

## Effective Contribution Scheme

Log in to myhr.aber.ac.uk using your Aberystwyth University log on and password.

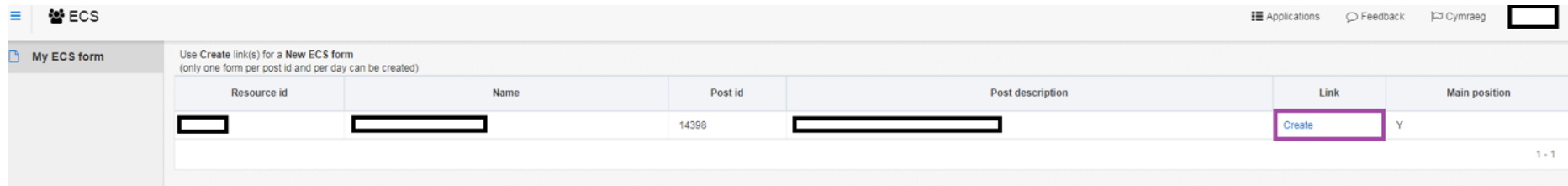
[My HR](#)

Click on ECS as highlighted below, you may not see all of these applications, depending on your role:

The screenshot shows a dashboard titled "HR Applications" with a grid of application tiles. The "ECS" tile is highlighted with a purple border. The tiles are arranged in a 3x4 grid, with the bottom-right cell being empty. Each tile contains an icon, a title, and a brief description.

Application Name	Icon	Description
ABW	Blue person icon	ABW...
APEX Application Manager	Blue gear icon	Tool for management of applications
Aber Works	Teal person icon	Aber Works
CYBORG	Green person icon	Cyborg Replacement
<b>ECS</b>	Green person icon	Effective Cotribution Scheme
Establishment Tracking	Yellow person icon	
HR Dashboard	Yellow chart icon	In Development
Online Staff Profiles	Orange person icon	The new web profiles system
Rota	Red person icon	In Development
Timesheets	Pink calendar icon	New Timesheets application - In Development
Workload Allocation Modelling	Purple person icon	The Apex Version of the WAMM

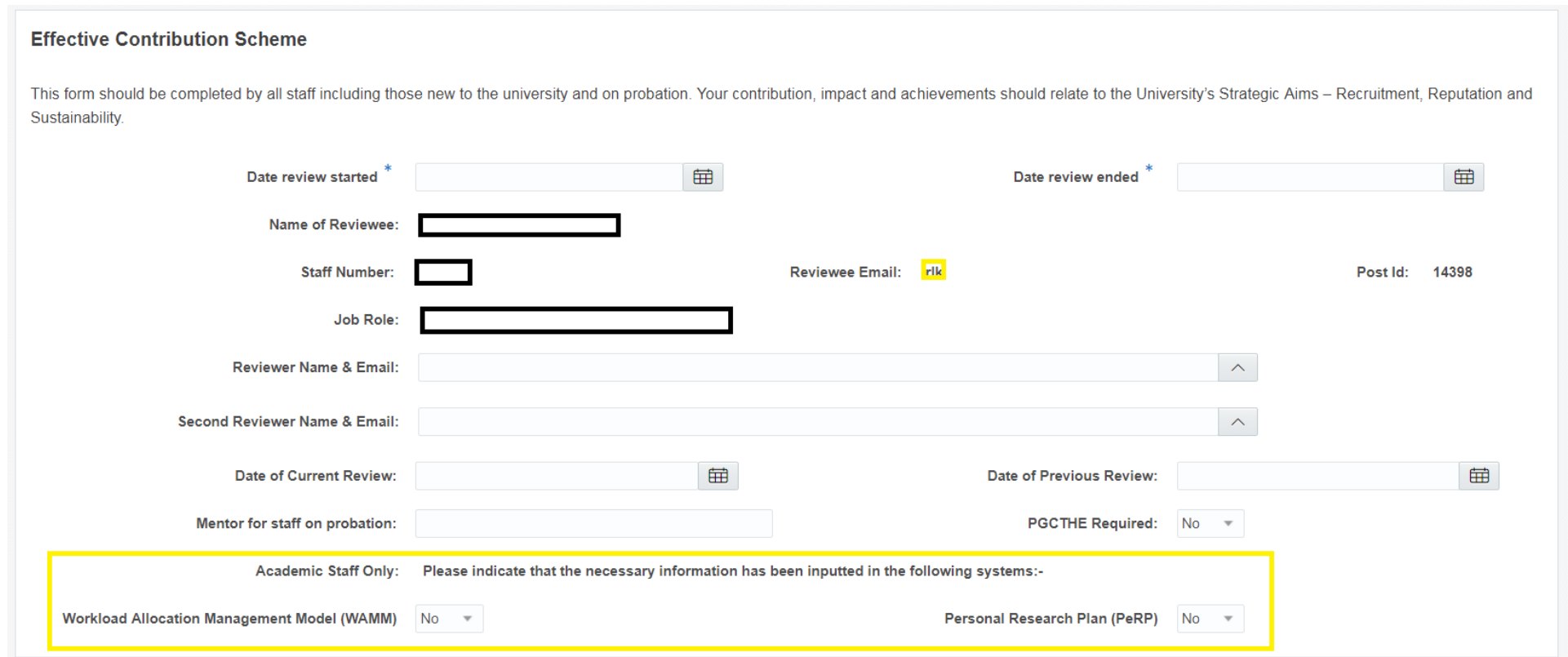
The system will show you all the positions that you currently hold. To start a new ECS Form click on the “Create” and a new form will be created:



The screenshot shows the ECS system interface. At the top, there is a navigation bar with 'ECS' and 'Applications', 'Feedback', and 'Cymraeg' links. Below this is a sidebar with 'My ECS form'. The main content area displays a table with the following columns: Resource id, Name, Post id, Post description, Link, and Main position. A row is visible with a 'Create' button highlighted in purple in the Link column. The text 'Use Create link(s) for a New ECS form (only one form per post id and per day can be created)' is displayed above the table.

