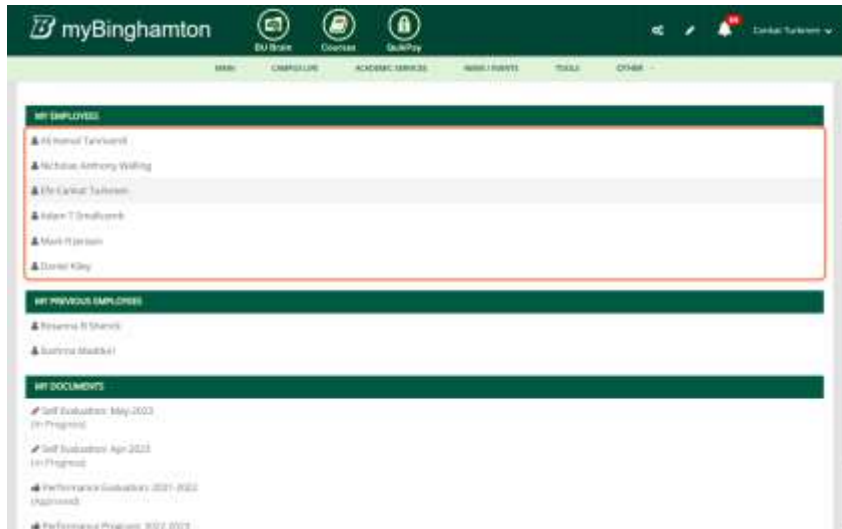


Performance Program

Step 1

Choose an employee, and click the name



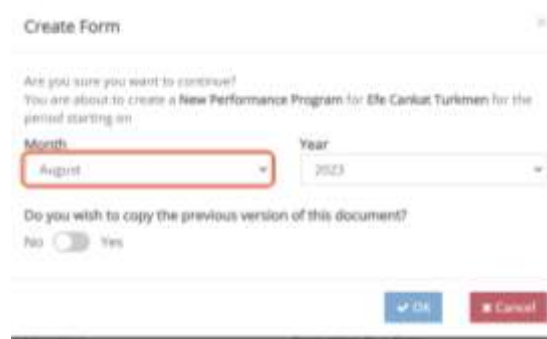
Step 2

Click on the New Performance Program



Step 3

Select Month



Create Form

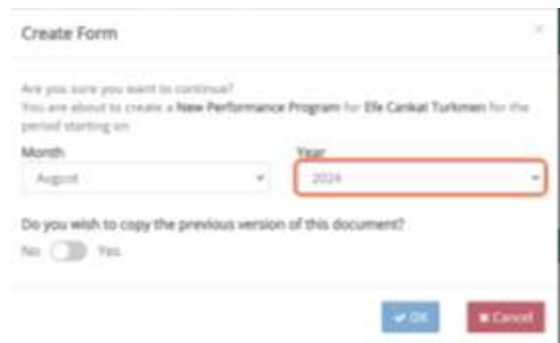
Are you sure you want to continue?
You are about to create a **New Performance Program** for **Efe Cankat Turkmen** for the period starting on

Month: Year:

Do you wish to copy the previous version of this document?
No Yes

Step 4

Select Year



Create Form

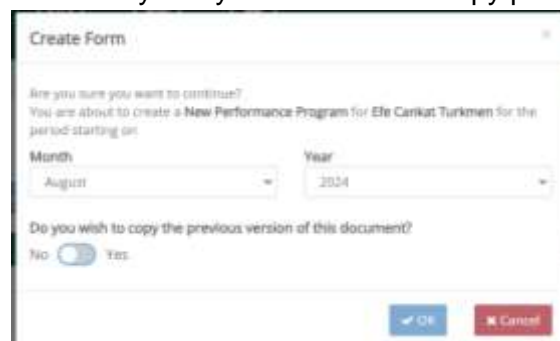
Are you sure you want to continue?
You are about to create a **New Performance Program** for **Efe Cankat Turkmen** for the period starting on

Month: Year:

Do you wish to copy the previous version of this document?
No Yes

Step 5

Switch to yes if you would like to copy previous Performance Program data



Create Form

Are you sure you want to continue?
You are about to create a **New Performance Program** for **Efe Cankat Turkmen** for the period starting on

Month: Year:

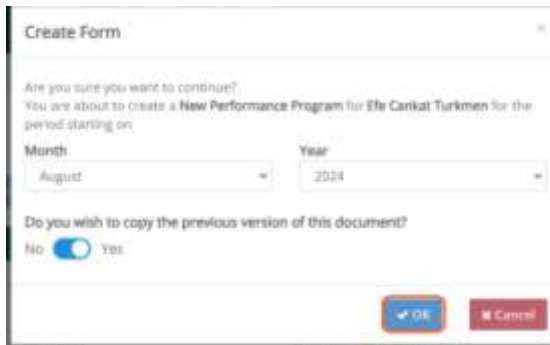
Do you wish to copy the previous version of this document?
No Yes

Step 6

Click on OK to create the document

After this action, the document will be created and its status will be "In progress"

The employee will be able to see the document in the list, but not able to view it.



