

Access EPMS – Employee Portal

Login to Wingspan, in the Employee Tools section, select Performance Management

Employee Tools

- BDMS Application
- Compensation Statement 2022
- Coursedog (Course/Event Scheduling)
- Degree Works
- Employee Assistance Program (EAP)
- Faculty180 and Interfolio
- Life/Graduation Honors GPA
- Mandatory Online HR Training
- Navigate Faculty/Staff
- Online I9 inquiry system
- Organization, General Web and Email Request System
- PAF System
- Parking Permit Application
- PeopleAdmin (ATS/PosnMgmt)
- Performance Management
- Photo ID
- Safe Colleges Training
- Username Change Request
- Workflow
- WU Alert Registration

Login with full Winthrop credentials.



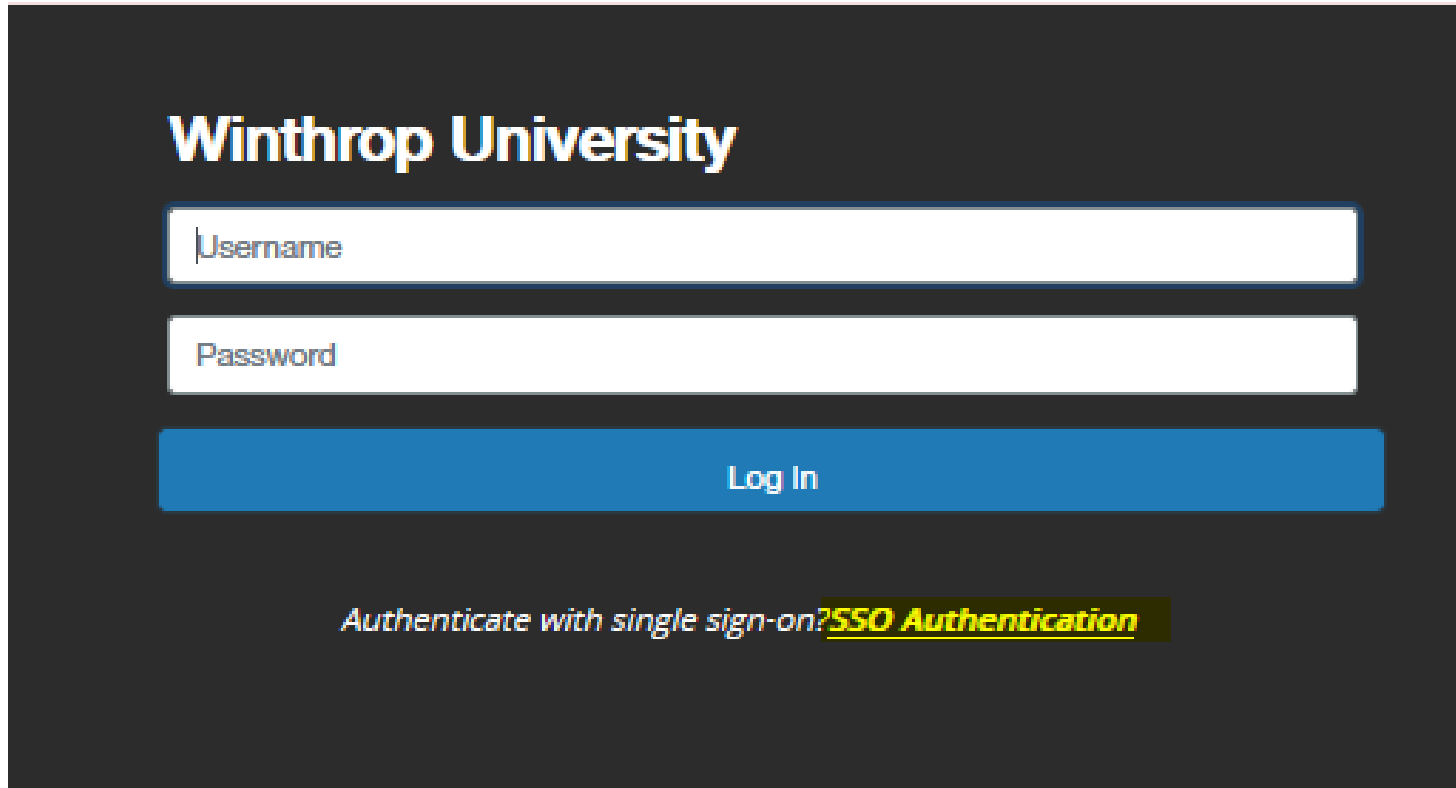
Sign in with your organizational account

Sign in

Only authorized Winthrop Users can access this application.

