

PERFORMANCE ACCOUNTABILITY & FEEDBACK

Performance Accountability & Feedback Report | Column Descriptions

Everyone who has the **HR Analyst role** in Workday will have access to run their agency’s Performance Accountability and Feedback report. For managers who would like a copy of the report, contact your HR Department.

Report name: CHRO WFD | Performance, Accountability & Feedback (All Phases) (New Version)

The check-in columns AQ, AS, AU, and AW on the report only look to see if a check-in was completed **NOT if the manager needs to complete the check-in for that particular quarter**. A manual check needs to be completed to determine the 12-month check-in cycle for each employee. To do the manual check, HR or the manager needs to look at the following information.

IMPORTANT:

Columns **AQ, AS, AU, and AW** only report if a check in was completed – regardless if a manager was in scope at that time. You will need to do a manual check!

1. If the manager has a grace period because they are newly in-scope (column K). If K shows ‘Yes’ then column L will show the date the manager needs to complete the first check-in with their in-scope employees.
2. If the manager has a grace period because they have a new employee column AF will show ‘Yes’ and column AG will show the date the manager needs to complete the first check-in with that employee.

There are other factors that may need to be manually checked as well:

- Is the manager or employee on leave (columns M manager and AN employee)?
- Is the manager or employee in a work out of class (columns N manager and AO employee)?
- Is the manager or employee in a developmental or rotation (columns O manager column AP employee)?
- If a manager has all vacant positions, they will not show up on the report.

12-MONTH FEEDBACK CYCLE

New supervisory managers begin their 12-month cycle the quarter after completing all the required training and yearly planning identified in the [PAF Checklist](#). The new supervisory manager’s start date determines the 12-month feedback cycle. Use the table below to determine the initial quarter and then the 12-month feedback cycle.

Manager or Employee Position Start Date	Initial Quarterly Performance Feedback Period Starts	Conduct & Document Initial Check-in Meeting By
<i>If the managers or employees position start date is between...</i>	<i>The manager will monitor employee performance during these months for their initial quarter.</i>	<i>Manager to hold initial check-in meeting to discuss the employees performance and in Workday document the check-in by.....</i>
October 1 – December 31	January – March	End of April
January 1 – March 31	April – June	End of July
April 1 – June 30	July – September	End of October
July 1 – September 31	October – December	End of January

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REPORT COLUMN DESCRIPTION

This section provides a description of the information contained in each column of the report.

COLUMN	COLUMN NAME	COLUMN DESCRIPTION
A	Supervisory Manager's ID	This is the supervisory manager's employee ID number (OR#)
B	Supervisory Manager	This is the supervisory manager's first and last name.
C	Supervisory Manager's Company	This is the supervisory manager's agency.
D	Supervisory Manager's Email	This is the supervisory manager's email address.
E	Supervisory Manager's Job Profiles	This is the supervisory manager's job classification.
F	Supervisory Manager's Most Recent Job Profile	This is the supervisory manager's current job classification. This would be different if they are in a work out of class, developmental, or rotational position.
G	Supervisory Manager's Most Recent Union	This is the supervisory manager's current union. This would be different if they are in a work out of class, developmental, or rotational position.
H	Supervisory Manager's City	This is the supervisory manager's work location city.
I	Position Assigned to Supervisory Manager	This is the supervisory manager's current position.
J	Supervisory Manager Position Start Date	This is the supervisory manager's start date for their current position.
K	Manager Grace Period	If the field says 'Yes' then the manager's position start date fell between the quarter the report is checking for. If the field is blank, then the manger does not have the grace period. See the '12-Month Feedback Cycle' on page 1 of this document.
L	Date First Check in Should Occur - Manager	If the field has a date, then the manager will need to complete the required training and check-ins by the date listed. If the field is blank, then the manger does not have the grace period. See the '12-Month Feedback Cycle' on page 1 of this document.
M	Supervisory Manager On Leave	If the supervisory manager is out on any time of leave (i.e. FMLA, OFLA, etc.) this field will display 'Yes'. If they aren't on leave, the field will be blank.
N	Supervisory Manager On WOC	If the manager is in a work out of class this field will display 'Yes'. If they aren't in a work out of class, the field will be blank.