Create Form

Are you sure you want to continue?
You are about to create a **New Performance Program** for **Efe Cankat Turkmen** for the period starting on:

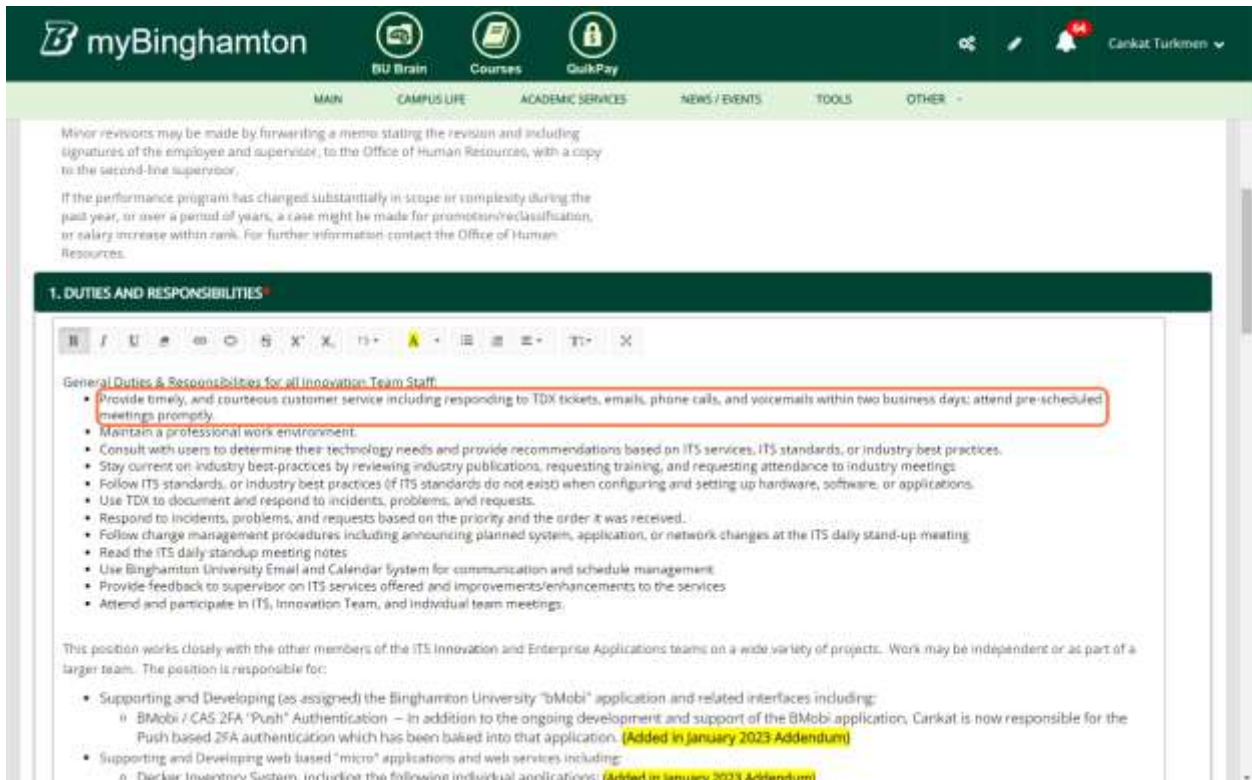
Month: August Year: 2024

Do you wish to copy the previous version of this document?
No Yes

OK Cancel

Step 7

Fill the sections



Minor revisions may be made by forwarding a memo stating the revision and including signatures of the employee and supervisor, to the Office of Human Resources, with a copy to the second-line supervisor.

If the performance program has changed substantially in scope or complexity during the past year, or over a period of years, a case might be made for promotion/reclassification, or salary increase within rank. For further information contact the Office of Human Resources.