If you have an active Winthrop employee account, click the SSO Authentication link to access People Admin.

The Username/Password fields are typically used only for new hires to complete onboarding paperwork prior to obtaining Winthrop credentials.

The image shows a login interface for Winthrop University. At the top left, the text "Winthrop University" is displayed in a bold, white, sans-serif font. Below this, there are two white input fields with blue borders. The first field is labeled "Username" and the second is labeled "Password". Below these fields is a blue rectangular button with the text "Log In" in white. At the bottom of the form, there is a line of text: "Authenticate with single sign-on? [SSO Authentication](#)". The "SSO Authentication" link is highlighted in yellow and underlined. The entire form is set against a dark gray background.

Winthrop University

Username

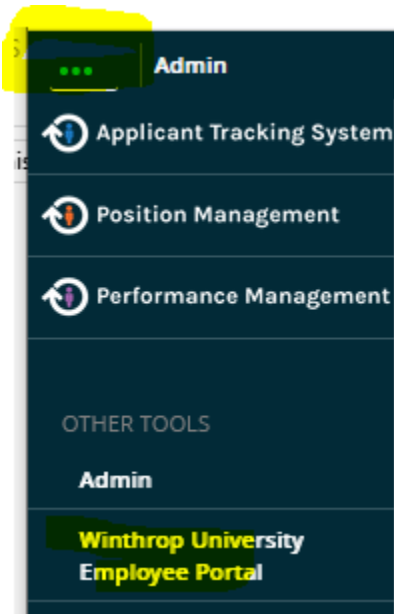
Password

Log In

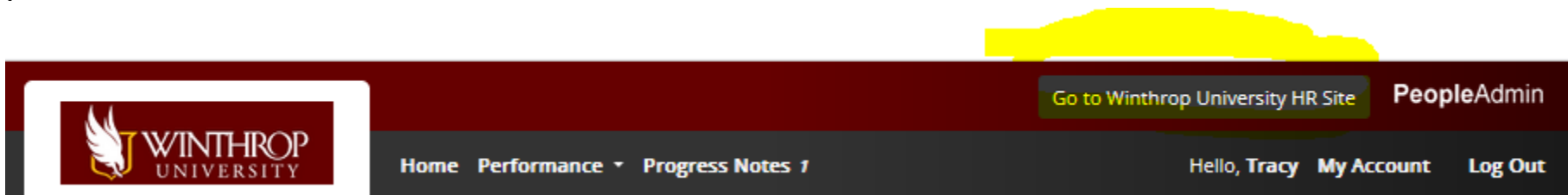
Authenticate with single sign-on? [SSO Authentication](#)

