



Australian
National
University

Performance Development Review (PDR) Reporting

User Guide



Contents

PDR Reports	3
Key Benefits of using the PDR Reports	3
PDR Report Types	3
How to Access the PDR Reports via ANU Insight	4
Running PDR Reports via ANU Insight	6
Example 1: How to run the ‘PDR College Dashboard’ report	6
Example 2: How to run the ‘PDR eForm List’ report (tabulation report)	8
Navigating the PDR Reports	9
Exporting the PDR Reports	9
Help and assistance	10
APPENDIX	11
Glossary of Performance Development Review (PDR) Reporting.....	11



PDR Reports

The Performance Development Review (PDR) reports are a suite of dashboards and detailed reports which leaders and Human Resource (HR) teams can access to track PDR activity for staff in their area of responsibility. The reports allow for on demand reporting and visibility on PDR progress where there is immediate access to secure, timely and informative HR eForm data updated on a daily basis. The reports contain both consolidated data and individual record information utilising a drill down function to provide greater context.

NB* Only current active PDR data can be accessed via the PDR reports. Historical, completed PDRs can be accessed from the Electronic Records Management System (ERMS).

Multiple PDRs that are no longer valid should be deleted. The supervisor should contact HR Systems to request deletion: email: hrcsystems@anu.edu.au, contact number: +61 2 6125 9622.

Key Benefits of using the PDR Reports

- Increased visibility for leaders and HR staff regarding PDR progress by college, school and individual activity
- Reduced time and effort in collating and compiling data
- The ability to view summarised information
- Increased ability to track, support and promote PDR eForm engagement for both individuals and teams.

PDR Report Types

Report	Description
PDR college dashboard	Provides a college summary with number and proportion of staff based on their PDR states and workflow steps, grouped by staff/supervisors and by academic/professional staff eligibility. Displays the overdue/on-track status of the PDRs and the duration of overdue status. Some school-based results are provided for comparative purposes.
PDR eForm list	Provides details of current staff, their PDR details, the current workflow step of their PDR and an overdue/on-track status for each staff member's PDR.
PDR supervisor report	As per the PDR eForm list, filtered by a selected supervisor and may be drilled down to the staff with direct reports in the supervisory tree.
PDR tracking dashboard	Similar to the college dashboard, however this is designed for colleges and administrative portfolios with some benchmarking data.
PDR tracking summary	Lists numbers and percentages of staff grouped into four PDR states: (1) initiated, (2) agreed and in place, (3) completed and (4) no current PDR. This report can be run by college/portfolio, school/division and filtered by academic/professional staff eligibility. The summary figures can be drilled through to a sub-report of the staff and their PDR details.



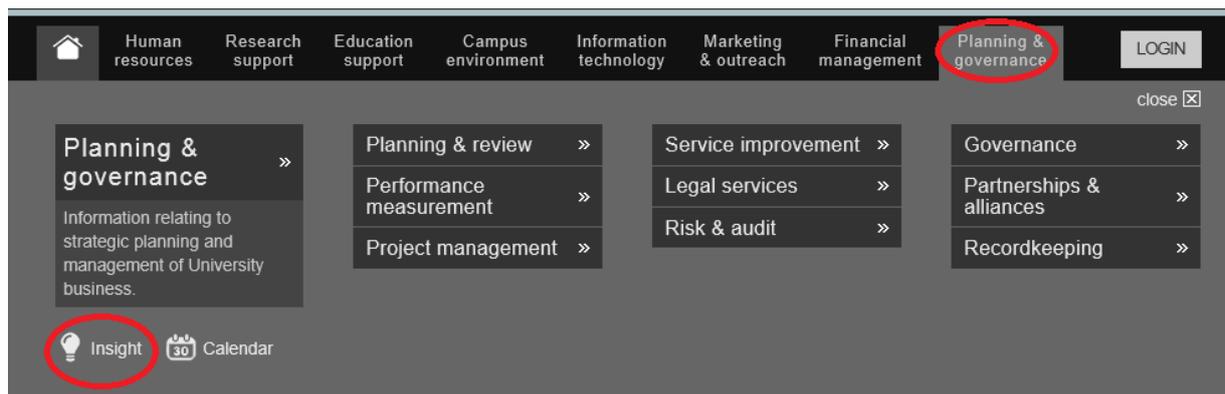
Report	Description
PDR tracking summary by overdue status	Lists the numbers of staff filtered by organisational unit, with overdue/on-track status of their PDRs, and by grouped durations of overdue status.
PDR tracking summary by stage	Lists numbers of staff filtered by organisational unit, showing the main PDR stages (initiation, mid-term review, end-term review, completed) and their detailed workflow steps. The report also includes the volume of staff with no current PDR.