1. DUTIES AND RESPONSIBILITIES

General Duties & Responsibilities for all Innovation Team Staff:

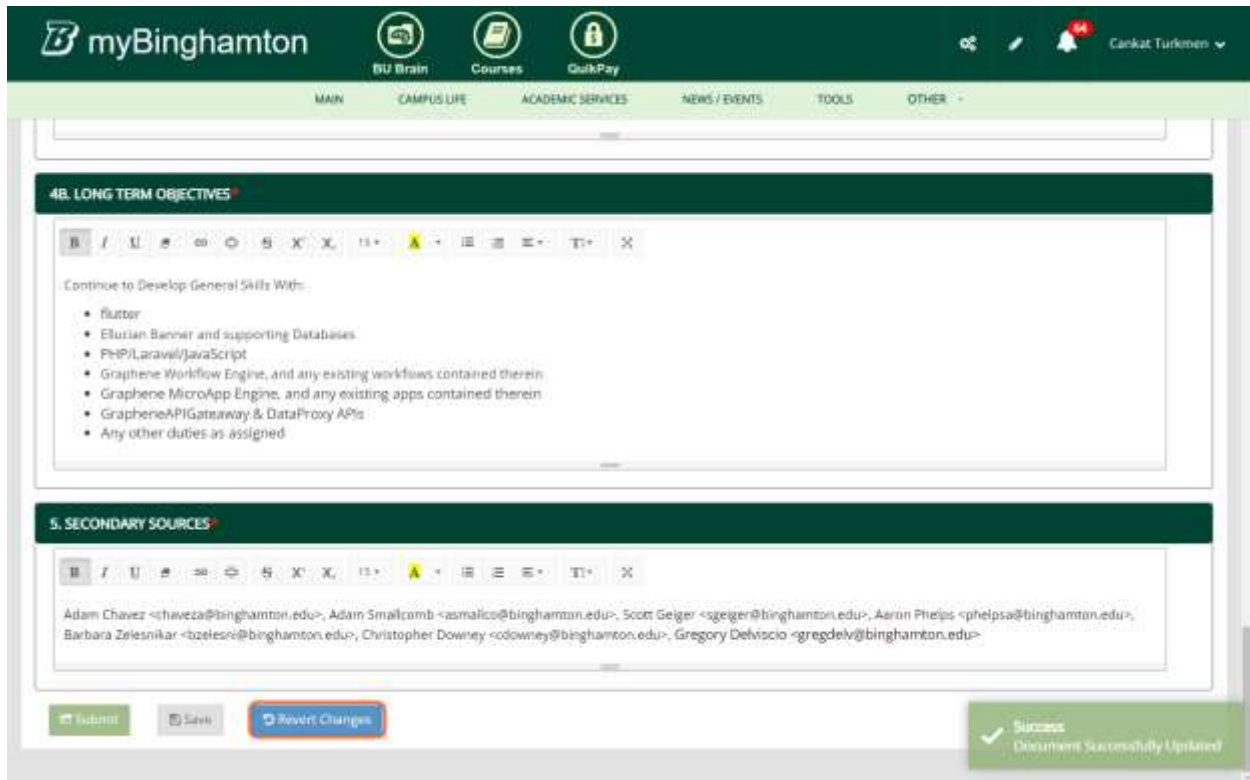
- Provide timely, and courteous customer service including responding to TDX tickets, emails, phone calls, and voicemails within two business days; attend pre-scheduled meetings promptly.
- Maintain a professional work environment.
- Consult with users to determine their technology needs and provide recommendations based on ITS services, ITS standards, or industry best practices.
- Stay current on industry best-practices by reviewing industry publications, requesting training, and requesting attendance to industry meetings.
- Follow ITS standards, or industry best practices (if ITS standards do not exist) when configuring and setting up hardware, software, or applications.
- Use TDX to document and respond to incidents, problems, and requests.
- Respond to incidents, problems, and requests based on the priority and the order it was received.
- Follow change management procedures including announcing planned system, application, or network changes at the ITS daily stand-up meeting.
- Read the ITS daily standup meeting notes.
- Use Binghamton University Email and Calendar System for communication and schedule management.
- Provide feedback to supervisor on ITS services offered and improvements/enhancements to the services.
- Attend and participate in ITS, Innovation Team, and individual team meetings.

