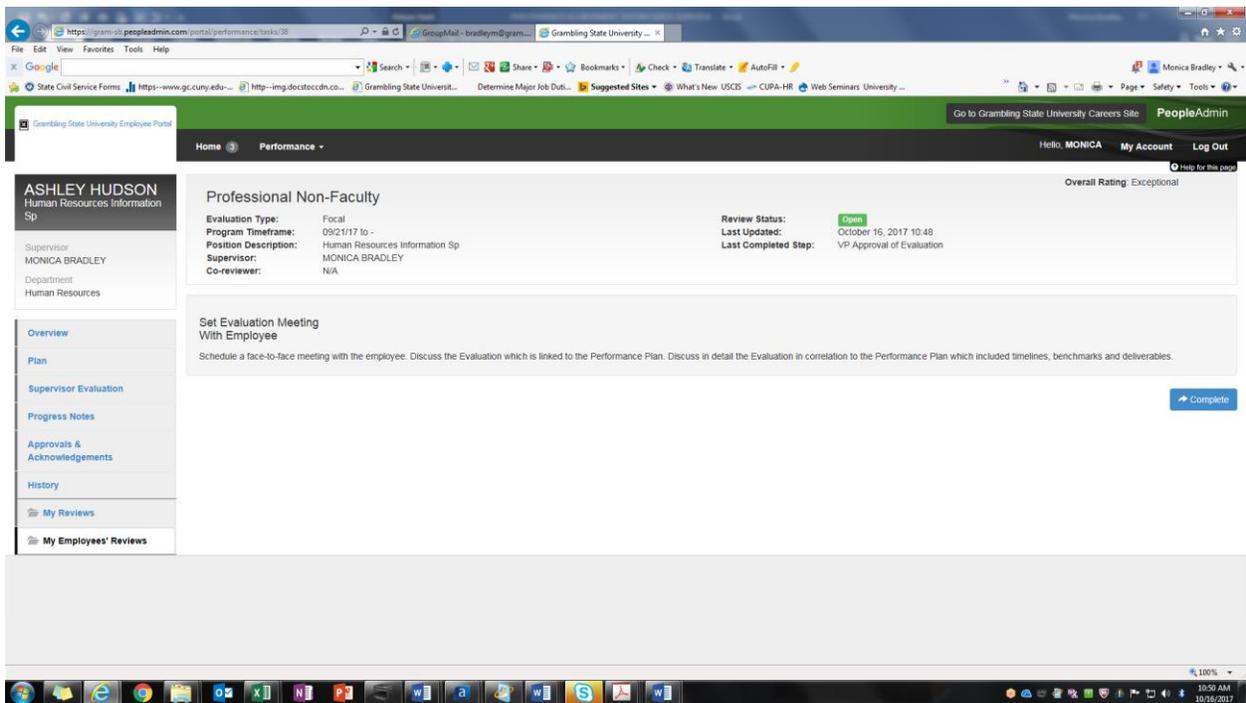
The Supervisor meets with the Second Level Supervisor to discuss the Achievements and Expectations not achieved, if any. (Rewards and Consequences)



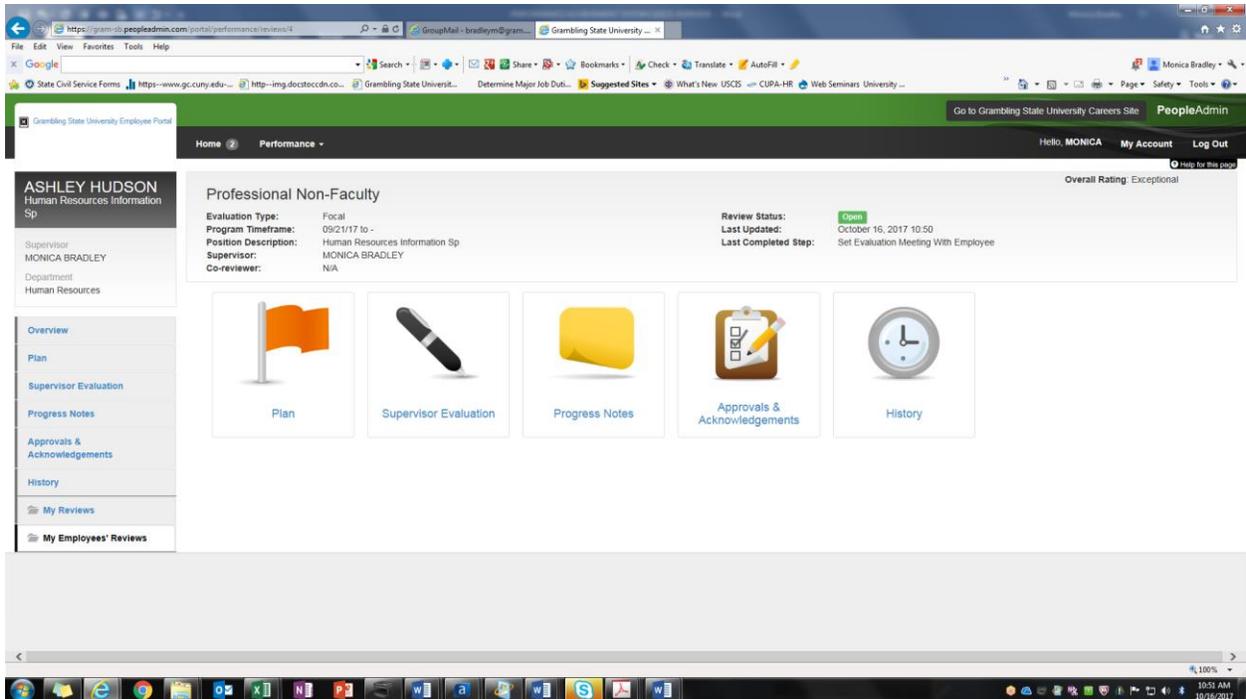
The Second Level Supervisor Approves the Evaluation