How to Access the PDR Reports via ANU Insight

The PDR Reports can be accessed via the University's Information Management System known as ANU Insight. PDR reports are available on Mac, PC and mobile devices. The recommended browsers are Microsoft Internet Explorer, Mozilla Firefox and Google Chrome.

1. Access ANU Insight

- From the ANU webpage, click on the **'Services'** tab.
- Click on the **'Planning and governance'** tab, which will initiate a sub menu of options. Click on **'Insight'** option. Please see below screenshot.



2. Login to Insight

You will need to login to ANU Insight using your UDS/HORUS user ID and password.

3. From the Insight homepage, click on the 'Human Resources' tab

Human Resources ▾	Student ▲	Financial ▲	Research ▲	Campus ▲
Staff Numbers Demographics	Leave Absences and liability	The Workplace Supporting ANU staff	Workforce Planning Modelling and forecasting	Health Check Periodic reporting
WHS Work health and safety	Academic Activity Statement of academic activity	eForms HR electronic forms	PCA Payroll costing analysis	



4. From the Human Resources selection, click on 'eForms'

Human Resources ▾	Student ▲	Financial ▲	Research ▲	Campus ▲
Staff Numbers Demographics	Leave Absences and liability	The Workplace Supporting ANU staff	Workforce Planning Modelling and forecasting	Health Check Periodic reporting
WHS Work health and safety	Academic Activity Statement of academic activity	eForms HR electronic forms	PCA Payroll costing analysis	

Once eForms has been selected, the seven different PDR Reports will appear as listed below (please see pages 3 and 4 for detailed breakdown of functionality of different PDR report types).

Insight Home

Human Resources ▲	Student ▲	Financial ▲	Research ▲	Campus ▲
--------------------------	------------------	--------------------	-------------------	-----------------

Human Resources / eForms : HR electronic forms

Reports

- [Accelerated increment eForm list](#)
- [Accelerated increment eForm list - awaiting approval](#)
- [Accelerated increment eForm list - declined](#)
- [Accelerated increment security audit \(Secured\)](#)
- [PDR college dashboard](#)
- [PDR eForm list](#)
- [PDR supervisor report](#)
- [PDR tracking dashboard](#)
- [PDR tracking summary](#)
- [PDR tracking summary by overdue status](#)
- [PDR tracking summary by stage](#)
- [Visiting and Honorary Appointment eForm detail](#)
- [Visiting and Honorary Appointment eForm list](#)
- [Visiting and Honorary Appointment eForm list - upcoming end of appointment](#)
- [Visiting and Honorary Appointment security audit \(Secured\)](#)

Further Analysis

No links to further analyses are available.

Help and Support

[ANU Insight Help](#)

[ANU Insight Training](#)

Email insight@anu.edu.au

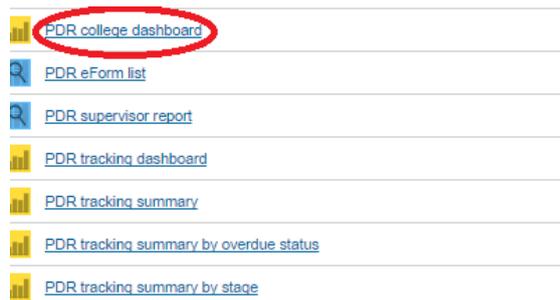
Phone 6125 8649

Running PDR Reports via ANU Insight

As examples, below is an overview of how to access two of the reports, 'PDR College Dashboard' and 'PDR eForm List'.

Example 1: How to run the 'PDR College Dashboard' report

1. From the list of PDR Reports, click on the report entitled 'PDR college dashboard'



Note: The PDR college dashboard report will open in a new browser tab.