This position works closely with the other members of the ITS Innovation and Enterprise Applications teams on a wide variety of projects. Work may be independent or as part of a larger team. The position is responsible for:

- Supporting and Developing (as assigned) the Binghamton University "bMobi" application and related interfaces including:
 - bMobi / CAS 2FA "Push" Authentication – In addition to the ongoing development and support of the bMobi application, Cankat is now responsible for the Push based 2FA authentication which has been baked into that application. **(Added in January 2023 Addendum)**
- Supporting and Developing web based "micro" applications and web services including:
 - Decler Inventory System, including the following individual applications: **(Added in January 2023 Addendum)**

Step 8 (optional)

If you would like to revert changes you've done on this session please Click on the Revert Changes button at the bottom



Step 9

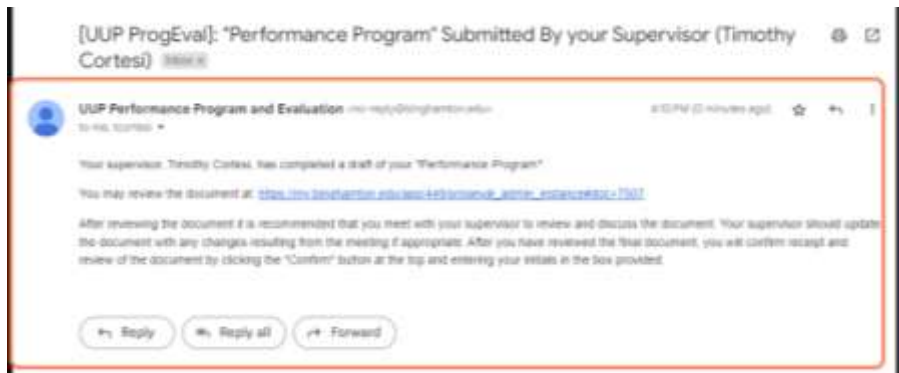
Click on Submit to send this document to the employee

After this action, the status of the document will be "In Review"



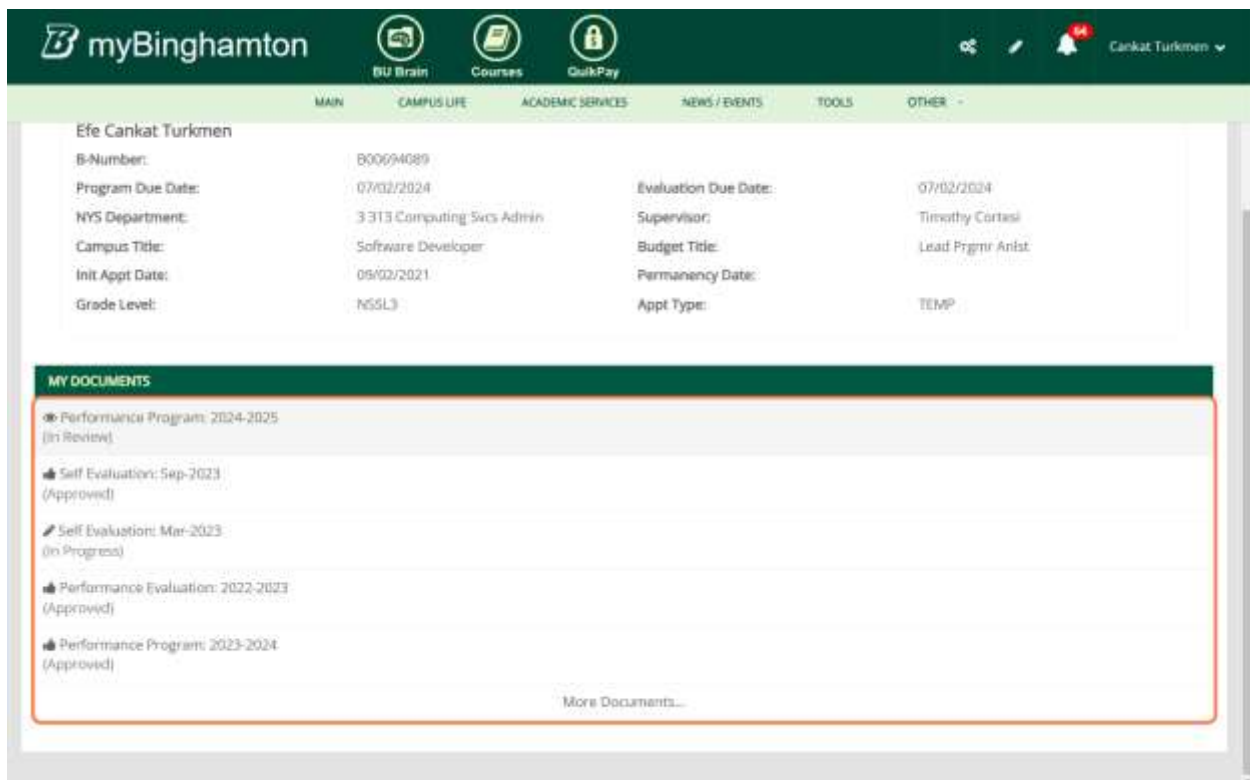
Submitting the document will automatically send an e-mail to the employee, and cc the supervisor.



