# October 2021 Fiduciary EPR Release

Performance Analysis and Integrity will be releasing several updates to the Employee Performance Report (EPR) and Supervisor Employee Performance Report (SEPR) based on the new Fiduciary Performance Standards. The updated views will be deployed on October 1, 2021 and accessible on the morning of October 2, 2021.

Please see the screenshots of the views in EPR. SEPR screenshots will be provided in a separate document.

#### About EPR

Employee Performance Report

<	When Was the Data Updated?	About Main	EPR News!	ŀ	How to Navigate	Work Cr Quality Lookup 1	edit and Threshold Table	Data Integrity & Er User Permissions	nd Wh Cor
	Click here f Produc For determ	or the Production Estim tion & Quality ining the weighted va	ator! Reference Tab Iue of a work credit ar	les	Position FSR Select Transactio	<b>▼</b> on	Grade or (AII) Contenti	Experience v	
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	ALL EPS/C	LM_LBLS FSR	N/A					0.280	
	Quality	Thresholds for FSR	GS 10				Select (All)	t # of Tasks ▼	

The About Page provides information related to the workbook. It also includes the Work Credits and Quality Threshold Lookup Table tab. This will allow you to view the weighted value of a work credit. You can filter by Position, Grade or Experience, Transaction, and number of Contentions. Please note the lower chart will show the quality threshold dependent on the number of tasks reviewed. This quality lookup section does not apply to Fiduciary employees as it is only relevant to those on a quality threshold standard.

Prepared by Performance Analysis and Integrity September 23, 2021

### My EPR Summary

Emplo QMS Data Al overturned, E	ert for EPR: In isolated	rmance Re I cases where an erro I the latest information	eport r pending in QMS h on from QMS.	as been					Star 10/1/2020	t Date	9/30/	End Date 2021	
Name		Emp Station	Position Gr	ade Team Na	me	FS Output	Excep. Output	Tasks F	Reviewed	Exceed Qu	ality	Meets Quality	
George Washington		101	FSR 11	. Fiducia	iduciary Hubs Team		84	27		98.0%		96.0%	
Transac rated to ava	tional Perforr	nance Data on 80 hours.	Hours worked to	number of transad	ctions completed a	gainst standard.	. Standard is pro-	6	Total Work Cred	lits 🚺	Avail	ability Rate	
Show	Performance By	Select	: Work Type						287 830		9	5 1%	
Day	•	View without	: Work Type	•					207.000			0.270	
Date	Production Result	Hours Worked	I Claims	Work Credits Not on	Work Credit on Standards	Fully Sat Standard	Exceptional Standard	6	Quality Score		Compl	eted Trainings	
0/0/21	Under	5.50	9.00		2.81	3 230	5 780	On P	erformance Stand	dard			
9/8/21	Meets	6.50	14.00	0.00	5.78	3.820	6.830					13	
9/7/21	Excels	3.50	17.00	0.00	4 38	2 060	3 680		81.5%				
9/3/21	No Hours and/o	0.00	0.00	0.00	0.00	0.000	0.000						
9/2/21	Meets	8.50	19.00	0.00	6.16	4 990	8 930	(	Quality Reviews	: 60	D	eferrals	
9/1/21	Under	7.00	20.00	0.00	3.44	4.110	7.350		Ca		Caused By		
8/31/21	Under	10.00	0.00	0.00	0.00	5.880	10.500		6	Def	Rate	0.096	
8/30/21	Meets	10.00	15.00	0.00	6.06	5.880	10.500		0	Cre	ated By		
8/27/21	No Hours and/o.	. 0.00	0.00	0.00	0.00	0.000	0.000		De		Def. Rate		
8/26/21	Under	10.00	25.00	0.00	4.17	5.880	10.500						
8/25/21	Meets	10.00	16.00	0.00	5.91	5.880	10.500						
8/24/21	Meets	10.00	19.00	0.00	6.41	5.880	10.500						
8/23/21	Excels	10.00	27.00	0.00	10.56	5.880	10.500						
8/20/21	No Hours and/o.	. 0.00	0.00	0.00	0.00	0.000	0.000						
8/19/21	Under	10.00	16.00	0.00	5.05	5.880	10.500						
8/18/21	Meets	10.00	26.00	0.00	6.22	5 880	10 500						

- The employee bar at the top of the view appears on all pages and will display the information based on the User ID. The current standard will show, and the values will change according to the date range selected.
- The box on the left shows the current performance standard for production based on an 80-hour work period. You can change the "Show Performance By" parameter to choose how the view is aggregated.
- The color coding on this view will show the following:
  - Excelling the standard -> Green
  - Meeting the standard -> Blue
  - Below the standard -> Red
- The score card on the right shows the employee's work credits, quality score, availability rate, and completed trainings. Fiduciary employees should disregard the deferrals scorecard as that is not a part of their performance standard.
  - 63 E
- The icon indicates that you can click the value to view additional information on a different tab in the workbook. For example, when you want to view additional information regarding Total Work Credits, you can click on the value and you will be brought to the Transaction Trends view.

