

FAQs

What tasks would a staff perform in this HR Portal?

- Acknowledging your annual, trial, probationary or short year evaluation online;
- Possibly your supervisor may ask you to complete a self-evaluation (depends of area);
- In full-year cycles, employees will be asked to acknowledge their plan document
- New hires to FTE jobs and Benefit eligible temporary employees will complete online forms and review videos, documents and be provided enrollment information for benefits, along with training links and information on HR policies..

What tasks will supervisors of employees perform in this HR Portal?

- Review and submit proposed revisions to position descriptions for staff;
- Create a plan document from the uploaded position description
- Drafting all evaluations (annual, probationary and trial) and submitting them for the reviewing officer's comment and approval;
- Documenting meeting where evaluation is discussed with the employee;
- There is an option of assigning the employee a self-evaluation and that document and any attachments can be utilized to draft the supervisor evaluation (Choice of Supervisor)
- The portal can also serve as a digital file cabinet for uploading emails, certificates, typed notes or other information that can be added throughout the year to remind a supervisor of an employee's highs and lows; and
- Review job vacancy announcements and applicant information when hiring for an FTE staff vacancy.

Will this HR Portal generate email notifications to let staff, supervisors and reviewing officers know when there is an action item waiting?

Email notifications are generated once daily but do not occur immediately and can take up to overnight. If quick action is essential to meet a deadline, the person completing the action item will need to prompt the employee, supervisor or reviewing officer to go in and take action on the next part of the process. With optional tasks like completion of a self-review no reminder email is generated to prompt the employee or remind them of any deadline.

Will the HR Portal automatically save my work or can I lose information added due to the system timing out?

While the system offers buttons such as "Save Draft" and "Next" that are intended to save your work in progress, we still recommend that for longer entries you first type notes in a Word document, then cut and paste it into the online system. If a supervisor has revised a position description after starting the plan in the performance management platform, then upon selecting to "refresh" the job functions, notes in the "Current Year Focus" will be deleted. However, the entries in sections 1b and 1 c remain.

Can I see past evaluations, planning stage documents and position descriptions?

Currently the prior system entries remain available in Wingspan to review and download. On the Employee Details page of Wingspan, select EPMS (Pre 2020) or Position Descriptions (Pre 2020). Current Position Descriptions can be viewed in the HR Portal by selecting "Position Management" then under "Position Description" select "Staff" and search by name if not on the list provided.