

Tips for Creating Fiscal Year 2009 Performance Plans in EmpowHR

EmpowHR is the recording system for employee performance planning process. Conversations between the supervisor and employee, and supervisor and reviewer should occur prior to input of new plans into EmpowHR.

To assist in the development process, **Print** a copy of last year's plan for each person. **Go to Manager Self Service, Tasks, Performance, Performance Plan. Select Existing Plan** for an employee, and then click the date for the plan for last year. When that plan comes up, **Click Create Printable Form**. You may save the PDF file to your computer for later review.

When ready to input a new plan, **Go to Manager Self Service, Tasks, Performance, Performance Plan and Click New Plan. Enter the Review Period From**. The date can be entered by clicking the calendar or by entering the start date of the plan. The plan start date could be October 1, 2008, but you are best served using the current date that you develop the new plan in EmpowHR.

Once the plan is accessed, **Choose the Rating Scale type H for NRCS. Go to the Elements and Standards tab** to create the elements for FY-2009.

COPY function: If the person had a performance plan created in EmpowHR during FY-2008, the supervisor may be able to use the Copy Plan from Previous Year function. This function will bring in the elements from the previous year's plan. Before you click Copy Plan, keep in mind the following, (1) If you wrote over the element descriptions, then the copy function may not work properly. (2) If the person changed positions from last year, it is best not to use the Copy function.

This works very well for plans created in FY-2008 for individuals who did not change positions during the year. If a person changed from non-supervisory to supervisory or vice versa use of this function is not suggested.

For GS-14 and GS-15 positions, the Copy function will work if you **first Click the  key** on the blank element that was added by the system. **Click Copy Plan** and the elements from last year's plan will be entered.

For GS-13 positions and below, the COPY function will bring in the elements and standards that were entered in FY 2008. It has been noted in testing that if the order of the elements or the title of the element was changed, the Copy Plan button may not work correctly. If you incur errors in the process, it is recommended you go back to New Plan and build the new plan from scratch.

If you use the Copy Plan function, you may make changes to the Standards. If you created your elements manually, you are highly encouraged to cut and paste wording for the standards from a WORD document, as EmpowHR may "time out" if lengthy standards are typed directly into the system.

There is no interim SAVE, or no SAVE for Later button in the system, so plan your time in EmpowHR to develop a plan accordingly to prevent being timed out of the system. System timeout is set at 22 minutes of inactivity.

Once you have completed entering the appropriate elements and standards, **Return to the Performance Plan tab**. At that point it is recommended that you **SAVE** the plan. Once the plan is saved, you may **Click the Create Printable Form** which will provide you with a PDF file version of the plan that you just created.

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When the plan is saved, it is automatically forwarded to the second level supervisor to act as reviewer. When the reviewer completes review the Supervisor will get an email and worklist item that the plan has been reviewed and ready for final discussion with the employee.