



# What's New in emPerform Version 5.3SP2?

## Customer Release Notes

Release Date: November 2020

We are committed to the ongoing development and improvement of emPerform. This new release brings important upgrades to help support your organization's performance management efforts. The following document outlines the new release features, enhancements, and fixes.

As always, please feel free to contact us with your questions or feedback.

1-877-711-0367 | [support@employee-performance.com](mailto:support@employee-performance.com)

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## What's New?

### New features in emPerform 5.3SP2:

What's New?		Area	Details
•	Refreshed User Interface	End-user application	This release brings a refreshed user interface to the entire end-user application. There is now more spacing, new icons, and refreshed pop-up tabs. <a href="#">See below for further details.</a>
•	New fixed tag Popup Option.	Tag/end-user application	To help your users make notes and send feedback more easily in tag, we have added a fixed tag pop-up option that floats at the bottom of most screens.

## Enhancements

### Enhancements in emPerform 5.3SP2:

What's New?		Area	Details
•	On-Demand Forms (ODF) show for a user that is made inactive.	Appraisal	Administrators will see inactive users on the ODF form management page and can remove any ODFs assigned from the system.
•	Compatible Browsers	End user application	emPerform 5.3SP2 no longer supports Internet Explorer. End-users can access emPerform from all modern browsers, including Edge, Chrome, Safari, Chromium, and Firefox.
•	Compatible Logo and Splash Files	Administration	To prevent any black backgrounds showing on transparent images, Administrators will no longer be able to upload .png image files for the company branding: logos and splash screens.

## Fixes

### Fixes in emPerform 5.3SP2:

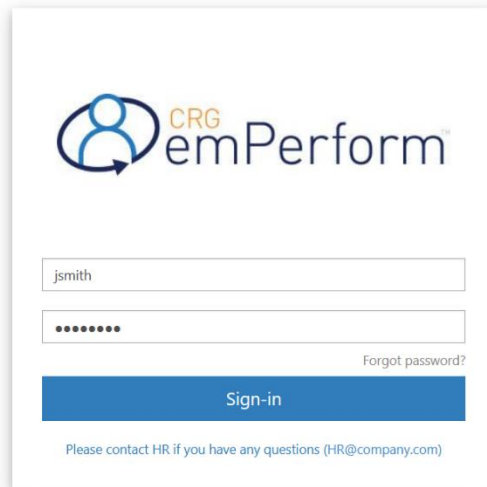
What's New?		Area	Details
•	Fixed 'URL already open' issue	Appraisal	Fixed 'URL already open' issue for user module. End users will not get this warning even if the same person logs into emPerform in more than one browser tab. However, this action is not encouraged because if data is entered in multiple tabs, some data may not be saved and will be lost. When opening a new session in a separate tab, the old session in the original tab will expire.
•	Description and behavior labels in information tab on reports	Appraisal	Description of library items under the Information tab now shows on the evaluation reports for On-Demand Forms and Appraisals.

## Features in Detail

### Refreshed User Interface

emPerform 5.3SP2 introduces a refreshed interface for end-users. We have kept the usability and user experience elements that we know work very well but have given the end-user application a modern look and feel.

New login screen better contains your company's logo:



Refreshed home screen features more spacing, new icons, a collapsed menu, new 'home' icon, and 'more' option on main menu to allow users to access other pages/modules, without taking up space on the menu bar.

Name	Status	Launch Date	Due Date
Company Performance Review - 2020	Schedule meeting to review goals		11/6/2020

Employee Name	Name	My Role	Status	Due Date
Karen Clayton	Company Performance Review - 2020	Manager	Monitor the Status of Goals	12/4/2020
May Abrego	Company Performance Review - 2020	Manager	Please Meet to Discuss Progress	1/29/2021
Ashley Landry	Company Performance Review - 2020	Manager	Please complete this employee's appraisal	5/28/2021
Ray Cantrell	Company Performance Review - 2020	Manager	Appraisal Complete	9/24/2021

You will notice the new look and benefits of the new UI once you log into the Home page. The new UI comes with new icons, such as the icon for nominating a 360 reviewer and option to delete .

The Succession Manager now displays the list of employees along with their profile picture.

**Succession Manager** [Close]

**Performance vs Potential** [Export]

Select X-axis Criteria: Performance (33%), Potential (33%)  
 Select Y-axis Criteria: Performance (70%), Potential (66%)

Qualifying Questions:

- Can you envision this employee performing two levels above his or her current position in the next five to six years?
- Could the employee learn the additional skills and competencies he or she needs to be able to perform at a higher or different level?
- Could the employee learn the additional skills and competencies he or she needs to be able to perform at a higher or different level?
- Could the employee perform at a higher level, in a different position or take on increased responsibilities within the next year (consider the person's ability only, not whether there is a position available to support this growth)?
- Could the employee perform at a higher level, in a different position or take on increased responsibilities within the next year (consider the person's ability only, not whether there is a position available to support this growth)?

