## Align Training Guide

CEMRP FY25 Deliverable Setting



# WELCOME TO Align

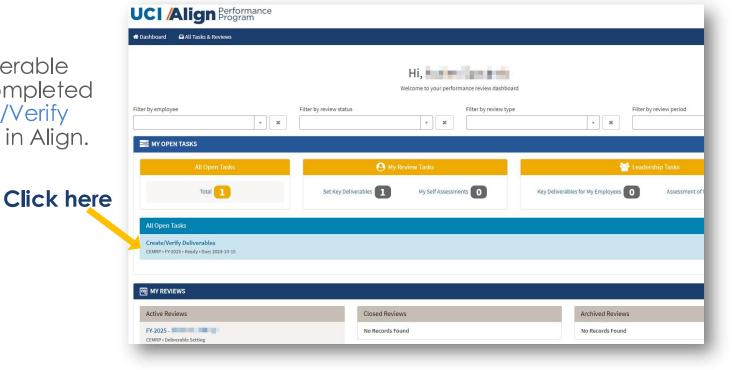
We are pleased to introduce Align, UCI's new performance program for non-represented staff. Align can be summarized in three words

- Purposeful
- Flexible
- Simple



### CO-WORKER CEMRP DELIVERABLE SETTING

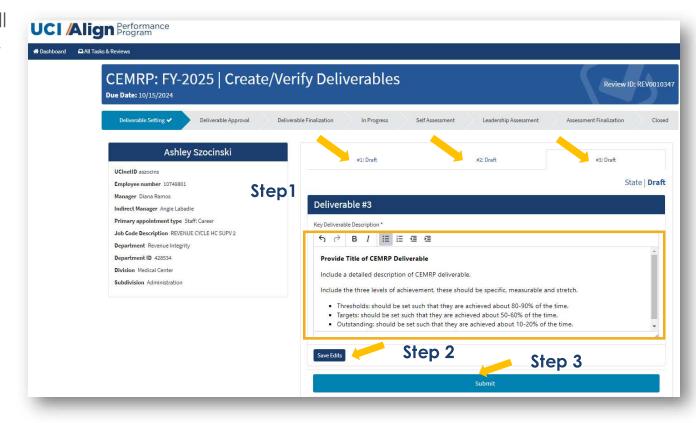
The CEMRP Deliverable Setting will be completed using the Create/Verify Deliverables task in Align.





#### CO-WORKER DELIVERABLE SETTING

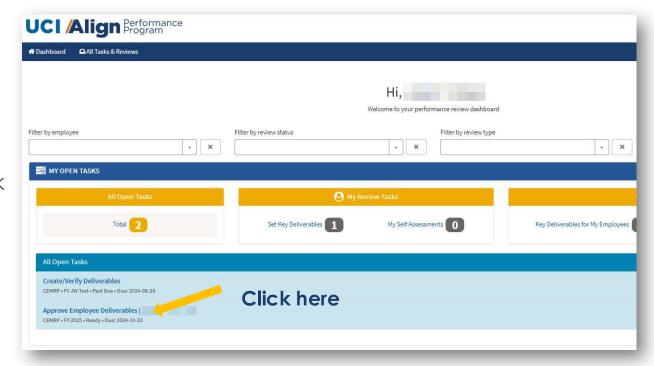
- Enter the information for all three CEMRP deliverables. Include deliverable title, description and the three levels of achievement.
- All three deliverables must be completed before you are able to submit.
- Select "save edits" then the submit button will become available.
- Select "Submit" to advance for approval
- Once you select "Submit" you WILL NOT be able to modify.





