



Lander University EPMS Supervisor Planning Stage Instructions

Planning Stage Instructions:

As the Supervisor (Rater):

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on [EPMS Online](#).
4. Click on [Create Planning Document](#) (Note: this link is under the Supervisor (Rater) section of the page)

The screenshot shows the Lander University EPMS interface. At the top, there is a header with the Lander University logo and the name 'LANDER UNIVERSITY'. On the right side of the header, there is a user profile icon and the name 'Adam Garrett'. The main content area is titled 'Lander University EPMS' and contains a menu with the following options:

- Supervisor**
 - Create employee planning document
 - Rate employee evaluation document
- Reviewer**
 - Review employee planning document
 - Review employee evaluation document
- Employee**
 - View your planning document
 - View your evaluation document
- EPMS Admin**
 - Set Employees Roles
 - Edit EPMS Document

A blue arrow points to the 'Create employee planning document' link under the Supervisor section.

5. Select the employee name from the drop-down box.


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Employee:

A 'Go' button is located in the top right corner of the form area.



Lander University EPMS Supervisor Planning Stage Instructions (cont'd)

* 👤 Adam Garrett
Start Over

Employee:

Employee Name:

Lander Number:

Department:

Title:

Supervisor:

Period:

Previous Documents:

Start Date: End Date:

Employee:

Employee Name:

Lander Number:

Department:

Title:

Supervisor:

Period:

Job Purpose

Administers pre-payroll and sends SCEIS transactions as needed. Serves as back-up for Class and Comp Manager and assists with position control, position descriptions, new hires, reclassifications, pay changes, and other related actions. Manages employee leave program and coordinates employee leave entry on the web. Maintains departmental organization charts. Provides information to the Employment Security Commission and processes employment verifications. Administers the EPMS program. Serves as Banner coordinator and trains other HR staff as needed. Maintains dual employment records and prepares annual report. Interprets and applies policies and procedures.



Lander University EPMS Supervisor Planning Stage Instructions (cont'd)

6. The employee's job duties will auto-populate based on their currently approved position description. Enter the success criteria for each job duty. Click [Save](#).

Add success criteria to your employees job functions.

Row	Job Function	Weight	Success Criteria
1	Administers pre-payroll, salary changes, and other changes as needed. Sends transactions to SCEIS to ensure information remains current.	30	
2	Assists Class and Comp Manager with position control, position descriptions, new hires, reclassifications, pay increases, and other related actions. Serves as back-up to Class and Comp Manager when necessary.	20	
3	Manages the employee leave program. Coordinates employee leave entry on the web, ensuring that all leave reports are submitted and approved monthly. Trains supervisors and new employees on the leave entry and approval processes. Provides annual leave reports for the auditors. Tracks leave of absence. Manages the leave transfer pool and prepares annual report to the State. Ensures compliance with Federal, State, and University policies and procedures.	15	

7. Go to the Objectives section, click [Add New](#) to enter an objective and success criteria. Click [Save](#). (Note: you can enter up to five objectives, do so by repeating step 7 for each one)

Create job objectives for your employee. Total weight of job objectives can be no greater than 25. Max of 5 Objectives.

Delete	Row	Job Objective	Weight	Success Criteria
Add New				

Select performance characteristics that apply to your employee. You must pick 5 characteristics.

Row	Characteristic	Description
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	

Checking this box and clicking the "Save Document" button sends the planning document to the reviewer.

[Save Document](#)

If you make changes to the document save before trying to print.

8. Go to the Performance Characteristics section and select up to five performance characteristics. Click [Save](#). (Note: see above screenshot for performance characteristics)



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9. Once all sections are completed, scroll to the bottom and click the check box and submit. (*Note: this will route the planning document to the Reviewer*)