

When will this be available?

The Kansas Learning and Performance Management (KLPM) system will go live on November 01, 2021.

The main question we have so far is regarding the employee guide, #1 "You will receive an email". The majority of our staff do not have a work email and many don't have an active personal one. Will supervisors just be able to have them sign when they meet with them or will the supervisors just verbally notify them to sign in to the KLPM System and we go from there?

Ideally an employee will log into the KLPM system and electronically review and sign off on their Performance Review form at each step of the process. However, the agency Administrator(s) will have the ability to assist supervisors with overriding the electronic signatures where necessary. Supervisors will still have the ability to print off a paper copy to use to review with employees.

This is regarding a potential scenario should an employee or agency request to view an employee personnel file and their PMPs. How would they do so?

The person requesting to see the personnel file and PMPs will still need to contact the agency HR and set up a time to go to the agency to review the files in the KLPM system.

Can we upload documentation to the TMS?

The KLPM does allow for documents to be uploaded and saved within it.

In the Supervisor Guide, it states the supervisor will receive an email notifying them to complete the PMP. Who is sending this e-mail to the supervisor? Is it HR or will this auto generate?

The KLPM Administrator for your agency will assign the Performance Review forms that will be emailed to supervisors.

The PMP is not required to be reviewed by a Reviewer. That is optional, correct?

Some agencies require that a Reviewer sign off on the PRF before it is given to an employee. This is not a requirement of the process rather a step that some agencies choose to require. Therefore, the reviewer step is optional.

It needs to be more clearly stated when the supervisor and employee need to meet. Several supervisors expressed concerns that they wanted to interact with the employee on the process not just send them an e-mail.

The Performance Management Process itself has not changed. Supervisors are still required to meet with employees to begin the Performance Review form (PRF) and to meet throughout the review period. The PRF allows for documenting discussions after a supervisor meets with an employee. The email part of the process is for communicating notifications that the PRF is ready to be reviewed and once the supervisor and employee meet for their Performance Planning discussion the employee and the supervisor will sign the PRF electronically.

After the PMP is completed, is the supervisor required to provide HR a copy for the personnel file?

No. HR will have access to the Performance Review form via the KPLM system.

Will HR still enter a rating in SHARP or will it automatically upload into SHARP when the PMP is closed?

Will the completed PMP be auto delivered (entered) into the SHARP system, or will the supervisor still print a hard copy and present to Personnel Services for entry into SHARP?

The ratings and PRFs will be store and maintained in the KLPM system.

In 24-hour facilities, supervisees and supervisors change frequently. If a supervisor resigns with no notice or is terminated, how are we supposed to access the PMP for another supervisor to finish it? Will HR or the supervisor's supervisor have access?

The KLPM Administrator for your agency will be able to access the incomplete PRF online and assign it to a new supervisor.

How will the employee's information be entered in this new system? Will it upload from SHARP, will HR or some other department need to enter it, or will the supervisor?

Employee information is uploaded into the KLPM from SHaRP.

Do unclassified employees need a PMP?

I am reaching out to see if this applies and if so, how this may apply to unclassified employees?

The current Administration would like PMPs to be completed for both classified and unclassified employees.

Are all annual PMP's still due in October, November, and December and will require a special PMP to transition them to the annual cycle if it is due in January – September?

The focal point period of beginning and ending annual PRFs is still October 1st thru December 31st. This is set in regulation 1-7-10(a)(3)

1-7-10(a)(3) Performance ratings for all permanent employees shall be assigned on an annual basis within the period beginning October 1 and ending December 31.

Is there going to be any training outside of the manuals? Webinar?

Will there be training for supervisors on initiating the PMP system?

Is there any sort of online course or training (not a written guide) on how to use the system?

There will be training videos available on the KPLM. Agency Administrators will complete a Teams meeting training.

What is the web address for the new KLPM or where can people find it. (people delete emails, so will need a link)

This will be distributed when it goes live on Nov 1st.

What credentials will they use to log in? Is it their windows log-in or their payroll system log-in or something different?

In order to log on to the Kansas Learning & Performance Management site, what username and password should the employee use, or will new log in credentials be generated and sent out for this process?

An email will be sent asking supervisors/employees to log into the new KLPM system along with information on how to log in.

Log in will be employee ID and password will be: The first time you sign on your password is a combination of the first two characters of your last name (lowercase) and the last four-digits of your Social Security Number with no space in between.

Who to call if they have issues? Is it their HR, a central help desk, etc.

There is a help desk for both issues related to the technical side and for questions related to the process itself. The help desk information will be provided on the KLPM log in page.

The documentation indicates the system notifies the Supervisor when an action is due (Development Plan, Mid- Year, or Annual). Who establishes those due dates?

The due dates are established when the PRF is started by the supervisor in the same manner as it is being completed currently.

How much advance notice will supervisors be given of the pending completion date? Can that notice be changed, or additional notices be provided? Such as- 90- 60 and 30 day notices of the pending suspense date?

The KPLM only produces one reminder and that is at the beginning of the process to inform supervisors that they have PRFs to complete.