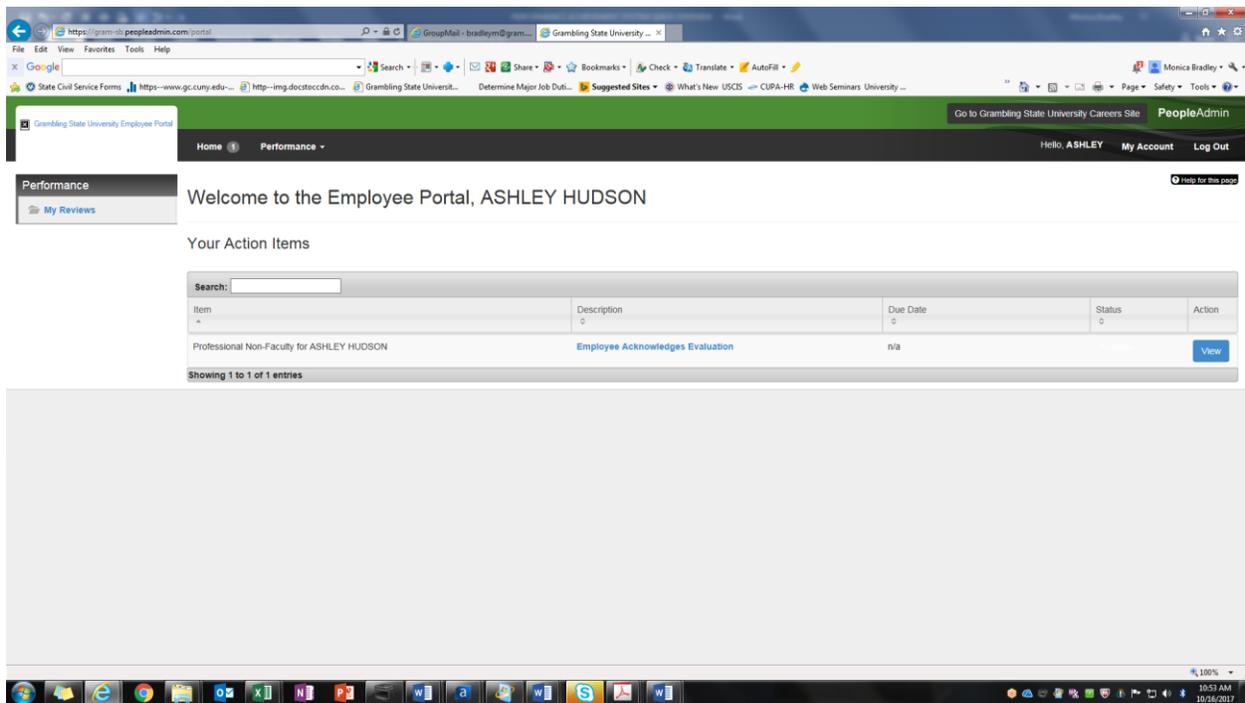


The Supervisor prepares to meet with the Employee (s) to discuss the Evaluation

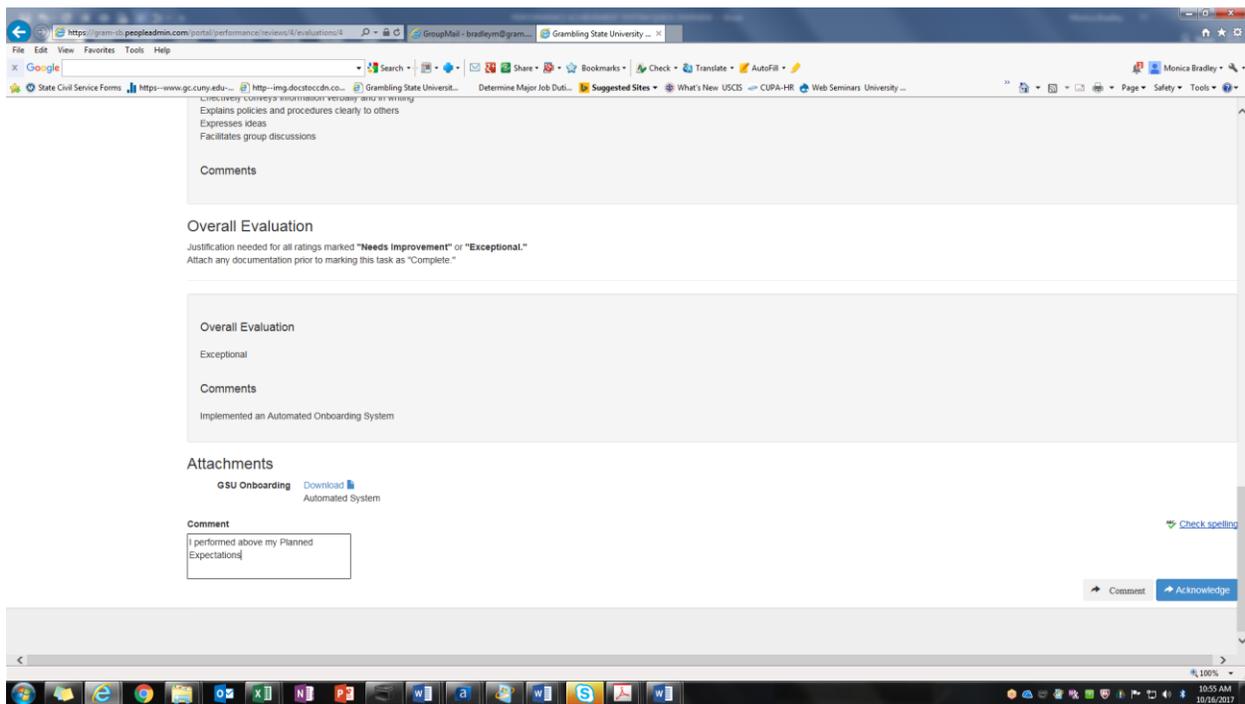


The Supervisor schedules a meeting with the Employees in the Department to discuss their Achievements and Expectations not achieved, if any. (Rewards and Consequences) (Individual Meetings)