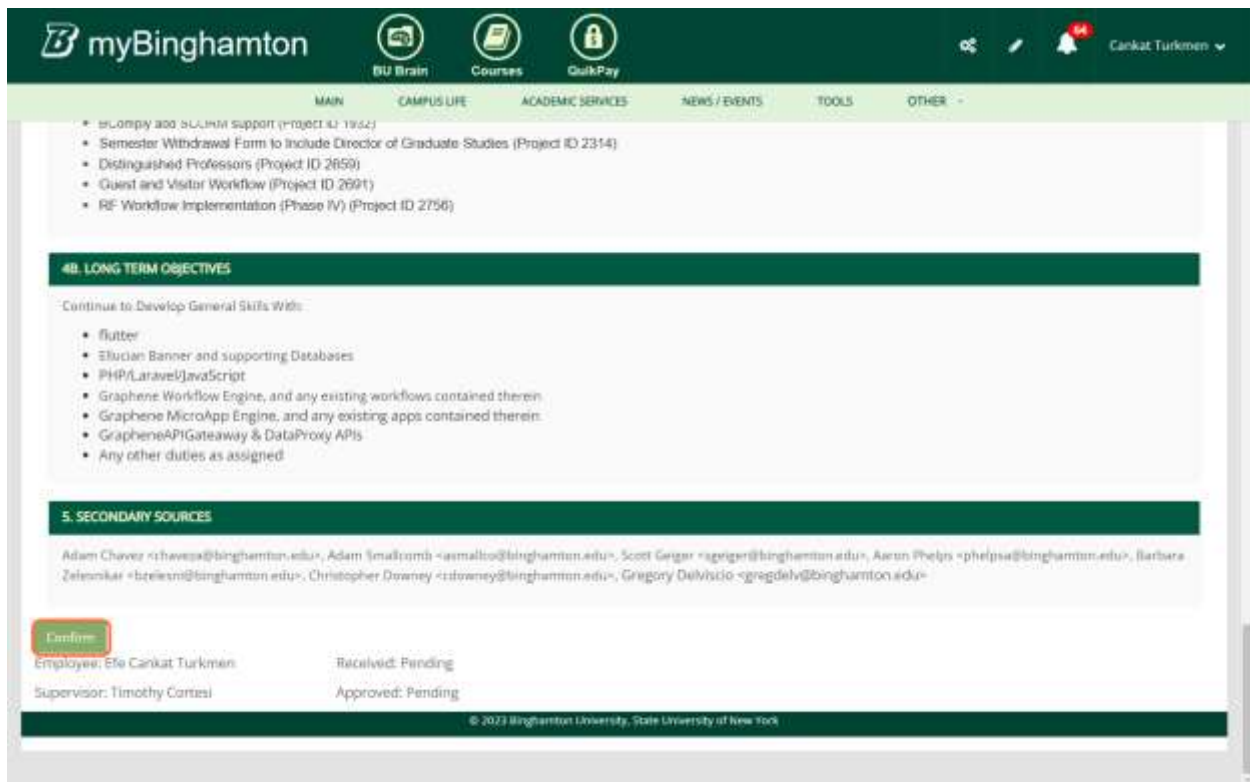


Step 10

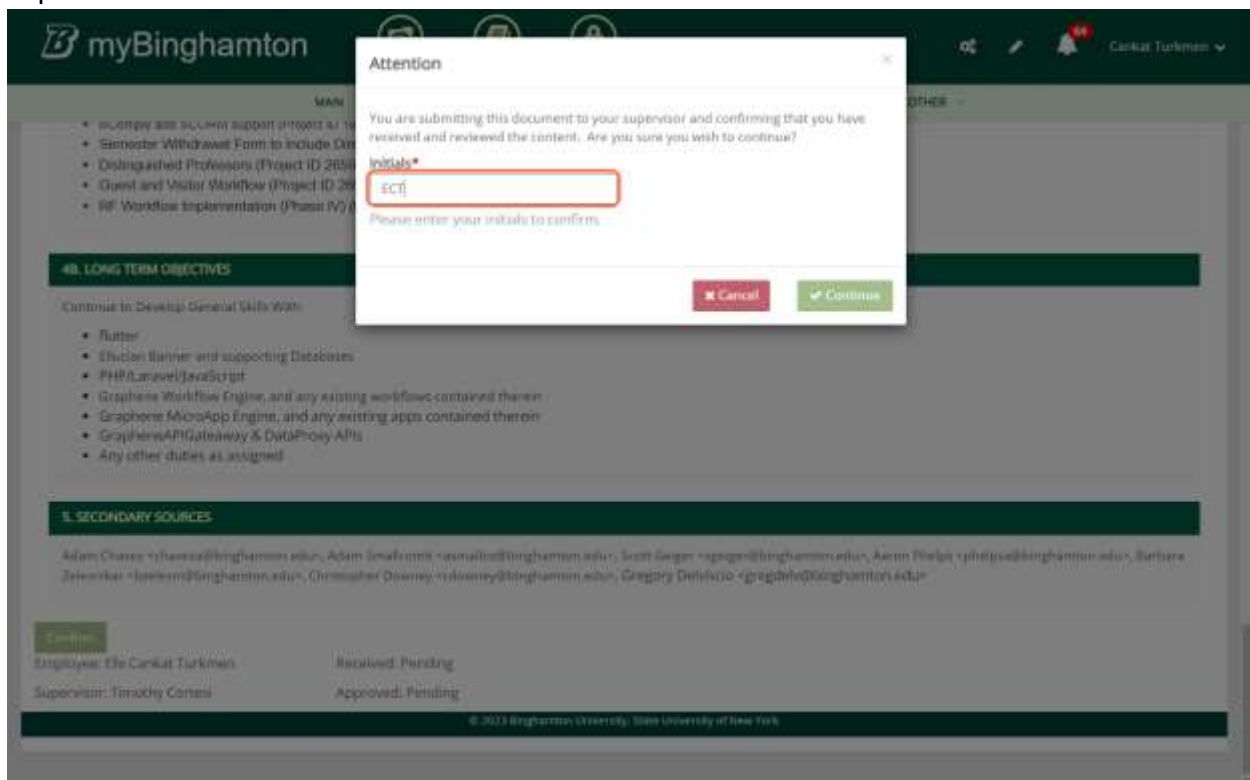
Then, the employee should go to the "my documents" section. And choose the program that is submitted