Will the steps be able to be scheduled in the system with outlook calendar reminders etc? Initiating the PMP each year, Mid-Year, and close.

The supervisor will need to enter reminders into their Outlook for reminders to be sent via outlook.

Can current text be imported to the new system? I am sure most of us have Task Objectives, Competencies/Behaviors, Examples of Task Performance, Behavioral Examples/Comments from previous evaluations that could be copied right over if the system allows for importing text.

Are we able to 'copy/paste/edit that tasks the following year or do we have to completely redo the evaluation?

You can open a current PRF in Word and copy that information into the new online PRF in the KPLM system.

The system specifies that during the development stage the document is sent to the employee for comments. Will there be a time frame for return comments established? How will the supervisor be notified the document has been returned?

Will the supervisor receive notification that the employee has signed off on the PMP (initial review)?

There are no established timeframes in the KLPM system. The supervisor will receive an email when the employee has signed off on their PRF. If the supervisor has not received that email timely they may follow up with the employee. If the employee refuses to sign off on the PRF then your agency Administrator will have access to override that.

As a supervisor of supervisors, will I be able to see PRFs that are in progress or run a report that shows the status of staff reviews

Your agency Administrator will be able to run reports to show the status of Performance Reviews for your employees or the employees your employees supervise

What information do we use to login or do we need to create an account to start with?

Employees will receive an email providing them with the log in webpage and information on how to enter their credentials into the system.

If they have signed their 2022 PMP, does the supervisor need to have it re-entered into this?

The KLPM is required for the annual 2022 PMP. If a supervisor has already begun the process on a paper version of a PRF the supervisor will simply enter the information in the KLPM system using the same dates and information that they had assigned on the paper version of the PRF.

Will we have to save a copy for ourselves prior to signing, or will a copy be kept in the system for us to review at a later point?

A copy remains available to the supervisor throughout the review period. The employee must save or print a copy for their records.

If the employee received a PMP for review, and it differs from what was discussed with the supervisor, what is that process?

This is not a possibility. The system has no ability to change what was entered the PRF form.

When you enter the task objective, will there be canned tracking methods or are those written by the supervisor?

The process for assigning objectives and their tracking method will not change. The supervisor will still need to write each objective and the corresponding tracking method.

Will Competencies and behaviors require 'tracking'?

The process for assigning Competencies and behaviors will not change. Currently and going forward a tracking method will not automatically be associated to Competencies and behaviors.

Does anyone (above the supervisor) have to review a PMP before presenting it to the employee? Most especially if it is a special or probationary.

The "Reviewer" requirement is determined by each individual agency.

Can the supervisor enter examples of task or competencies/behaviors during the year or is it all done at the end of the rating period?

The PRF does allow for the supervisor to enter examples of tasks or competencies/behaviors during the year. As well these is place for Coaching and Documentation notes in the online system.

Can due dates be modified or are they assigned by the system? This seems important if a supervisor has several supervisees. I see that there are boxes for the "evaluation period" but was not certain if those could be modified.

Once a PRF has been assigned to a supervisor to complete for their employee(s), the supervisor chooses the dates for the PRF to begin and end.

Does this mean that any PMP's that are due after the go-live date will be required to be completed on this new system? Or will we have the option to use new system starting 2022 for the next PMP year and complete PMPs this year using our current process?

If we are required to complete electronic PMP's this year after the go-live date, will we be required to enter in any PMP's that have been completed prior to the go-live date? Such as any PMP's that have been completed and signed off on in October?

The KLPM is required for the annual 2022 PMP. If a supervisor has already begun the process on a paper version of a PRF the supervisor will simply enter the information in the KLPM system using the same dates and information that they had assigned on the paper version of the PRF.

Will supervisors have to physically print and present the employee with a copy after each step as we do now, or will a copy automatically be sent to the employee by the system after completed? For example, if the PMP was started on 11/1/2021, the supervisor holds a feedback session on 01/15/2022, will the employee get a copy of that sent by the system?

Once the supervisor has completed the online PRF and submitted it to the employee, the employee will receive an email to log into the KLPM and review their PRF. The employee may choose to save a PDF copy to their computer or print off a copy to keep for their records.

If an employee does not agree with the evaluation are they required to Sign? or will there be a I refuse to sign option? (I know they can add comments but sometimes they refuse signatures)

The system has the ability to override if an employee refuses to sign off on the PRF. The online PRF allows the supervisors to make notes that they met with employee on a specific date for their Performance Planning session and the employee refused to sign off on the PRF.

Will the statement still be listed that says “ My Signature does not acknowledge agreement with this evaluation?”

The online PRF will contain the sentence “ My Signature does not acknowledge agreement with this evaluation?”

Page 3 Can you share examples of why we would ever have to repeat sign in (steps 2-9) ? Or Is this statement only for supervisor/ Managers that must review several evaluations?

An electronic signature is required at each step of the PMP. After the Performance Planning discussion, the Mid-year Review Discussion and Annual review Discussion electronic signatures must be placed into the PRF.

How often will you need to change the password.

You will be prompted to change your password every 180 days.