Position, Performance and Employment Management System (PPEMS)

User Types

This system is driven by user type. It is important for users to understand what role they will be taking when they login to PPEMS. To change user types, click on “Change User Type” on the left side of the screen.

- **Employee** User Type – Select this user type when you are completing your own Job Questionnaire or Performance Evaluation.
  - When you are logged in as Employee, you can only perform actions on yourself.
- **Supervisor** User Type – Select this user type when you are completing a Job Questionnaire or Performance Evaluation on someone who reports to you directly.
  - When you are logged in as Supervisor, you can only perform actions on those employees who report directly to you.
- **Administrative User** Type – Select this user type to take action on Job Questionnaires and recruitment efforts on any position in your area(s) of responsibility.
- **Eval Admin User** Type – Select this type to take action on Performance Evaluations on behalf of another supervisor within your area of responsibility.
  - This user type is assigned on a case-by-case basis and must be requested via email to Kay Larson at klarson@uwf.edu with justification as to why the supervisor is delegating this responsibility. This user type allows access to the performance evaluations of others and should be considered carefully before being requested.
- **Reviewing Officer** User Type – Select this user type to take action on a Performance Evaluation that has been submitted to you for review.
- **Department Head** User Type – Select this user type when you are completing any function as the department head for your area(s) of responsibility. (Not for completing Performance Evaluations)
- **Dean/Division Head** – Select this user type when you are completing any function as the Dean or Division Head for your area(s) of responsibility. (Not for completing Performance Evaluations)
- **Vice President** User Type – Select this user type when you are completing any function as the Vice President for your area(s) of responsibility. (Not for completing Performance Evaluations)

Special Note Regarding Performance Evaluations

There are only three (3) user types relevant to the Performance Evaluation piece: Employee, Supervisor, and Reviewing Officer. These are the electronic signatures required on performance evaluations; therefore, you will have to be logged in as one of these user types to complete the performance evaluation process.

When trying to decide which user type to choose, try to think about what signature you would be putting on the document. Will it be a department head signature, a dean signature, a vice president signature? Will it be an employee signature, a supervisor signature, a reviewing officer signature? This will help you determine which user type you will choose.