Prepared by Performance Analysis and Integrity September 23, 2021

# My Transaction Trends

Click the value under Total Work Credits

on the EPR Summary view to activate the

Transaction Trends view

Transaction Details & Trends							Start Date 10/1/2020			End Date 9/30/2021						
					Transac	tion Tre	nds by	y Wee	k: Geo	orge \	Wash	ingto	n			
Monthly Employee	Deferral T	rend: None	2		40 30 20 10		_	-		×		~	_		1	40 30 20
					0	Jul 04	TIN	Jul 18	Jul 25	TO GUA	Aug 08	Aug 15	Aug 22	Aug 29	Sep 05	0
ransactions & Wo	rk Credits:	George Wa	as <mark>h</mark> ingto	n												
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- Fiduciary employees should disregard the top left chart showing the employee's monthly deferral trends. Deferrals are not a part of the Fiduciary employee standard.
- The top right chart will show the employee's weekly transaction trends.
- The detail chart on the bottom of the view will provide the detail data for Transactions & • Work Credits.

# Time & Leave Hours

Click the value under Time & Leave Hours Availability Rate

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on the EPR Summary view to activate the My

Date Level Start Date End Date Employee Hours Details by Day Day • 10/1/2020 9/30/2021 This table shows your hours reported in ASPEN and WATRS in each respective category. Hours Reported: George Washington Sick Leave Comp/Credit LWOP Hrs Approved Availability Hours Annual Military Adr Date Regular Overtime Excluded Leave Worked Leave Hrs Hrs Hrs Taken Leave Lea 09/09/2021 55.0% 5.50 10.00 0.00 4.50 0.00 0.0 0.0 0.0 0.0 0.0 09/08/2021 10.00 0.00 65.0% 6.50 3.50 0.00 0.0 0.0 0.0 0.0 0.0 09/07/2021 35.0% 3.50 10.00 0.00 6.50 0.00 0.0 0.0 0.0 0.0 0.0 09/03/2021 Null 0.00 85.0% 0.00 0.00 0.0 0.0 0.0 0.0 0.0 09/02/2021 8.50 10.00 1.50 09/01/2021 70.0% 7.00 10.00 0.00 3.00 0.00 0.0 0.0 0.0 0.0 0.0 08/31/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/30/2021 Yes 100.0% 10.00 0.00 10.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/27/2021 Null 0.00 100.0% 0.0 0.0 0.0 10.00 10.00 0.00 0.00 0.00 0.0 0.0 08/26/2021 Yes 08/25/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/24/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/23/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/20/2021 Null 0.00 08/19/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/18/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/17/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/16/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0 08/13/2021 Null 0.00 08/12/2021 Yes 100.0% 10.00 10.00 0.00 0.00 0.00 0.0 0.0 0.0 0.0 0.0

- This view will show the leave and hours for the selected employee.
- You can scroll to the right to see additional leave and excluded time categories.

# My Training Completions

Click the value under Completed Trainings on the EPR Summary view to activate the My Training Completions

Training Co	ompletions	Start Date 10/1/2020	End Date 9/30/2021		
Completed	raining: George Washington				
Compl Da 🖃	Course Title				
09/01/2021	VBA Continuity of Operations Awareness				
08/24/2021	COVID-19 Vaccination Information and Attestation				
07/14/2021	Government Ethics - The Essentials				
	VA Privacy and Information Security Awareness and Rules of Behavior				
	VBA Active Threat Response (ATR) Training				
04/14/2021	Prevention of Workplace Harassment/No FEAR				
01/08/2021	S.A.V.E Training for Employees _Enduring				
01/05/2021	The EEO, D&I, No FEAR, and Whistleblower Rights and Protection Policy Statement				
	VA Core Values Training (I CARE Recommitment)				
11/18/2020	Department of Veterans Affairs Emergency Alerting and Accountability System (EAAS)				
11/13/2020	TMS 2.0 Upgrade Training (H1 2021)				
11/05/2020	Records Management for All VBA Employees				
10/23/2020	Teams Best Practices hosted by Microsoft				

• This view will show the employee's completed trainings from TMS.

#### My Quality

Click the value under Quality Score on the EPR Summary view to activate the My Quality view



- This view will show the employee's quality score and provide information on the quality reviews for the employee.
- The top left chart shows the employee's quality score.
- The top right chart will show the employee's quality reviews based on date, file number, action taken, and the quality score.
- The bottom two charts show the quality details and the detail for quality errors.