#### LEADER CEMRP APPROVAL

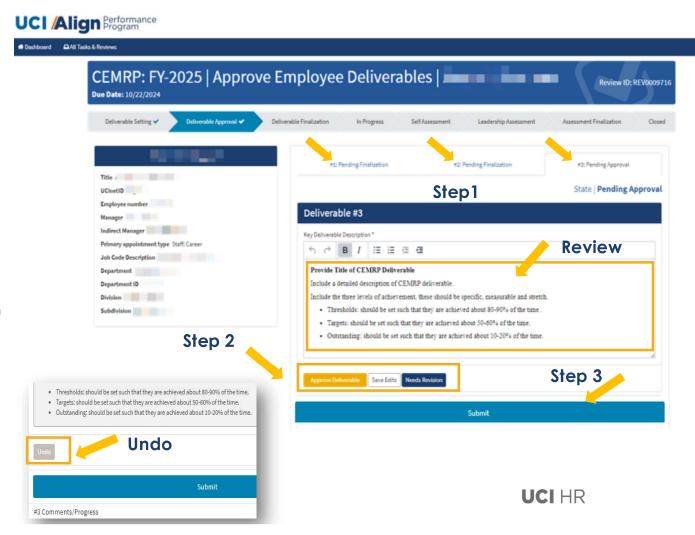
The leader CEMRP deliverable approval process will be completed using the Approve Employee Deliverables task in Align.





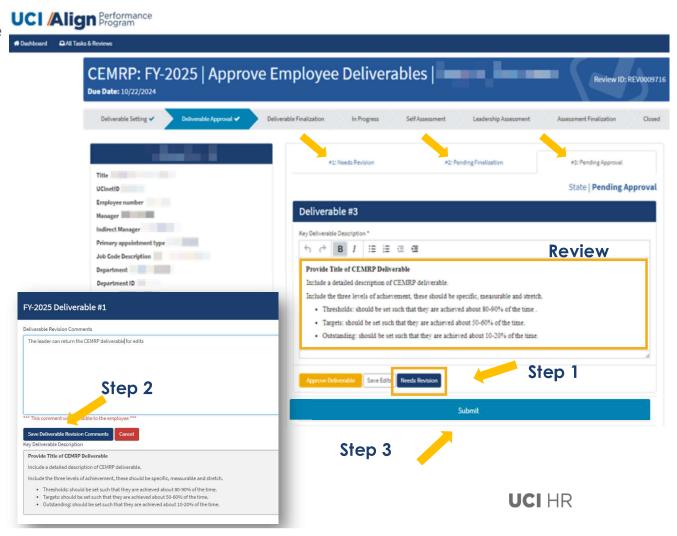
#### LEADER APPROVAL

- Review the CEMRP
   Deliverables provided, if correct and appropriate select "Approve Deliverable"
- If revisions are needed the leader can:
  - Make the needed revisions, OR
  - Send back to co-worker using the "Needs Revisions" button.
- Action must be taken on all three deliverables before you are able to submit.
- Select "Submit" to advance for finalization.
- You may change your action prior to submission using the "Undo" button.



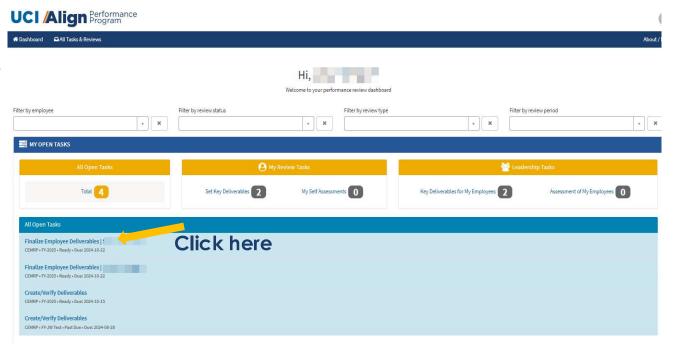
#### **REVISIONS: LEADER**

- If you are not able to make needed revisions and need to re-route select "Needs Revision"
- Enter revision comments then select "Save Deliverable Revision Comments"
- Select "Submit" on the task in order for the revision request to be sent.
- Deliverables re-routed for revision will be sent to the co-worker and will be submitted through the approval process again.
- Approved deliverables will be routed the finalization.



