

# 9.1 e-Performance

## Individual and Mass Approvals – Job Aid for Reviewing Managers



Approving performance documents for an individual employee ..... Page 2

Approving performance documents for multiple employees..... Page 7

## Reviewing Managers: Steps for Individual Employee Approval

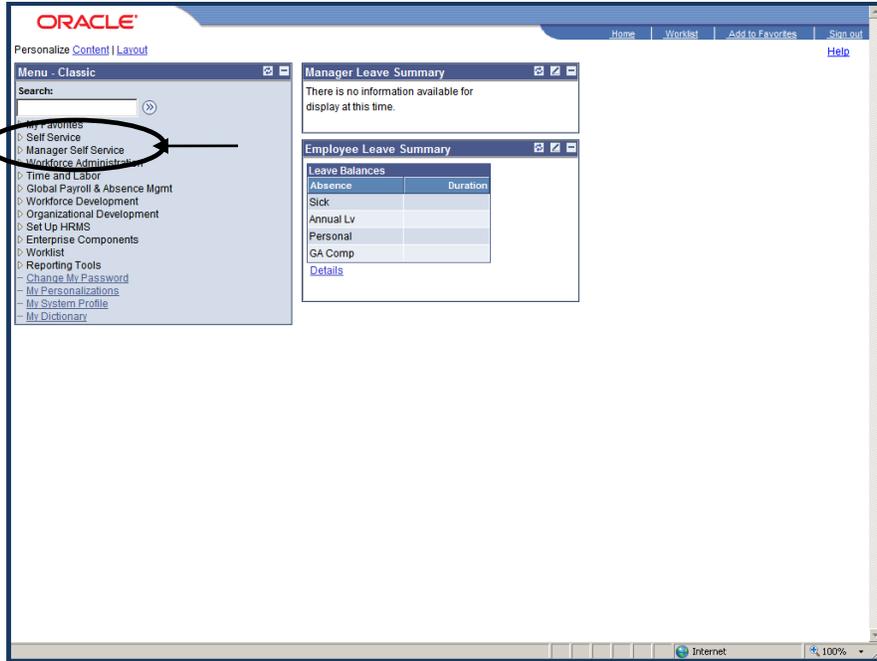
In PeopleSoft 9.1, Reviewing Managers can approve documents in two different manners. They can use the Approve Documents screen to approve performance documents for an individual employee or they can use the Mass Approval function to approve or deny multiple performance documents.

**Step 1: Log into the Route 88 URL <https://route88.state.ga.us>**

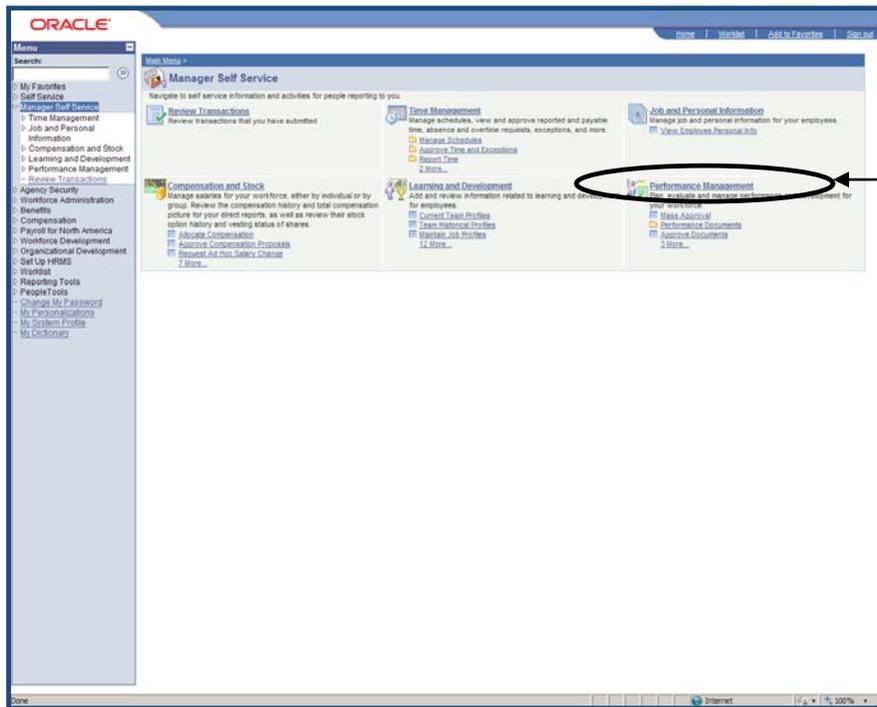


Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.