Module Access

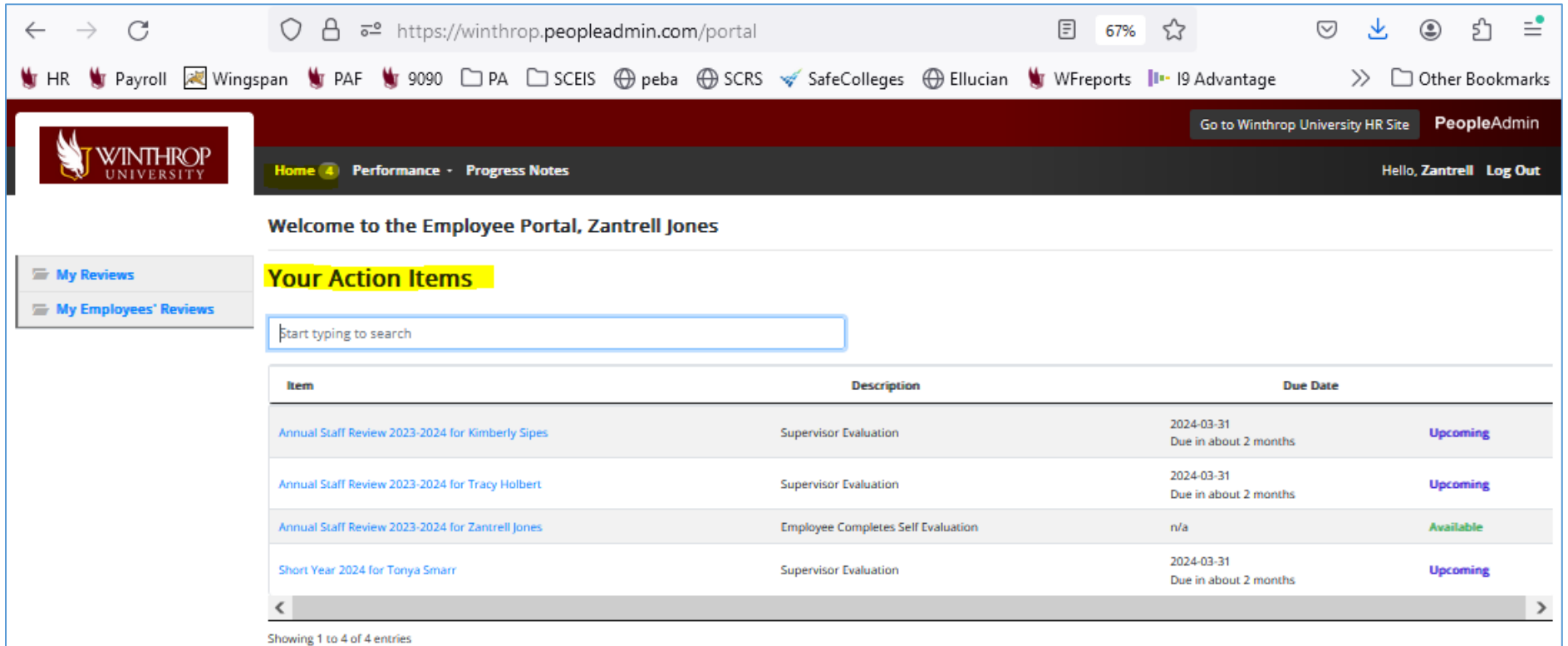
From People Admin, use the Ellipsis to access EPMS with the “Winthrop University Employee Portal” option



Or return to People Admin, using the “Go to Winthrop University HR Site” link at the top of the portal.



HOME/Action Items – Items available for action



Home (4) Performance - Progress Notes Hello, Zantrell Log Out

Welcome to the Employee Portal, Zantrell Jones

Your Action Items

Item	Description	Due Date	
Annual Staff Review 2023-2024 for Kimberly Sipes	Supervisor Evaluation	2024-03-31 Due in about 2 months	Upcoming
Annual Staff Review 2023-2024 for Tracy Holbert	Supervisor Evaluation	2024-03-31 Due in about 2 months	Upcoming
Annual Staff Review 2023-2024 for Zantrell Jones	Employee Completes Self Evaluation	n/a	Available
Short Year 2024 for Tonya Smarr	Supervisor Evaluation	2024-03-31 Due in about 2 months	Upcoming

Showing 1 to 4 of 4 entries

Status: Upcoming (available now; required)

Available (available now but not required)

Overdue (still available until review program closes)

PERFORMANCE / My Employees' Reviews (as Supervisor and Reviewer)

The screenshot shows the Winthrop University PeopleAdmin interface. The top navigation bar includes the university logo, 'Home', 'Performance', and 'Progress Notes'. A user profile for 'Zantrell' is visible in the top right. A sidebar on the left contains 'My Reviews' and 'My Employees' Reviews'. The main content area features a search bar with 'Employee Name' and a 'Group by' dropdown set to 'Program'. Below this is a summary bar with filters: 'All Reviews' (7), 'Not Started' (0), 'In Process' (7), 'Complete' (0), 'Overdue' (0), and 'Disputed' (0). The main table lists reviews for three programs: 'Annual Staff Review 2023-2024', 'Probationary Review 2024', and 'Short Year 2024'. Each row shows the employee's name, anniversary date, progress (e.g., 3/7), a progress indicator (a row of 7 colored boxes: 1-4 are filled, 5-7 are gray), the program name, and the score (Unrated).