Resource id	Name	Post id	Post description	Link	Main position
		14398		Create	Y

The ECS form will open. The yellow section is for Academic Staff only, you should complete all the sections as required:



The screenshot shows the 'Effective Contribution Scheme' form. The form includes several input fields and dropdown menus. A yellow box highlights the 'Academic Staff Only' section, which contains two dropdown menus: 'Workload Allocation Management Model (WAMM)' and 'Personal Research Plan (PeRP)'. The form also includes fields for 'Date review started', 'Date review ended', 'Name of Reviewee', 'Staff Number', 'Reviewee Email', 'Job Role', 'Reviewer Name & Email', 'Second Reviewer Name & Email', 'Date of Current Review', 'Date of Previous Review', and 'Mentor for staff on probation'. The 'Reviewee Email' field contains the value 'rlk' and the 'Post Id' is '14398'.

### Effective Contribution Scheme

This form should be completed by all staff including those new to the university and on probation. Your contribution, impact and achievements should relate to the University's Strategic Aims – Recruitment, Reputation and Sustainability.

Date review started \*   Date review ended \*

Name of Reviewee:

Staff Number:  Reviewee Email:  Post Id: 14398

Job Role:

Reviewer Name & Email:

Second Reviewer Name & Email:

Date of Current Review:   Date of Previous Review:

Mentor for staff on probation:  PGCTHE Required: No

**Academic Staff Only:** Please indicate that the necessary information has been inputted in the following systems:-

Workload Allocation Management Model (WAMM)   Personal Research Plan (PeRP)

## Questions

The following questions are a guide for all staff (unless otherwise indicated).

**Q1. What has been your contribution been during the last twelve months**

(give examples of your achievements against the targets/objectives set) *(Not applicable for probationers)*

**Q2. What was the impact on the strategic aims?**

(give examples of the factors which contributed to your success or otherwise)? *(Not applicable for probationers)*

**Q3. What features of your job have given the most/ least satisfaction over the last year?** *(Not applicable for probationers)*

**Strategic Alignment:** Please provide a brief summary of team and departmental objectives as they affect you and which relate to the strategic aims

The objectives section enables you to add as many SMART (Specific, Measurable, Achievable, Realistic and Timed). Click “Add” to create each new objective.

### Smart Objectives

**Q4. Looking ahead to the next 12 months, what are your main objectives and activities which will contribute to the team and department’s objectives which will contribute to the delivery of the strategic aims?**

Specific, measured, achievable, realistic, and timed. They must reference to the strategic aims and department and team objectives.

*For example:*  
*Teaching staff might have an objective to refresh a module as this could drive up student satisfaction and performance contributing to reputation or recruitment because the details of the module might be really attractive to applicants.*  
*Research is potentially contributing to recruitment, reputation and sustainability. Line managers should include an objective relating to their employee’s health and wellbeing.*

<input checked="" type="checkbox"/>	Objective	Action
<input checked="" type="checkbox"/>		

1 rows selected Total 1

...

Q5. What challenges do you anticipate in meeting these objectives and how can they be overcome?

Q6. How would you like to see your present job, your career develop in both short and longer term? *(All Staff)*

Q7. What training and continuous professional development have you undertaken in the last 12 months?

## Training & Development Plan

The following training plan may be shared with the departmental or central training officers e.g. Health and Safety, Information Services or CDSAP, for the planning of training needs across the institution.

Search: All Text Columns		Go	Actions ▼	Edit	Save	Add Row	Reset
<input checked="" type="checkbox"/>	☰	Training	Action				
<input checked="" type="checkbox"/>	☰						

1 rows selected Total 1

The form can then be saved as a draft by clicking on the Workflow Action drop down and selecting "Save as Draft" or once you're ready for your reviewer to consider the form you can click on the "Workflow Action" drop down and select "Submit",

**Submit**

Notes:

Workflow Action Save as Draft ▼

Return Delete form Apply Changes

This will then take you back to the home screen.

You can then go back in and add to your form at a later date before submitting it by clicking the "edit" icon highlighted in purple or you can create a new form.

**Edit ECS form (in Progress)**

	Resource id	Name	Post id	Post description	Main position	Date created	Status	Status date	Date review started
			14398		Y	26-10-2017	Draft	-	-
									1 - 1

Use **Create** link(s) for a **New ECS form**  
(only one form per post id and per day can be created)

Resource id	Name	Post id	Post description	Link	Main position
		14398		Create	Y
					1 - 1


Once the form is submitted it goes to the reviewer and second reviewer for their consideration. If there is any issue, or more detail required the reviewer or second reviewer can send the form back to you with any associated comments or feedback.

Once the form is agreed by all parties it is then marked as “ended”.

Use **Create** link(s) for a **New ECS form**  
 (only one form per post id and per day can be created)

Resource id	Name	Post id	Post description	Link	Main position
<input type="text"/>	<input type="text"/>	14398	HR Metrics and Workforce Planning Manager	<a href="#">Create</a>	Y
1 - 1					

**View Ended ECS forms**

	Resource id	Name	Post id	Post description	Date created	Status	Status date	<a href="#">Date review started</a>
	<input type="text"/>	<input type="text"/>	14398	<input type="text"/>	26-10-2017	Done	26-10-2017	02-10-2017
1 - 1								