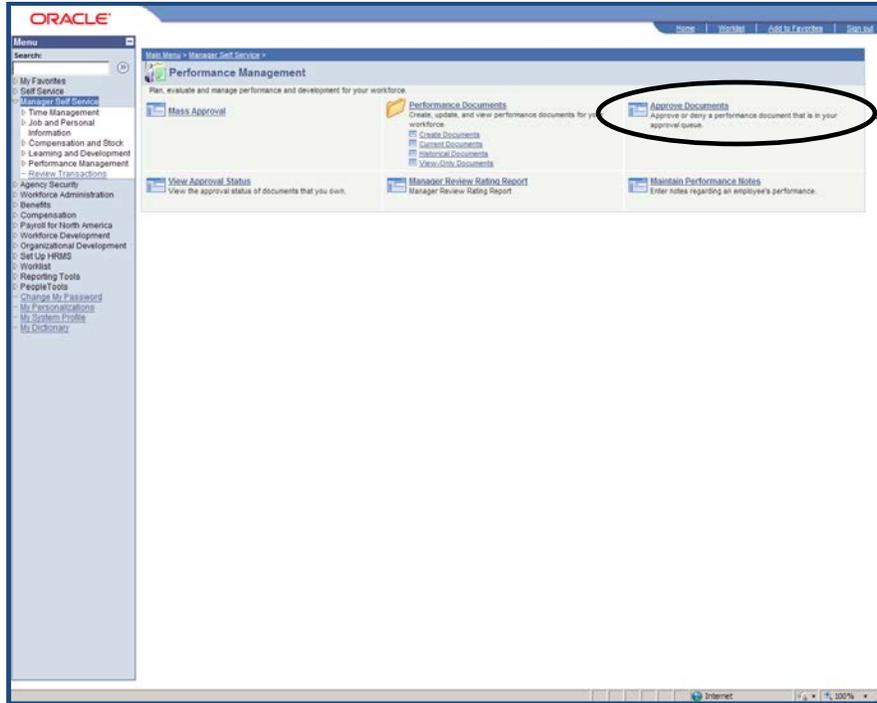
## Step 2: Click on Manager Self Service



