

# **PEDS Policies and Procedures**

*Human Resources*

*Thursday, August 30, 2007*

Below are policies and procedures relating to implementing the DU Performance Evaluation and Development System (PEDS).

## **1) Re-set user passwords and accounts – Who will do this, and how?**

Requests to reset user passwords and accounts should be forwarded in the following order:

Rachel Grafton (x13307)

Donna Dible (x17016),

Kevin Janchivlamdan (x17420)

## **2) Supervisor change requests and maintaining supervisory reporting data**

Division level approval should be given for all supervisor change requests, since they know policies/details of supervisory reporting in their Division. PEDS division project leads can make change requests online using the Supervisor Change Form. Routine personnel actions (hires, transfers, separations) will trigger appropriate supervisor changes on Banner and do not need to be reported separately. Human Resources will send out periodic reports for Division PEDS leads to confirm/verify (Rachel Grafton will do this until October 22, 2007, then Amy King and her staff afterwards).

## **3) What is the process for assigning interim supervisors?**

The system default will point direct reports to a vacant position to the next level manager. Any changes to the default process should be made by the next level manager in consultation with the PEDS Division project lead. HR signoff by Amy King or her staff is required, prior to making the change in PEDS.

## **4) Authorization needed for re-routing forms? (i.e. moving a form manually in the system to a different step)**

PEDS Division project leads will request re-routing via email to the HR PEDS system admin (Rachel Grafton until October 22, 2007), who will consult with HR managers as needed.

## **5) Requests by the division that a user be excluded from PEDS**

Requests to exclude from PEDS those other than currently excluded should be sent via email to Dick Gartrell, Director of Human Resources, who will forward approved requests to the HR PEDS system admin to make changes (Rachel Grafton until October 22, 2007).

## **6) Requests by a division that a user receive no form or the executive narrative form**

Requests for PEDS form types outside of defaults should be sent via email to Dick Gartrell, Director of Human Resources, who will forward approved requests as appropriate (to Sharon Gabel until October 22, 2007, then Amy King and her staff afterwards). Review by other University administrative areas may also be required.

## **7) Requests for ad-hoc reports and additional reporting capabilities**

Report access will be restricted based on authority to see data requested. Requests should be sent via email to Dick Gartrell, Director of Human Resources, who will forward approved requests to the HR PEDS system admin to log, run, and provide report (Rachel Grafton until October 22, 2007, then Donna Dible afterwards).

## **8) Proxy process - Who can authorize, how do we track and log requests?**

Senior staff reporting to the Chancellor and or the Provost may elect to have proxies. Authorization via email approval from their manager is required (e.g. the Provost for a dean). Requests should be sent via email to Dick Gartrell, Director of Human Resources, who will forward approved requests to the HR PEDS system administrator to setup, track and log (Rachel Grafton until October 22, 2007, then Donna Dible afterwards). Requests for proxies for staff not reporting to the Chancellor or Provost will be reviewed by the Director of Human Resources on case-by-case basis.

## **9) How will the PEDS support email account ([peds-support@du.edu](mailto:peds-support@du.edu)) be managed?**

PEDS support emails need both policy and technical viewers to receive and respond as appropriate. Sharon, Rachel, and Donna will subscribe to the email distribution list until October 22, 2007, then Amy King and her staff, Donna, Rachel and Sharon will subscribe to the distribution list afterwards).

## **10) Data integrity verification timeline - i.e. active vs. inactive users?**

Human Resources will provide PEDS Division project leads with reports to check on a quarterly basis.