Last Name	First Name	Anniversary Date	Progress	Program	Score
Annual Staff Review 2023-2024 (5)					
Gomez	Cheryl	2019-07-16	3/7	Annual Staff Review 2023-2024	Unrated
Holbert	Tracy	2011-01-03	3/7	Annual Staff Review 2023-2024	Unrated
Pettus	Tanya	2016-09-01	2/7	Annual Staff Review 2023-2024	Unrated
Sipes	Kimberly	2015-01-05	3/7	Annual Staff Review 2023-2024	Unrated
Gagnon	Mary	2021-11-01	2/7	Annual Staff Review 2023-2024	Unrated
Probationary Review 2024 (1)					
Rohrer	Griffin	2023-04-01	2/7	Probationary Review 2024	Unrated
Short Year 2024 (1)					
Smarr	Tonya	2022-08-01	3/7	Short Year 2024	Unrated

Progress: Green Complete
 Yellow In Progress
 Gray Not Started

Step #3 – Self-evaluation is not required and not required before step 4 can begin

PERFORMANCE / My Reviews

My Reviews

Program	Progress	Type	Score	Review Status	Last Update	Action
Annual Staff Review 2020-2021	<div style="width: 100%;"><div style="width: 100%;"></div></div>	Annual	Substantially Exceeds Performance Requirements (SE)	Complete	March 25, 2021 13:22	Actions ▾
Annual Staff Review 2021-2022	<div style="width: 100%;"><div style="width: 100%;"></div></div>	Annual	Substantially Exceeds Performance Requirements (SE)	Complete	March 14, 2022 16:08	Actions ▾
Annual Staff Review 2022-2023	<div style="width: 100%;"><div style="width: 100%;"></div></div>	Annual	Substantially Exceeds Performance Requirements (SE)	Complete	March 27, 2023 08:22	Actions ▾
Annual Staff Review 2023-2024	<div style="width: 25%;"><div style="width: 25%;"></div></div>	Annual	-	Open	October 23, 2023 15:28	Actions ▾
Annual Staff Reviews 3-31-2020	<div style="width: 100%;"><div style="width: 100%;"></div></div>	Annual	Substantially Exceeds Performance Requirements (SE)	Complete	June 30, 2020 15:26	Actions ▾

Showing 1 to 5 of 5 entries


Action Export (allows specific items to include) **View** (shows all steps)

Progress Notes

Progress Notes

Create Progress Note

Search Advanced ▾

Title ↕	Shared ↕	Program ↕	Date ↕	Type ↕	Author ↕	Employee ↕	
Office reorganization/move New	<i>shared</i>	Annual Staff Review 2023-2024	02/14/2024	Original Progress Note	Zantrell Jones	you	
COVID-19 Support	<i>private</i>	Annual Staff Review 2020-2021	01/07/2021	Original Progress Note	you	you	
Furlough Setup	<i>shared</i>	Annual Staff Review 2020-2021	01/07/2021	Original Progress Note	you	you	

Can be created by employee or supervisor, shared or private, for specific open review program.

Employee Reviews-To see prior reviews, select ADVANCED button and then Program Status = "All"

Home 4 Performance ▾ Progress Notes Hello, Zantrell

Reviews Dashboard

Reset Program: None ▾ Employee Name Group by: Program ▾ **Advanced**

Reporting Org Unit: None ▾ Supervisor: None ▾ Program Status: Active ▾

All Reviews 7 Not Started 0 In Process 7 Complete 0 Overdue 0 Disputed 0

Active
Closed
All

Last Name ↕	First Name ↕	Anniversary Date ↕	Progress ↕	Program ▾	Score
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Review Steps