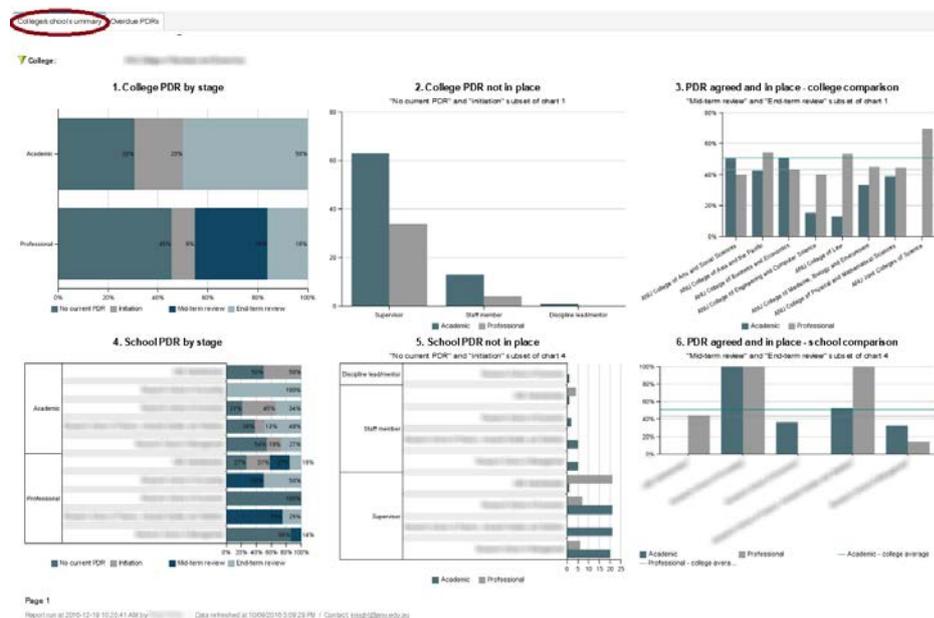
2. Select the college you are running the report for (this will be based on your user permission access). Select the 'Run report' option at the bottom of the screen



3. The 'PDR College Dashboard' report consists of two tabs, 'College/school summary' and 'Overdue PDRs' on your screen.

College/School Summary Tab

The bars on each of the charts can be selected to drill through to see specific PDR information relating to that bar chart. As you hover your mouse on the charts, you may see the 'pointing hand' icon which allows you to select the chart to access further details.





Overdue PDRs Tab

This tab displays the overdue status of PDRs based on type of staff member, stage of PDR eForm and length of time overdue.

College/school summary **Overdue PDRs**



HR eForms

PDR college dashboard

College:

College of Business and Economics

College/school summary **Overdue PDRs**

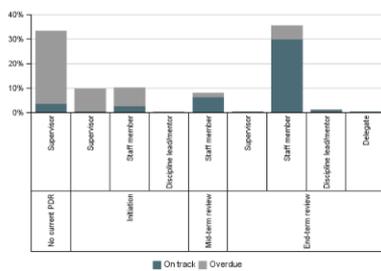


HR eForms

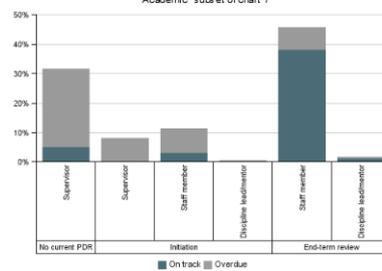
PDR college dashboard

College:

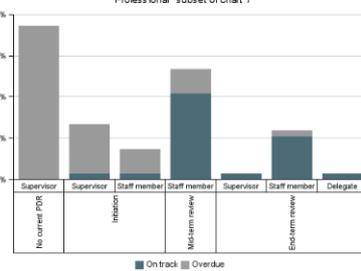
7. All staff - PDR percentage overdue



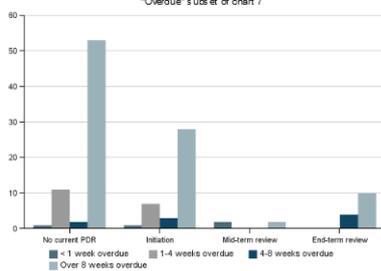
8. Academic - PDR percentage overdue



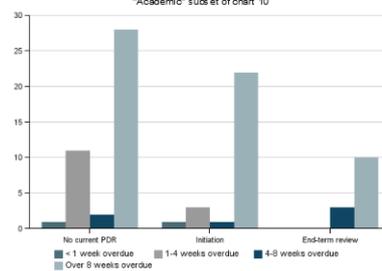
9. Professional - PDR percentage overdue



