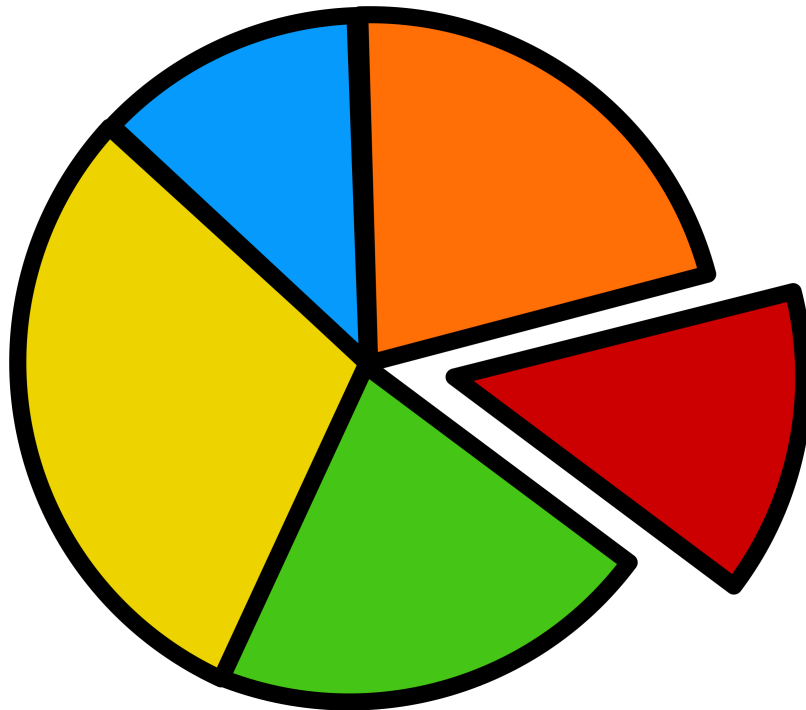


1 One Stop Shop

XPM: Assignment of Multicounty Agent Effort Percentages



Employee Database

Your Extension Profile

<https://xemp.ces.ncsu.edu/>

XEMP

Responsibilities



Search Responsibilities

Personal Development Record

Academic Degrees	No Records	0
Development Activities	No Records	0
Extension Employments	No Records	0
Graduate Coursework	No Records	0
Leadership Roles	No Records	0
Long Term Career Goals	No Records	0
Professional Associations	No Records	0
Training	No Records	0

Endpoint Protection Standard

Attest EPS Compliance

Mentorship

Mentees

Mentors

Programs

Reports

Computer Contacts

County Employee Effort

County Personnel

In XEMP
DAA's have
access to the
**County
Employee
Effort Report**

Profile Strength: Needs Attention

35% Complete

Improve your profile by adding the following missing information:

- Job Description
- Mobile Phone
- Emergency Phone
- Academic Degrees
- Development Activities
- Extension Employments
- Graduate Coursework
- Leadership Roles
- Long Term Career Goals
- Professional Associations
- Trainings

Employee Database

Your Extension Profile

XEMP / Reports / County Employee Effort

County Employee Effort

County Employees are listed by their Primary Department (County). Employee Effort is currently used by OSS / XPM Evaluations. An Employee Effort for a County allows a supervisor to evaluate the employee, and for the evaluation to have the proper weight.

89 Employees

Avery Co.

EMPLOYEE	POSITION	# COUNTIES	UPDATED
Hoffman, Bill (bwhoffma)	NC A&T No Pay	1	19 hours ago
Moody, Jerry (jmoody)	County Extension Director	1	19 hours ago
South, Michelle (mcsouth)	Assistant Area Agent	1	19 hours ago
Willard, Bobbie (bbwillar)	Assistant Extension Agent	1	19 hours ago

Buncombe Co.

EMPLOYEE	POSITION	# COUNTIES	UPDATED
Arnold, Alison (aarnold2)	Associate Extension Agent	1	19 hours ago
Baker, Meghan (mbaker)	Extension Agent	1	19 hours ago
Duckett, Steve (swducket)	County Extension Director	1	19 hours ago
Henson, Noah (nbhenson)	Assistant Area Agent	1	19 hours ago
Hohenstein, Cathy (cmhohenst)	Area Agent	1	19 hours ago
Jordan, Holly (hajordan)	Extension Agent	1	19 hours ago
Ruth, Clifford (cdruth)	Area Agent	1	19 hours ago

The report lists each county in the district, the employees and number of counties each employee is assigned.

To update the number of counties or percent of effort for an employee:
The DAA clicks the name of the employee to update.

Employee Database

Your Extension Profile

XEMP / Reports / County Employee Effort

DJDT

County Employee Effort

County Employees are listed by their Primary Department (County). Employee Effort is currently used by OSS / XPM Evaluations. An Employee Effort for a County allows a supervisor to evaluate the employee, and for the evaluation to have the proper weight.

89 Employees

Average

EMPL

Hoffm

Mood

South

Willam

Bun

EMPL

Arnol

Baker

Duck

Hens

Hohenstein, Cathy (cmhohens)

Jordan, Holly (hajordan)

Ruth, Clifford (cdruth)

Burke Co.

Update Employee Effort: South, Michelle (mcsouth)

Specify each department and corresponding effort percentage. To remove an existing Department, check the Delete box and press the Save button after making the needed changes.

Department*

Avery Co.

Percentage*

100

☐ Delete

Department*

Percentage*

☐ Delete

Department*

Percentage*

☐ Delete

Department*

Percentage*

☐ Delete

Save

Cancel

EMPLOYEE	POSITION	# COUNTIES	UPDATED
Carpenter, Nicki (nrsteer)	Assistant Extension Agent	1	19 hours ago

The DAA enters the assigned county names and effort percentages for the multi county agent

Specify each department and corresponding effort percentage. To remove an existing Department, check the Delete box and press the Save button after making the needed changes.

Department*	Percentage*
Avery Co. x	100 <input type="checkbox"/> Delete
Department*	Percentage*
Anson Co. x	50 <input type="checkbox"/> Delete

**Effort must
= 100%**

- 150% Total Effort was specified. Total Effort must equal 100%.

WARNING!

Department*	Percentage*	<input type="checkbox"/> Delete
Avery Co. x	50	
Department*	Percentage*	<input type="checkbox"/> Delete
Anson Co. x	50	
Department*	Percentage*	<input type="checkbox"/> Delete
Department*	Percentage*	<input type="checkbox"/> Delete

Save

← Cancel

Employee Database

Your Extension Profile

XEMP / Reports / County Employee Effort

DJDT

County Employee Effort

County Employees are listed by their Primary Department (County). Employee Effort is currently used by OSS / XPM Evaluations. An Employee Effort for a County allows a supervisor to evaluate the employee, and for the evaluation to have the proper weight.

89 Employees

Avery Co.

EMPLOYEE	POSITION	# COUNTIES	UPDATED
Hoffman, Bill (w/hoffma)	NC A&T No Pay		19 hours ago
Moody, Jerry (jmoody)	County Extension Director		19 hours ago
South, Michelle (mcsouth)	Assistant Area Agent	2	now
Willard, Bobbie (bbwillar)	Assistant Extension Agent		19 hours ago

After effort has been changed the report will reflect the agent working in 2 counties.