After reviewing the document. The employee should Click on Confirm to send this document back to the supervisor

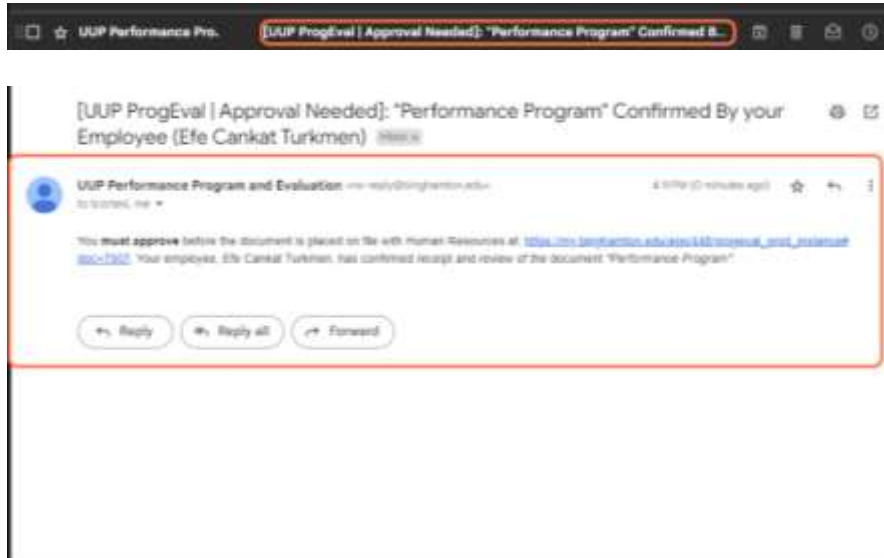


The employee should enter the initials to acknowledge that this document is reviewed with the supervisor