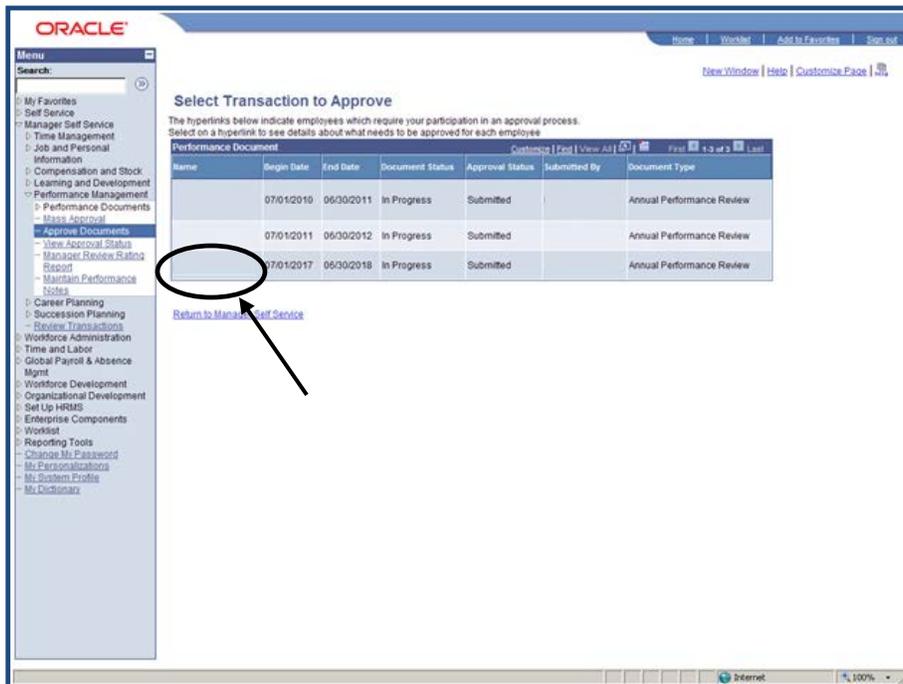
## Step 3: Click Performance Management



#### Step 4: Click on Approve Documents



#### Step 5: Click on the link for the Performance Document of the employee to be approved.



## Step 6: Click on Approve or Deny

**Employee name and employee ID appears here**

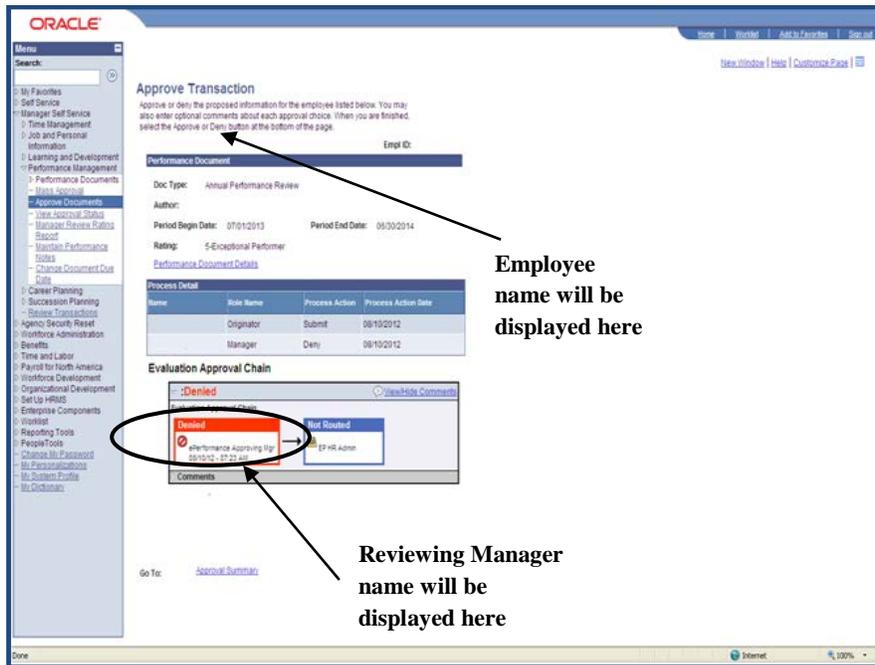
**Reviewing manager name appears here**

**Approve** **Deny**

**Note:** The reviewing manager (manager's manager) name will appear in the Evaluation Approval Chain section.

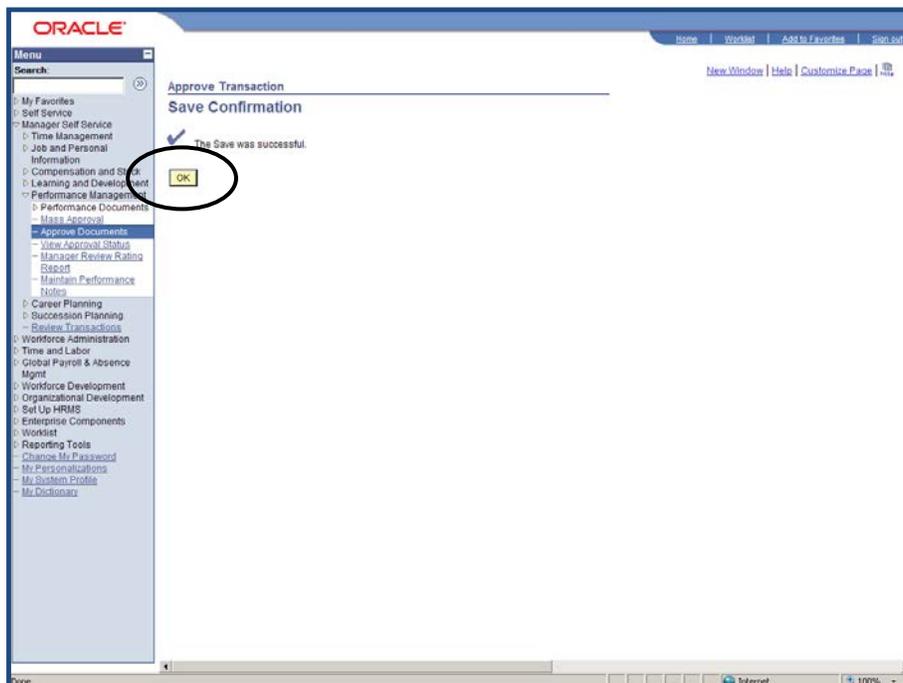
**Note:** Reviewing Managers may look at the document detail before approving or denying the document by clicking on the Performance Document Details near the top of the page. If you choose to deny the document, comments should be included for the manager to review.