Potential	33%	70%	66%
66%	0	4	0
33%	0	25	3
	0	0	0

**Employee Details**

Employee Name	Performance %	Potential %
Brody Nolan	68.74	64.00
Cassidy Brooks	59.88	66.00
Ingrid Little	64.43	61.33
Ray Cantrell	59.01	63.33
Geoffrey Chambers	61.08	60.00
Cecilia Giles	53.60	65.67

The new UI brings a modernized look and feel for icons and buttons in review forms. As you can see below. Within review forms and On-Demand forms, the employee's profile now shows on the left of the screen, instead of the right. The submit button has also been incorporated into the title bar to conserve space.

**About Karen Clayton**  
 View Profile  
 Feedback & Notes

Set Goals DUE - 10/9/2020 | Goal Review DUE - 11/6/2020 | Mid-Year Check-In DUE - 1/29/2021 | Employee Self Assessment DUE - 4/30/2021 | Manager Appraisal & Review Mee. DUE - 5/26/2021 | Executive Sign-off DUE - 7/23/2021

**Company Performance Review - 2020 For Karen Clayton ( My Role - Manager )** [Close & Come Back Later] [Print] [Save]

**Section** [Dropdown]

- Introduction
- Goals
- Competencies
- Development Plan
- 1:1 Check-Ins & Meetings
- Summary

**Options** [Dropdown]

- Attachments
- Print Report
- History

**Goals**

Goals:

Please set detailed goals for the coming review period. These are the initiatives and objectives related to their role. To add a new goal, simply select the 'Add New' button and complete the goal form. See below for some resources to help craft effective goal content.

Video: Setting Smart Goals  
 Article: Realistic Goal Setting

[Add New] [Add from Library]

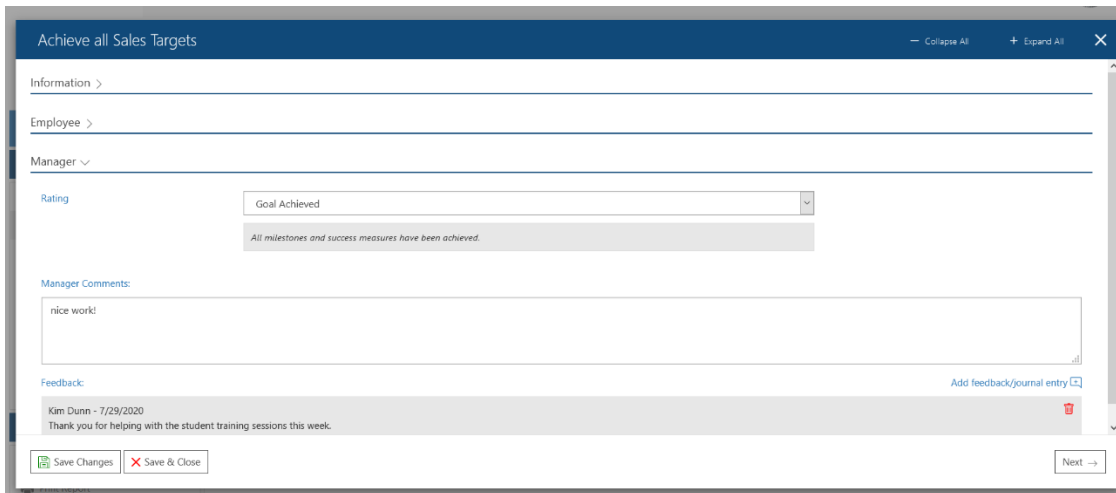
Goal	Employee Rating	Assigned By
<a href="#">Assist in the setup of all new systems</a>	Goal Achieved	HR
<a href="#">Company Goal: Quality Safety</a>	Active Goal	HR
<a href="#">Host monthly lunch &amp; learn events</a>	Active Goal	HR
<a href="#">New goal</a>	Select	Manager
<a href="#">Sales Goals: Q1 Targets</a>	Active Goal	Manager
<a href="#">TEST GOAL 1</a>	Select	Manager

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Tables have also been refreshed. Borders and lines have been removed, and spacing has been added to help your users easily browse tables and lists.