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COLUMN	COLUMN NAME	COLUMN DESCRIPTION
O	Supervisory Manager On Developmental/Rotation	If the manager is in a developmental or rotation this field will display 'Yes'. If they aren't in a developmental or rotation, the field will be blank.
P	PAF Module 1 Completed in iLearn	If the supervisory manager completed the first online training module in iLearnOregon before we moved to Workday, this field will display 'Yes'. If not, then the field will be blank.
Q	PAF Module 1 Completed in Workday	If the supervisory manager completed the first online training module in Workday, this field will display 'Yes'. If not, then the field will be blank.
R	PAF Module 2 Completed in iLearn	If the supervisory manager completed the second online training module in iLearnOregon before we moved to Workday, this field will display 'Yes'. If not, then the field will be blank.
S	PAF Module 2 Completed in Workday	If the supervisory manager completed the second online training module in Workday, this field will display 'Yes'. If not, then the field will be blank.
T	PAF Module 3 Completed in iLearn	If the supervisory manager completed the third online training module in iLearnOregon before we moved to Workday, this field will display 'Yes'. If not, then the field will be blank.
U	PAF Module 3 Completed in Workday	If the supervisory manager completed the third online training module in Workday, this field will display 'Yes'. If not, then the field will be blank.
V	PAF Virtual Classroom Session Completed in iLearn	If the supervisory manager completed the virtual classroom session before the State moved from iLearnOregon to Workday, this field will display 'Yes'. If not, then the field will be blank.
W	PAF Virtual Classroom Session Completed in Workday	If the supervisory manager completed the virtual classroom session after the State moved from iLearnOregon to Workday, this field will display 'Yes'. If not, then the field will be blank.
X	Employee ID	This is the employee's employee ID number (OR#)
Y	Employee	This is the employee's first and last name.
Z	Company	This is the employee's agency.
AA	Employee Supervisory Organization	This can be the employee's agency, division, program, or unit.
AB	Employee Job Profile	This is the employee's job classification.
AC	Employee Most Recent Position Start Date	This is the employee's start date for their current position.

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COLUMN	COLUMN NAME	COLUMN DESCRIPTION
AD	Employee Has Multiple Managers	This column will show 'Yes' if there are multiple managers assigned to the employee. To see who is assigned, look at column W 'All Worker's Manager(s). If it is blank then it means they only have one manager assigned.
AE	All Worker's Manager(s)	The manager(s) name will display in this column. If the employee has multiple manager's assigned to them all of them will be listed.
AF	Employee Grace Period	If the field says 'Yes' then the employee's position start date fell between the quarter the report is checking for. If the field is blank, then the manger does not have a grace period to complete the check-in with the employee.
AG	Date First Check in Should Occur - Employee	If the field has a date, then the manager will need to complete the check-in by the date listed. If the field is blank, then the manger does not have a grace period to complete the check-in with the employee.
AH	Employee Primary Position ID	This is the employee's position ID number for their primary position. This would be different if they are in a work out of class, developmental, or rotational position.
AI	Employee Union for Primary Position	This is the employee's representation (REPR) for their primary position.
AJ	Employee's Most Recent Union	This is the employee's representation (REPR).
AK	Union on Position (if Filled)	This is the position's representation (REPR) if filled.
AL	Union on Position (if Vacant)	This is the position's representation (REPR) if vacant.
AM	Union for Subordinate Position or Employee	This is the position's representation (REPR) if vacant or if it is filled, it's the representation for the employee.
AN	Employee On Leave	If the employee is out on any type of leave (i.e. FMLA, OFLA, etc.) this field will display 'Yes'. If they aren't on leave, the field will be blank.
AO	Is the Employee in a work out of class?	If the employee is in a work out of class this field will display 'Yes'. If they aren't in a work out of class, the field will be blank.

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COLUMN	COLUMN NAME	COLUMN DESCRIPTION
AP	Is the Employee in a Developmental/Rotation?	If the employee is in a developmental or rotation this field will display 'Yes'. If they aren't in a developmental or rotation, the field will be blank.
AQ, AS, AU, AW	Column Name Varies <i>(These columns show the check-ins completed for the current and upcoming quarter)</i>	This column name will vary based on the date range for the quarter. For instance, if the column name is 2021 August 1 – October 31, the report is showing any check-ins where the 'Planned For' date is between August 1 through October 31, 2021. These columns will always be named one of these date ranges: <ul style="list-style-type: none"> • [Year] February 1 – April 31 • [Year] May 1 – July 31 • [Year] August 1 – October 31 • [Year] November 1 – January 31
AR, AT, AV, AX	Column Name Varies	These columns show who created the check-in for that particular quarter because the report is looking at any check-ins created for the employee during the quarter.
AY	Date Next Quarterly Check-in Due	Each manager's first check-in with the employee will be based on the manager's and employee's initial appointment date into the position.
AZ	Date Report Run	This is the date the report was ran in Workday.
BA	CF EMI Check-ins	These are dates for when someone created or edited the check-in. These dates are system generated.