**Step 7: If the Reviewing Manager chooses to Deny, the document will be routed back to the manager for review.**



**Note:** ePerformance does not automatically send a notification to the manager if a document they have submitted is denied. If the Reviewing Manager denies an evaluation, they should send an email to the manager notifying them and explaining changes needed.

**Step 8: Once the document has been approved or denied, Click “OK” to save.**



## Reviewing Managers: Steps for Multiple Employee Approval

Step 1: Log into the Route 88 URL <https://route88.state.ga.us>

**Enter your  
user name  
and  
password**

SAO Employee Self Service - Windows Internet Explorer  
https://route88.state.ga.us

Employee Self Service  
TEAM GEORGIA FLEX-GABRIELE PeopleSoft HCM

User ID:   
Password:   
Sign In  
Reset/Forget your password?

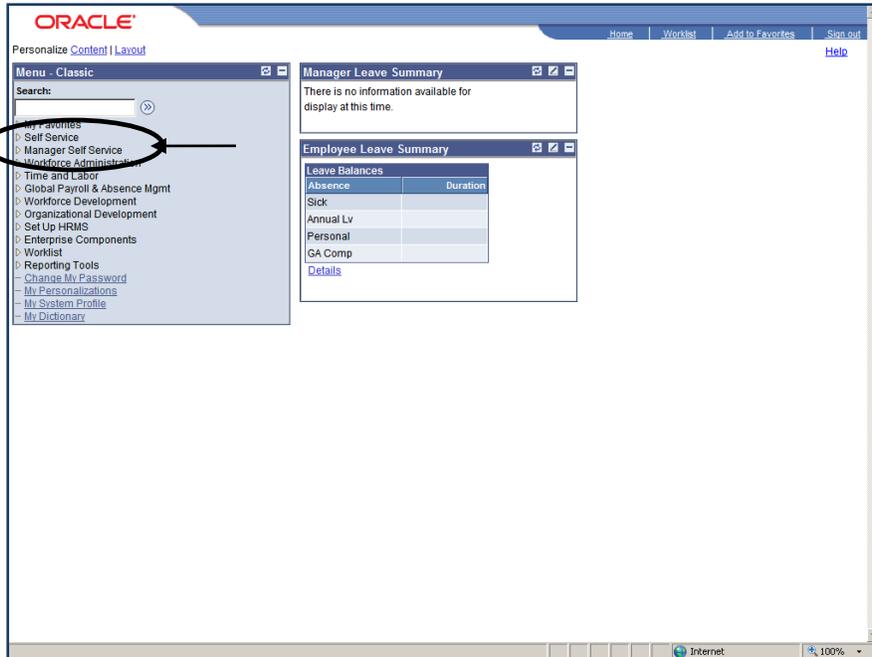
[Read differences of this sign on made to the previous sign on case used.](#)  
[HCM/QUERY Application](#)

This is a State of Georgia application. It is appropriate. All individuals using this application by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

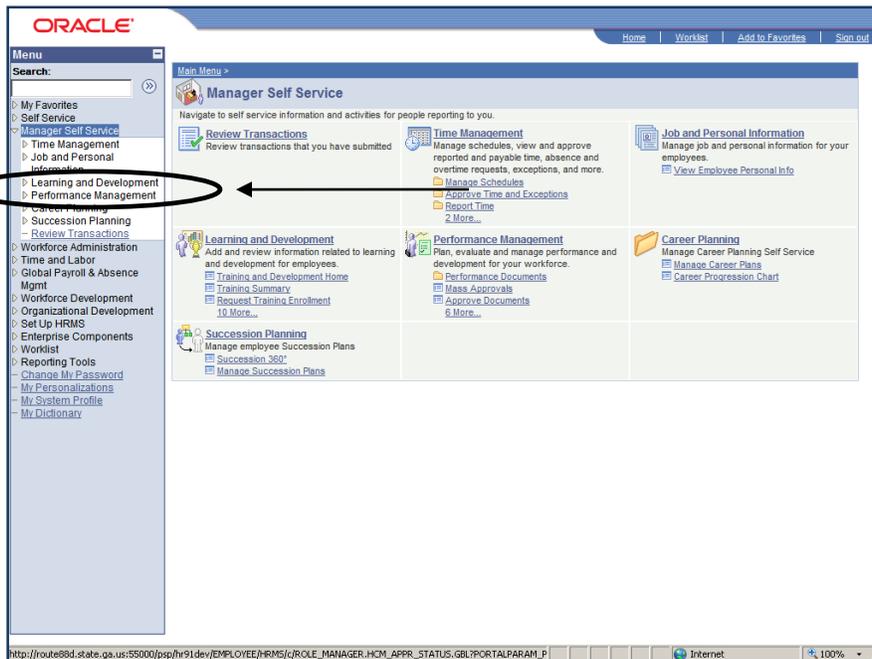
By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.

