HR Terms to Remember

- Annual
- Annual Catch Up
- Initial Research Grant
- Temporary
- Trial
- Return from LOA
- Probationary

Don't forget
Employee Types and Reviews

**Reviews - YES**
- Classified
- Unclassified Non-Faculty
- Research Grant/Staff Scientist
- Temp Non-Faculty

**Reviews - NO**
- Faculty
- Temp Faculty
- Students
- Post Doc’s
- Residents
Employee Types and Reviews

- For employees who do not receive reviews, they should only be added in Arbor if:
  - They Supervise other employees
  - To complete the Arbor Tree
Arbor Responsibilities

• Add new employees and select review type

• Employees/Supervisors should be in the Arbor if they will be performing reviews

• System will delete employees from the Arbor once terminated in HeRMIT

• Reassign employees as necessary!
Review Periods

Begins 8/1 Of the Current Year

Due 8/1 Of the Next Year

Ends 7/31 Of the Next Year
Review Periods

Probationary Review Period

Starts When Hired

Due One Year From the Date of Hire

Ends 365 Days Later
Review Periods

- Begins when the employee is reclassified.
- Ends 180 Days Later.
- Due 6 months from the date reclassified.
Review Periods

- Begins when the Probationary or Trial Period ends
- Due 8/1 of the Next Review Period
- Ends 7/31 of the Next Review Period

Annual
Catch Up
Review Period
Success Factors Review Forms

• Planning Stage Document
  – One form to all employees

• Annual & Probationary/Trial Review
  – Two Types
    • Leader
    • Staff
  – The only difference is the section weights
OVERALL PERFORMANCE RATINGS

- **Stretch** = *(Substantially Exceeds)*
  - an overall performance rating score of **3.5 and above**

- **Goal Accomplishment** = *(Exceeds)*
  - an overall performance rating score of **2.5 to 3.4**

- **Partial Accomplishment** = *(Meets)*
  - an overall performance rating score of **1.5 to 2.4**

- **Minimal Results/No Accomplishment** = *(Below)*
  - an overall performance rating score of **1.4 or below**
Speaking of Pillar Goals

• For those Colleges/Divisions without established Pillar Goals, You must enter one statement follows:
  
  – “The score of the Pillar Goal section will be the overall Job Responsibility score.”

• When completing the Supervisor Review:
  
  – Evaluate the Job Responsibilities
  – Access the Pillar Goal Section
  – Weight = 100%
  – Actual Achievement = Overall Job Responsibility Score  *Must Be Manually Entered
Paper Reviews

- Employees in a Probationary or Trial Review Status prior to **8/1/2009** will receive a paper review at the completion of the review period.

- The completed paper review should be sent to HR for processing.

- The employee will then receive a “catch up” review in Success Factors to align them with the 8/1 Universal Review date.

- Starting **8/1/2010** all reviews will be done in Success Factors.
Key Dates to Remember

• **August 1**
  - Universal Review Date

• **September 15**
  – Annual Review cycle ends

• **September 16**
  – Planning Stage documents

• **November 1**
  – Planning Stage cycle complete
Questions

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For training materials and documentation, visit the HR Web Site at:
http://academicdepartments.musc.edu/vpfa/hrm/success/training/index.htm