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates the Plan	Zantrell Jones Supervisor	2023-04-01	2023-05-09	2023-05-15
2	Acknowledge Plan	Tracy Holbert	2023-04-01	2023-05-10	2023-06-30
3	Employee Completes Self Evaluation	Tracy Holbert	2024-01-02	2024-01-02	
4	Supervisor Evaluation	Zantrell Jones Supervisor	2024-01-02		2024-03-31
5	Reviewing Officer Approval	Lisa Cowart Reviewing Officer	2024-01-02		2024-03-31
6	Supervisor/Employee Evaluation Meeting	Zantrell Jones Supervisor	2024-01-02		2024-03-31
7	Employee Acknowledges Evaluation	Tracy Holbert	2024-01-02		2024-03-31

Annual Staff Review 2023-2024

Review Status: Open

Evaluation Type: Annual

Program Timeframe:
04/01/23 to 03/31/24

Last Updated: January 02,
2024 12:05

Last Completed Step:
Employee Completes Self
Evaluation

Co-reviewer: [Add Co-
reviewer](#)

Step 1 can be refreshed by the supervisor prior to the employee or supervisor evaluation is completed, if position description has changed since the review was started. If either of those steps have been completed, contact HR to have it refreshed. All subsequent steps will be cleared. You should print any new information added prior to this action.

Supervisor Creates the Plan-Section 1A Job Functions

Home 3 Performance ▾ Progress Notes

Plan for Tracy Holbert Actions ▾

The job functions and success criteria are set as read only fields, pulled from the position description. If you have updated the position description with HR approval, since creating this plan, you can refresh that data with the APPLY button below in Section 1A. You must select the performance characteristics you want to use at the time of the annual review in the plan. Adding text as to the current year focus, expectations of performance characteristics and any goals on outcomes attained is optional, not required.

Section 1A- Job Responsibilities Section 1B- Performance Characteristics Section 1C - Goals

Job Functions and Objectives/Success Criteria ABC [Check spelling](#)

Refresh Job Functions and Objectives/Success Criteria from

- Review accuracy of Job Functions and corresponding Success Criteria. Changes to these items must be done by the supervisor within the Position Description module, then approved by HR.
- Add Current Year Focus, as needed

Save & Continue (goes to next section)

Save & Draft (stays on this page)

Supervisor Creates the Plan-Section 1B – Performance Characteristics

Plan for Tracy Holbert

Actions ▾

The job functions and success criteria are set as read only fields, pulled from the position description. If you have updated the position description with HR approval, since creating this plan, you can refresh that data with the APPLY button below in Section 1A. You must select the performance characteristics you want to use at the time of the annual review in the plan. Adding text as to the current year focus, expectations of performance characteristics and any goals on outcomes attained is optional, not required.

Section 1A- Job Responsibilities

Section 1B- Performance Characteristics

Section 1C - Goals

Required fields are indicated with an asterisk (*).

 [Check spelling](#)

Employee Role

* Is the employee a supervisor of other FTE employees?

No ▾

Please don't click on the Add Entry

Remove Entry?

- Identify if employee is a supervisor
- Select at least 2 Performance Characteristics from the drop-down list. Optionally, define expectations for each.
- If the employee is a Supervisor, you must select at least the last two entries in the list.

Supervisor Creates the Plan-Section 1C – Goals

Plan for Tracy Holbert

Actions ▾

- Print
- Save Draft
- Complete

The job functions and success criteria are set as read only fields, pulled from the position description. If you have updated the position description with HR approval, since this plan, you can refresh that data with the APPLY button below in Section 1A. You must select the performance characteristics you want to use at the time of the annual plan. Adding text as to the current year focus, expectations of performance characteristics and any goals on outcomes attained is optional, not required.

Section 1A- Job Responsibilities Section 1B- Performance Characteristics Section 1C - Goals

Goals

Check spelling

Description of Goal

- 1) Work on a process for pulling in temporary instructional ePAFs similar to the student process.
- 2) Document number of Access programs and provide to IT for converting to Webfocus.
- 3) Complete the PeopleAdmin workflow for the staff position management module.
- 4) Work with IT to move copies of employee evaluations (EPMS) from Wingspan to BDMS.

Remove Entry?

Description of Goal

goal #2

Remove Entry?

Add Entry

Save Draft

Complete

Ideally, goals should be added separately so that they can be added/removed/rated separately. Use the “Add Entry” button and “Remove Entry” checkboxes, then Save Draft to update.

When finished use the COMPLETE button at the bottom of this page or the Actions button at the top selecting the Complete option.