Employee Name	Active Forms	Join Date	Company	Position	Department
May Abrego	<a href="#">View Active Forms</a>	5/22/2014	City of Temple	Administrative Assistant	Administration & all things wond...
Evan Anthony		10/24/2019	City of Temple	Director of Administration	Administration & all things wond...
Samantha Bruce		9/14/2018	City of Temple	Administrative Assistant	Administration & all things wond...
Ray Cantrell	<a href="#">View Active Forms</a>	5/16/2018	City of Temple	Accounts Receivable Clerk	Finance
Karen Clayton	<a href="#">View Active Forms</a>	4/17/2019	City of Temple	Database Administrator	Finance
Brian Crane		5/29/2015	City of Temple	Accounts Payable Clerk	Finance
Kim Dunn		6/1/2017	City of Temple	Database Administrator	Administration & all things wond...

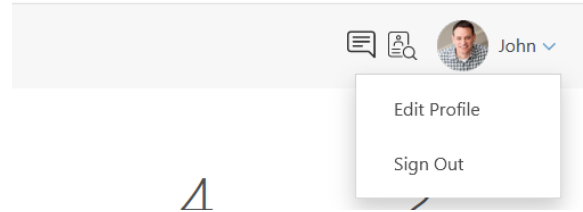
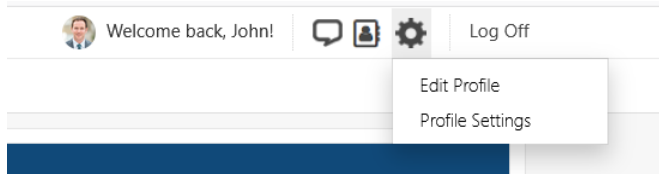
Library pop-ups have also been refreshed with thinner section dividers to help your users quickly expand and collapse sections and navigate content



The user sign-out and personalization menu has also been updated. See below for a comparison of version 5.3 and version 5.3SP2. We have moved the Sign Out and Edit Profile options to the users/s name/picture, instead of being located under a settings icon.

**emPerform 5.3:**

**emPerform 5.3SP2**



## New Floating tag Popup

To help your users make quick notes and send more feedback using tag, we have added a floating tag pop-up at the bottom of most pages in emPerform. When a user clicks on the icon, they are given a pop-up write window for making journal notes or sending feedback (depending on how you have configured tag). The tag floating popup is NOT shown inside any succession manager or compensation manager module pages.

The screenshot shows the emPerform dashboard with the following components:

- Navigation:** Home icon, emPerform logo, and menu items: My Work, tag Wall, Compensation Models, Succession Viewer, More.
- User Profile:** John's name and profile picture in the top right.
- My Direct Reports:** A row of six profile pictures with the text 'View all my direct reports (9 Total)'. A 'Getting Started' link is also present.
- Summary Cards:** Three cards showing counts: '1 MY PERFORMANCE PLANS', '4 MY TEAM'S PLANS', and '2 COMPENSATION MODELS'.
- My Performance Plans Table:**

Name	Status	Launch Date	Due Date	
<a href="#">Company Performance Review - 2020</a>	Schedule meeting to review goals		11/6/2020	

[Show all my Appraisals \(1 Total\)](#)
- My Team's Plans Table:**

Employee Name	Name	My Role	Status	Due Date		
Karen Clayton	<a href="#">Company Performance Review - 2020</a>	Manager	Monitor the Status of Goals	12/4/2020		
May Abrego	<a href="#">Company Performance Review - 2020</a>	Manager	Please Meet to Discuss Progress	1/29/2021		
Ashley Landry	<a href="#">Company Performance Review - 2020</a>	Manager	Please complete this employee's appraisal	5/28/2021		4/8
Ray Cantrell	<a href="#">Company Performance Review - 2020</a>	Manager	Appraisal Complete	9/24/2021		

**Write** [X]

My Journal entry      Select star rating: - ★★★★★

Journal entry about employee

Send Feedback

Search Employee [Q]

Write your message here

Submit to:

Employee    Manager

[→] Send   [X] Send & Close

## Upgrade Instructions

### For Hosted Customers:

If you are a hosted customer, you are asked to schedule an upgrade at your convenience. As part of the upgrade, you will also be asked to schedule a 15-minute meeting with a System Administrator to help guide you through the configuration of the new layout and settings.

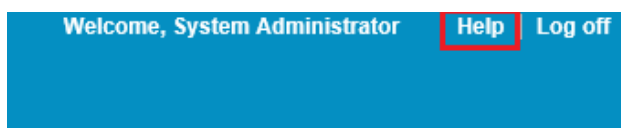
→ [Click here to schedule your upgrade](#)

### For On-Premise Customers:

If you have emPerform deployed within your network, your IT department will need to download the update files and upgrade emPerform. To download the files, please refer to the email sent to you with the download links or contact us to secure the file downloads.

## System Administrator Manuals

Access the updated Administrator user guide and training tutorials in the Administrator User Guide which you can access from within the Administrator Module:



**We are thrilled to bring you this latest release of emPerform!**

If you have any questions, please contact support: [support@employee-performance.com](mailto:support@employee-performance.com)