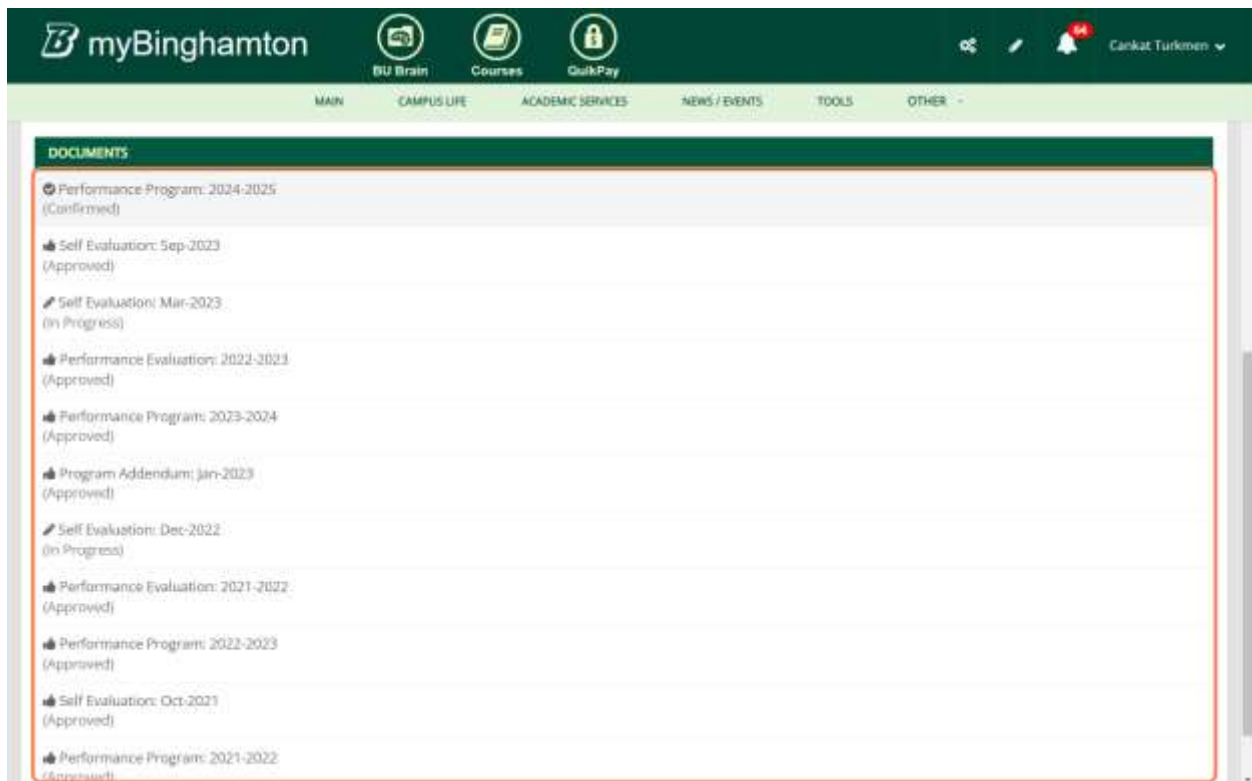
After this action, the status of the document will be "Confirmed".

This confirmation action will automatically send an e-mail to the supervisor that says your employee is confirmed by your employee.



Step 11

After the confirmation process, the supervisor should go back to the employee's documents. And click on the document that is confirmed.