#### INDIRECT LEADER APPROVAL

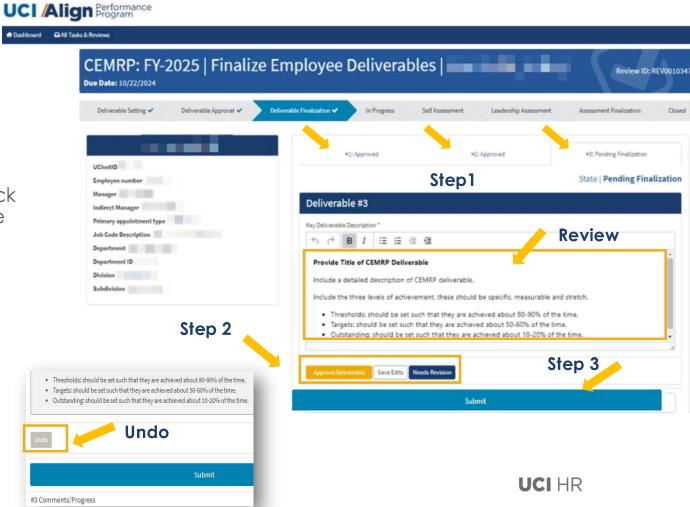
The indirect leader CEMRP approval process will be completed using the Finalize Employee Deliverables task in Align.





#### INDIRECT LEADER APPROVAL

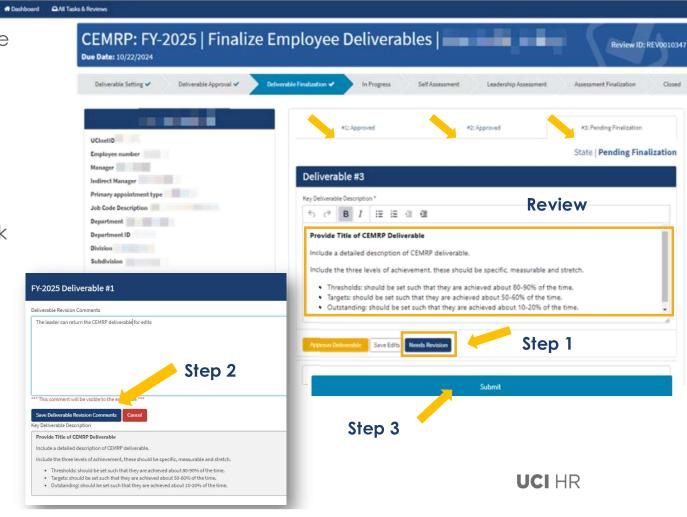
- Review the CEMRP
   Deliverables provided, if
   correct and appropriate
   select "Approve
   Deliverable"
- If edits are needed the Indirect leader can make the needed revisions. The leader may also send back to the co-worker using the "Needs Revisions" button.
- Action must be taken on all three deliverables before you are able to submit.
- Select "Submit" to approve.
- You may change your action prior to submission using the "Undo" button.



### **REVISIONS: INDIRECT LEADER**

UCI Align Performance Program

- If you are not able to make needed revisions and need to re-route select "Needs Revision"
- Enter revision comments then select "Save Deliverable Revision Comments"
- Select "Submit" on the task in order for the revision request to be sent.
- Deliverables re-routed for revision will be sent to the co-worker and will be submitted through the approval process again.
- Approved deliverables will be routed the finalization.



#### **HELP AND RESOURCES**

- Visit

   <a href="https://www.hr.uci.edu/">https://www.hr.uci.edu/</a>

   <a href="partnership/align/">partnership/align/</a> for information about the <a href="ALIGN">ALIGN</a> system
- For questions or trouble shooting please submit a ticket with the EEC here

#### **ALIGN & CEMRP SUPPORT**

UCI Employee Experience Center (EEC) Monday – Friday, 8:30 a.m. – 5:00 p.m. eec@uci.edu • 949.824.0500 Live Chat

Open a Support Ticket for Align