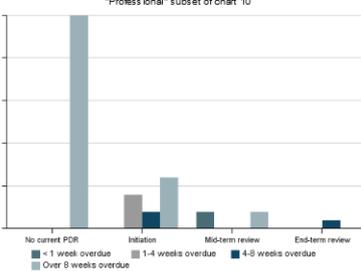
10. All staff - PDR time overdue



11. Academic - PDR time overdue



12. Professional - PDR time overdue



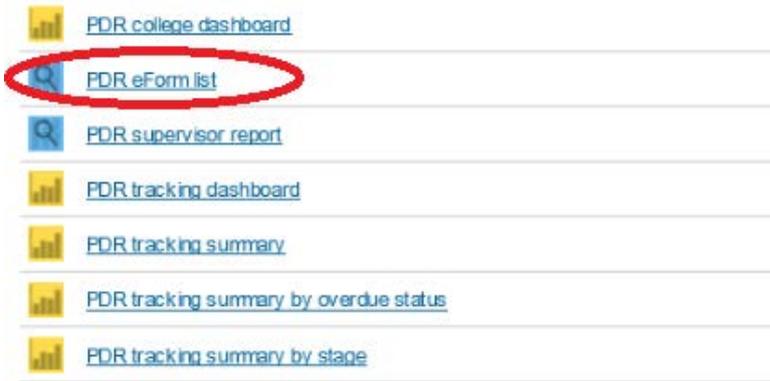
Page 2

Report run at 2016-12-19 10:25:41 AM by [redacted] Data refreshed at 10/09/2016 5:09:29 PM / Contact: insight@anu.edu.au



Example 2: How to run the 'PDR eForm List' report (tabulation report)

1. From the list of PDR Reports, click on the report entitled 'PDR eForm list'



2. You will need to select the filters using the drop down arrow for each area as highlighted below (please note this is again related to user permissions)

Australian National University HR eForms PDR eForm list

Organisation: Optionally filter based on the ANU organisational structure (job department).
 ANU College of Arts and Social Sciences
 Research School of Social Sciences
 All areas

Eligibility group: All (academic/professional/other)

PDR stage and step:
 Not yet in place
 Initiation
 All workflow steps

Requires PDR: Fixed-term staff with a term less than 12 months do not require a PDR.
 PDR required

On track/overdue:
 On track
 All

3. Select the 'Run report' option at the bottom of the screen



An example PDR eForm list tabulation report is shown below.

Australian National University PDR eForm list

Employee ID	Name	Job Title	Department	Employment Type	Start Date	End Date	Term Length	Term End Date	Term Status	Term Reason	Term Start Date	Term End Date	Term Status	Term Reason	Term Start Date	Term End Date	Term Status	Term Reason
10000000000000000000	John Doe	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	Jane Smith	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	John Doe	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	Jane Smith	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	John Doe	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	Jane Smith	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	John Doe	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	Jane Smith	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	John Doe	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed
10000000000000000000	Jane Smith	Senior Lecturer	Research School of Social Sciences	Fixed-term	2020-01-01	2021-12-31	24 months	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed	2020-01-01	2021-12-31	Completed	Completed

Navigating the PDR Reports

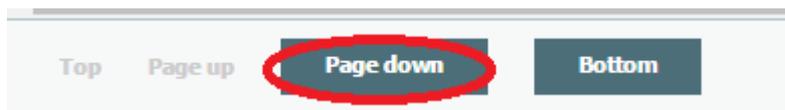
All reports open in new tabs so you can return to the Insight home screen by selecting the home screen tab at any time.

You can use the browser's go back button to return to the one level higher report after the drill-through selection.

In order to re-run the same report with different filters you will need to select the blue arrow (as shown below) which is located on the top right-hand side of the screen.



Where large reports are generated, the page will not always display all the relevant data relating to that report and you will be required to use the **'Page down'** button located at the bottom of the left-hand side of the screen to view all the data contained in the report (please see below).



The navigation footer at the bottom of the browser window will also allow access to other pages of data if available. Please see below key:

Top	takes you to the first page of the report
Page up	allows you to scroll up to the previous page
Page down	allows you to scroll down to the next page
Bottom	takes you to the last page of the report

Exporting the PDR Reports

All of the reports can be exported into either PDF or Excel format. In order to export the report into either output format you will need to access the Report Output button on the Report Action menu (top right hand corner of screen) as shown below. The default option of the output format displays HTML and this can be changed to display PDF or Excel using the downward facing arrow.



