

ON-LINE COURSE EVALUATION PHR-SIS MISMATCH:

The following information has been developed to help explain the discrepancy between the Student Information System (SIS) and Payroll and Human Resources (PHR).

Why does SIS show the person flagged as Yes under the Eval column, but the course Eval list (at link below) shows zero instructors?

CourseEvalUM Lists View Tool (based on SIS, but looks to PHR for active appointments or zero instructor displays)

<https://was-3.umd.edu/evalrpt/pubreport>

The link above shows what is available to the course eval system based on SIS as of the last weekday before the date in the top right hand corner of the term page of interest (e.g. Fall 2010).

When SIS shows someone flagged as Yes under the Eval column and this list (at link) does not, it can be one of two reasons:

1) **SIS FLAG TIMING**: The flag in SIS to yes eval was made after the update to the course eval list at the link above. Remember by close of business one day (e.g., Wed) means it updates to the campus systems overnight (Thurs midnight), so the course eval list date (at link above) has to be a day later than the SIS date change (Thurs).

2) **PHR- SIS MISTMATCH**: PHR and SIS do not match. The link above uses PHR to match active employees to those listed in SIS. Sometimes there is a problem with the PHR-SIS match and corrections must be made by the department in either SIS or PHR.

- If the UIDs do not match (one or the other PHR or SIS is incorrect), the incorrect UID must be corrected.
- If SIS does not have the same exact name spelling (including middle initials and names) as PHR, then SIS must be changed to match PHR.
- Finally, a person may have no active PHR appointment (paid or unpaid). If this is the case, then the appt must be active before it will pull to the course eval list. Sometimes checking the campus directory will give a hint to this; if the person does not display in the directory, there is a good chance they have no active PHR appointment. Persons with no active PHR appt. cannot be evaluated.