HCM Business Processes
*Some units are using TCP for student/non-benefited timekeeping. This follows a similar but slightly different process flow.*

*Exempt employees will only enter absence, not time.*
Absence: Requesting Leave

*Contact HR for information related to firefighting, military, and terminal leave.
Recruiting and Onboarding: Overview (Part 1)

* Further information will be shared at a later date on Graduate Assistant hires.
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Modified on 8/21/18
Performance/Goal Management: Manage Team Goals (Part 1)

Start

Add Overall Team Goal or Team Worker Goal?

Whole team

Add Overall Team Goal (Multiple Direct Reports)

Add Goal for A Single Direct Report

Review Employee’s Job Description/Profile for Essential Duties and Competencies

Add New Ad hoc Goal or through Goal Library?

Y

Library Goal

New Goal (Preferred)

Add Goal Details, Measurements, Outcomes, Tasks for Direct Report’s Goal

A
Performance/Goal Management: *Manage Team Goals (Part 2)*
Performance/Goals Management:
Manage Annual Performance Evaluation (Part 1)
Performance/Goals Management: Manage Annual Performance Evaluation (Part 2)
In the Employees’ Group Insurance Portal, you can:

- Enroll in health, dental, life, and vision coverage.
- View your current enrollments, including deductibles and Flexible Benefits.
- Add or drop dependents.
- Make appropriate changes during open enrollment.
Position Audit

Benefited Staff Position Description Questionnaire (PDQ)

Position Number: _____

<table>
<thead>
<tr>
<th>Full-time (40 hrs/week)</th>
<th>12-month</th>
<th>Calendar Code (if applicable)</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time (Less than 40 hrs/week)</td>
<td>9-month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant funded</td>
<td>Other (explain):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Name and ID:

Current Title:

Department/Unit Name:

College/Division:

Supervisor’s Name

Supervisor’s Position #:

1. What is the justification for an analysis of this position?
   - [ ] New Position (determine classification)   - [ ] Changes in Duties   - [ ] Reorganization

2. What is the primary purpose of this position?

3. Describe the work that is regularly performed by listing duties in order with the most important duty listed first, not by descending percentage of time spent performing the duty.
   - Do not copy directly from a UW job description or from another PDQ. Use your own words and make your descriptions clear. The goal is to enable people unfamiliar with your work to understand what you do for the University of Wyoming.
   - Describe this work in detail (what is done, why it is done, and how it is to be accomplished).
   - Mark essential functions with an “X” to the left of the job duty.
   - To the right of the job duty, indicate the percentage of time spent performing the job duty per year (based on 2080 hours per year). All duties must total 100%.

   To determine if a job duty is essential:
   a. Does the position exist to perform this particular job duty? If yes, this duty is essential.
   b. Would removal of this job duty fundamentally affect this position? If yes, this duty is essential.