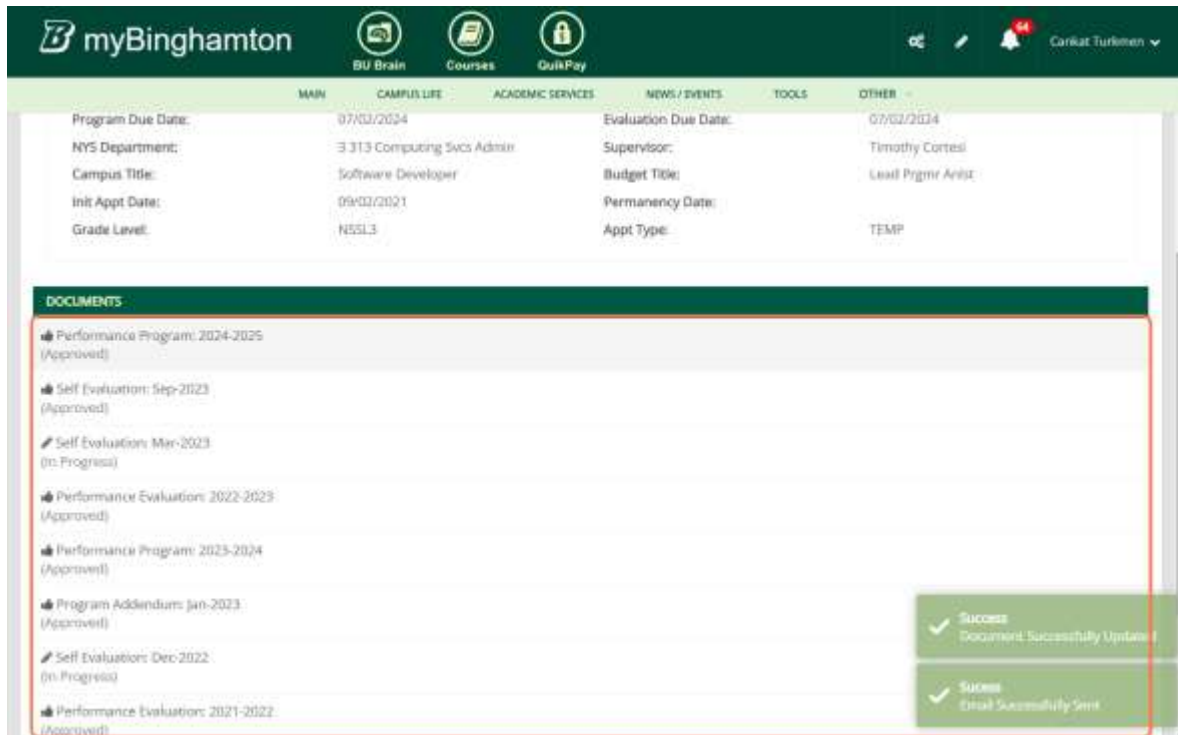


Then, The supervisor should Click on Sign to approve the document

After this action, the document status will be "Approved"



The screenshot shows the 'myBinghamton' interface. At the top, there are navigation icons for 'BU Brain', 'Courses', and 'QuickPay'. Below the navigation bar, there are several menu items: 'MAIN', 'CAMPUS LIFE', 'ACADEMIC SERVICES', 'NEWS / EVENTS', 'TOOLS', and 'OTHER'. The main content area displays a list of items, including 'iComply add SLUJHIV support (Project ID 1932)', 'Semester Withdrawal Form to Include Director of Graduate Studies (Project ID 2314)', 'Distinguished Professors (Project ID 2659)', 'Guest and Visitor Workflow (Project ID 2691)', and 'RF Workflow Implementation (Phase IV) (Project ID 2756)'. Below this list, there is a section titled '4B. LONG TERM OBJECTIVES' with the text 'Continue to Develop General Skills With:' followed by a bulleted list of skills: 'Flutter', 'Elastic Banner and supporting Databases', 'PHP/Laravel/Javascript', 'Graphene Workflow Engine, and any existing workflows contained therein.', 'Graphene MicroApp Engine, and any existing apps contained therein.', 'GrapheneAPIGateway & DataProxy APIs', and 'Any other duties as assigned'. Another section titled '5. SECONDARY SOURCES' lists several email addresses. At the bottom, there is a 'Sign' button and a summary of the document: 'Employee: Efe Cankat Turkmen', 'Supervisor: Timothy Cortesi', 'Received: 09/27/2023', and 'Approved: Pending'. A footer at the bottom reads '© 2023 Binghamton University, State University of New York'.



The screenshot shows the 'myBinghamton' interface with a document list. The navigation bar and menu items are the same as in the previous screenshot. The main content area displays a table of document details:

	MAIN	CAMPUS LIFE	ACADEMIC SERVICES	NEWS / EVENTS	TOOLS	OTHER
Program Due Date:		07/02/2024		Evaluation Due Date:		07/02/2024
NYS Department:		3 313 Computing Svcs Admin		Supervisor:		Timothy Cortesi
Campus Title:		Software Developer		Budget Title:		Lead Prgrmr Anst
Init Appt Date:		09/02/2021		Permanency Date:		
Grade Level:		NSSL3		Appt Type:		TEMP

Below the table, there is a section titled 'DOCUMENTS' with a list of documents:

- Performance Program: 2024-2025 (Approved)
- Self Evaluation: Sep-2023 (Approved)
- Self Evaluations: Mar-2023 (In Progress)
- Performance Evaluation: 2022-2023 (Approved)
- Performance Program: 2023-2024 (Approved)
- Program Addendums: Jan-2023 (Approved)
- Self Evaluations: Dec-2022 (In Progress)
- Performance Evaluations: 2021-2022 (Approved)

At the bottom right, there are two green success messages:

- Success Document Successfully Updated
- Success Email Successfully Sent

This approving action will automatically send an e-mail to the employee.

[UUP ProgEval]; "Performance Program" Signed By your Supervisor (Timothy Cortesi)



UUP Performance Program and Evaluation uup-reply@binghamton.edu

4:12 PM (3 minutes ago)

To me, [unread]

Your supervisor, Timothy Cortesi, has completed and submitted your "Performance Program" to HR. You may view the document at: https://ms.binghamton.edu/hrs/443/projeval_admin_portalce#doc7507

Reply

Reply all

Forward