The report can be run in HTML, PDF or Excel. We recommend using the PDF format for email, distribution, saving and printing purposes.



Help and assistance

- For any assistance relating to the PDR reports please contact the ANU Insight Service Desk at insight@anu.edu.au or +61 2 6125 8649.
- For any assistance relating to the PDR eForm please contact HR Systems at hrrsystems@anu.edu.au or +61 2 6125 9622.
- For any assistance relating to the PDR process please contact the Culture & Performance Development team on performancedevelopment@anu.edu.au or +61 2 6125 5966.



APPENDIX

Glossary of Performance Development Review (PDR) Reporting

Terminology	Definition
Action required by	Date when PDR action is required or action due date
Agreed and in place	All states after 'Supervisor Sign off through to 'Finish'
ANU Insight	ANU Insight is the University's Management Information Portal. ANU Staff can access the portal in order to run reports to assist them in undertaking their roles and responsibilities
Assignment type	The current workflow step and action required by the staff member, their supervisor, the discipline lead/mentor, HR or the delegate
Dashboard	The PDR Dashboard provides supervisors with high-level summaries of performance data using a set of tables and figures. The dashboard also allows supervisors to explore PDR data using drill-through reports
Department	The staff member's department code and name
Discipline Lead/Mentor Plan Contribution	The Discipline Lead or Mentor can review and contribute to the details in all of the form pages and provide a short message to the staff member in relation to their contribution. Academic PDR only
Discipline Lead/Mentor Contribution End of Term	The discipline lead/mentor can provide comments against performance objectives and provide general comments in relation to the staff member's achievements, and submit to the supervisor for their review. Academic PDR only
Direct reports	Number of staff directly reporting to a supervisor (excluding casual staff)
Eligibility group	A classification used in the HRMS to differentiate types of staff. PDR reporting includes only staff in the "Academic" and "Professional" eligibility groups
End-term review	An End of Term Assessment is completed prior to the end of the twelve month cycle and should review achievements against agreed performance objectives and career development plans in the previous 12 months. At the End of Term Assessment discussion a rating of achievements against performance objectives is awarded
End of Term Self-Assessment	The staff member should provide comments against each performance objective that outlines their achievements for the period. They are able to view their development activities stated at the commencement of the plan, and provide overall comments in relation to their achievements over the term
ERMS link	Link to view the saved PDR in the ANU Electronic Records Management System
Expected end date	The date expected to be a staff member's final working day. In the HRMS this is an information-only field used to store a soft end date for continuing contingent-funded (CCF) appointments
Form assigned to	The person the form is assigned to in the eForm system
Form ID	Unique identifier assigned to the PDR by eForms
FTE	A comparative measure of staff workload expressed in terms of "Full-Time Equivalent" load
Full name	Staff member's full name as extracted from HR Management System (HRMS) and is displayed as Surname, Given name



Terminology	Definition
Future termination date	Staff whose employment has a defined end date, including both fixed-term appointments and continuing employees, have a future-dated transaction terminating their employment record. This date reflects the date that the record becomes inactive, i.e. the day after the last day worked
Job code	The job code is a unique code associated with a specific job
Job code description	Descriptor for a job code, such as “Professor E1” or “ANU Officer 8 (Technical)”
Mid-term review	The Mid-term review tracks progress against performance objectives, to check their continued validity and to make appropriate amendments where changes have occurred. Professional staff PDR only
Mid-Term Self-Assessment	The staff member reflects on their achievements against the performance objectives and provides comments. They provide overall comments in relation to the career and development activities undertaken during the period to date. Professional staff PDR only
Mid Term Review Staff Member Acknowledgement	The staff member acknowledges that they have had a discussion with their Supervisor, and the outcomes of that discussion are documented in the mid-term assessment. Professional staff PDR only
Mid Term Supervisor Review	The supervisor determines if changes are required to the performance objectives for the remainder of the term. They provide comments on the staff member’s achievements against the performance objectives and career development activities undertaken. They confirm that they have met with the staff member and discussed the mid-term review assessment and feedback. Professional staff PDR only
No current PDR	No PDR form has been initiated for a staff member
Not yet in place	PDR has been initiated but not yet signed off by supervisor at the state ‘Supervisor Sign off’
On track	Action is not overdue or is not past its due date
Organisation	ANU organisational structure based on job department that can be filtered in three levels: colleges/portfolios, faculties/schools/centres and lower unit/groups
Overdue	Once a PDR action has not been completed within 4 weeks of due date
Overdue days	Number of days past the due date
PDP (Performance and Development Process)	The Performance and Development Process ensures all staff have clearly defined performance objectives and expectations consistent with the short and long term priorities of the University
PDR (Performance Development Review)	The PDR provides staff with the opportunity to document their performance achievements via an eForm and discuss with their supervisor
End term review completed	The End of Term Review has been completed. If a new PDR is not initiated within 4 weeks of completion, the PDR Dashboard will report an overdue PDR
PDR initiated	All states between ‘Supervisor initiates PDR plan’ through to ‘Supervisor Sign off’
PDR not required	Fixed-term staff with a term less than 12 months and casual staff do not require a PDR
PDR required	All staff holding continuing; continuing (contingent funded); or fixed term appointments of twelve (12) months or more require a PDR