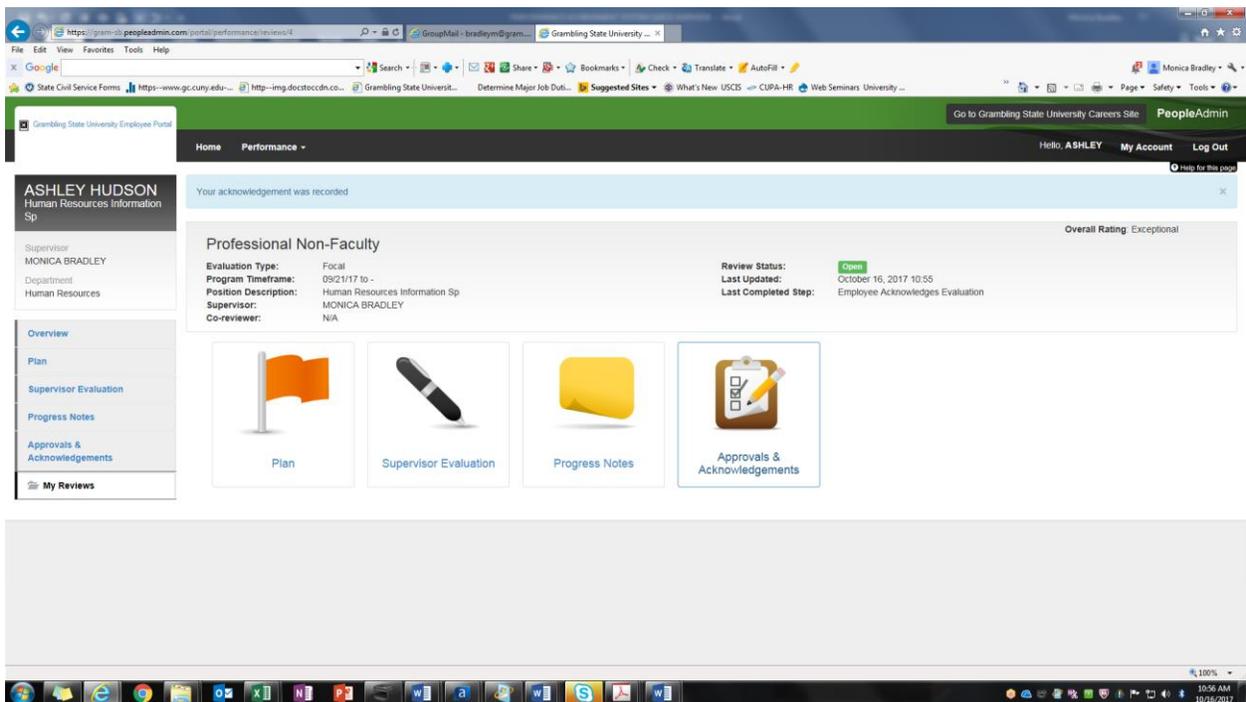
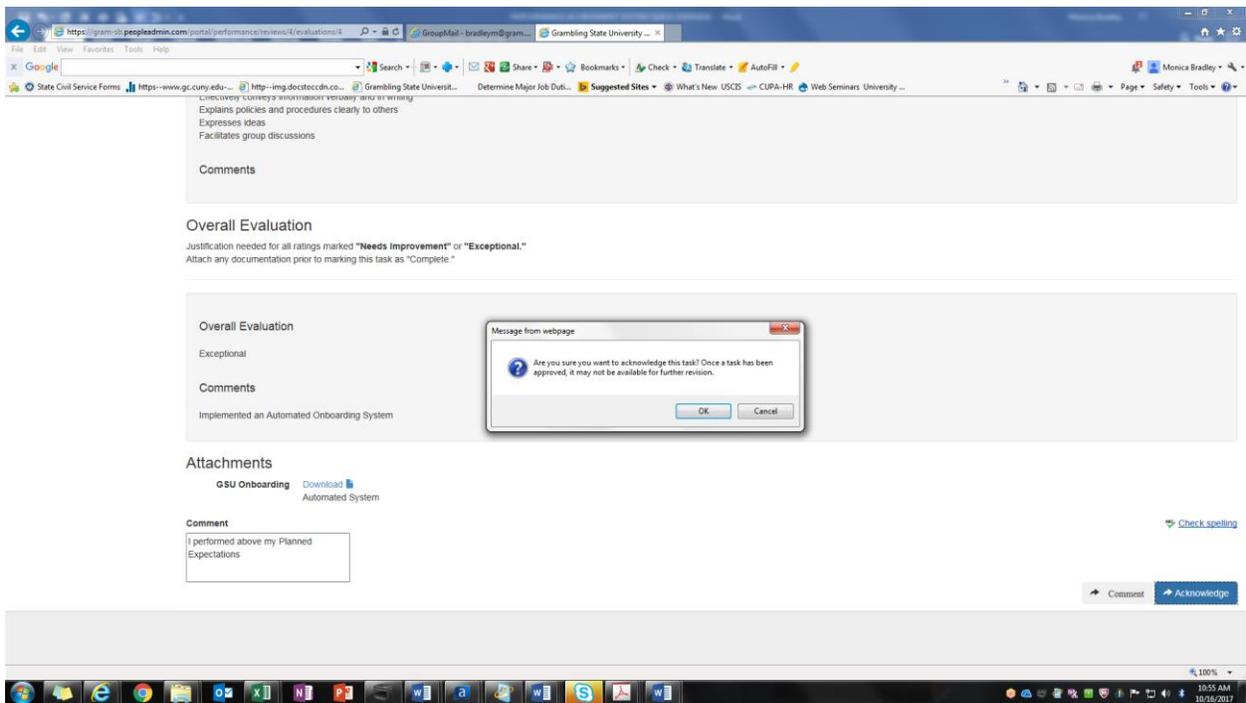




The Employees review the Evaluation and Prepare for the Meeting with the Supervisor



The Employees Review Acknowledges the Plan (Comments are inserted, if necessary)



The Evaluation is complete when the Employee Acknowledgement is recorded