Terminology	Definition			
PDR stage	PDR stages are grouped into “initiation”, “mid-term review” and “end-term review”. Staff without a PDR are included under the stage “no current PDR”			
PDR state	The current state of the staff member’s PDR. The stages, states and assignment types according to PDR workflow are listed in the table below			
	PDR agreed and in place	PDR stage	PDR state	PDR assignment type
	Not yet in place	No current PDR	No PDR form in system	Supervisor
	Not yet in place	No current PDR	End-term review completed/awaiting new PDR	Supervisor
	Not yet in place	Initiation	Supervisor initiates PDR plan	Supervisor
	Not yet in place	Initiation	Staff member PDR plan contribution	Staff member
	Not yet in place	Initiation	Discipline lead/mentor plan contribution	Discipline lead/mentor
	Not yet in place	Initiation	Supervisor signoff - PDR plan	Supervisor
	Agreed and in place	Mid-term review	Staff member plan acknowledgement	Staff member
	Agreed and in place	Mid-term review	Mid-term self-assessment	Staff member
	Agreed and in place	Mid-term review	Mid-term supervisor review	Supervisor
	Agreed and in place	Mid-term review	Mid-term review staff member acknowledgement	Staff member
	Agreed and in place	End-term review	End of term self-assessment	Staff member
	Agreed and in place	End-term review	Discipline lead/mentor contribution end of term	Discipline lead/mentor
	Agreed and in place	End-term review	Supervisor finalise end-term assessment	Supervisor
	Agreed and in place	End-term review	HR review	HR
	Agreed and in place	End-term review	Delegate approval	Delegate
	Agreed and in place	End-term review	Staff member assessment acknowledgement	Staff member



Terminology	Definition
Requires PDR	Continuing and fixed-term staff with a term of 12 months or more require a PDR. A PDR is optional for staff with a shorter term. Staff who do not require a PDR are not included in aggregate figures, but are included in list reporting to allow tracking of the status of optional PDRs
SAA Link	When the user has access permissions to their SAA, the SAA hyperlink will automatically open the login page. The staff member's supervisor may also access the SAAs of their staff members via the SAA hyperlink. Further details about SAA and its access can be found on: https://services.anu.edu.au/information-technology/software-systems/insight/statement-of-academic-activity
Staff member	A staff member who requires a PDR. In the PDR Reports, the number of staff is calculated based on the number of employment record(s) of the staff member requiring a PDR. It is possible that a staff member has two employment records with two different ANU units (and potentially different roles, e.g. as a researcher in unit A and as an administrative officer in unit B)
Staff Member PDR Plan Contribution	Staff members are required to draft their career development and performance objectives prior to the PDR discussion with their supervisor
Staff Member Plan Acknowledgement	Staff member acknowledges that the supervisor has signed off on the agreed PDR plan
Supervisor	An individual with formal position management responsibility recorded in the HRMS. Supervisors are responsible for activities such as the approval of leave requests. Informal management relationships are not included.
Supervisor Finalise End-Term Assessment	The supervisor provides an overall performance rating and comments for the period
Supervisor report	Detailed list of staff and their current PDRs progress
Supervisor Signoff-PDR Plan	Following the PDR discussion, the supervisor reviews and edits the PDR and signs off on the agreed plan
Workflow step	The assignment of the PDR eForm as it progresses through the workflow