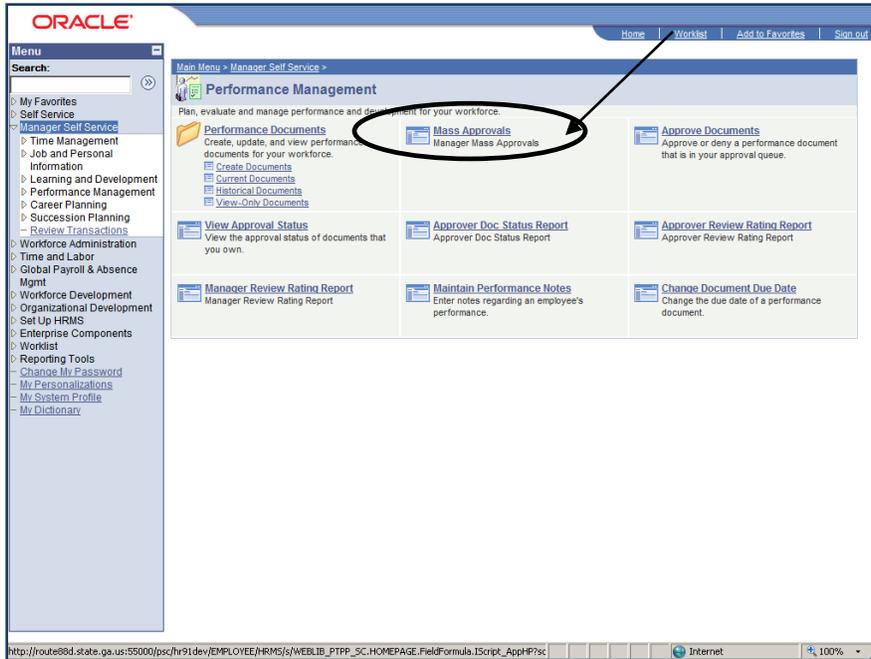
## Step 2: Click on Manager Self Service



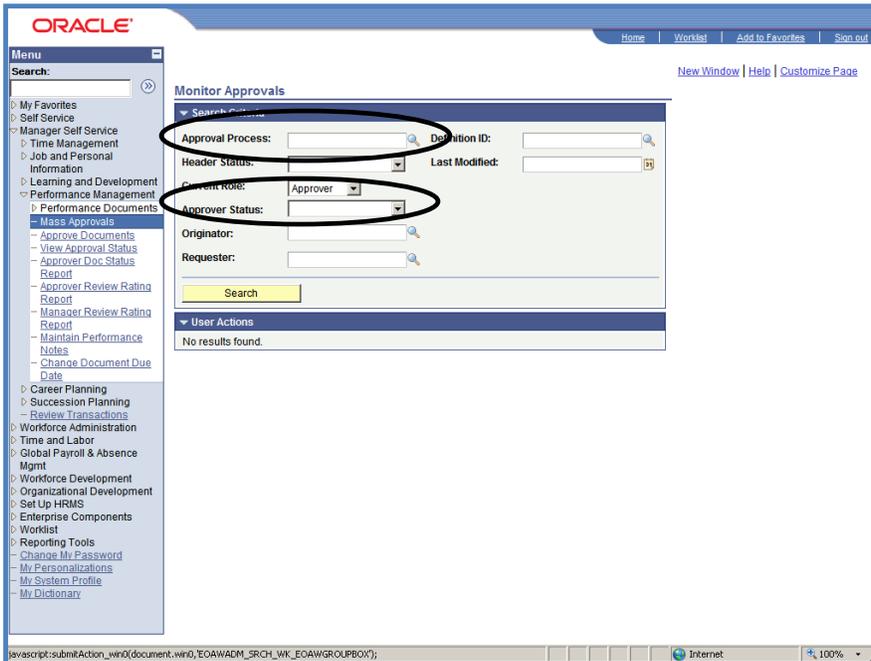
## Step 3: Click Performance Management



## Step 4: Click on Mass Approvals



## Step 5: Enter the Search Criteria parameters

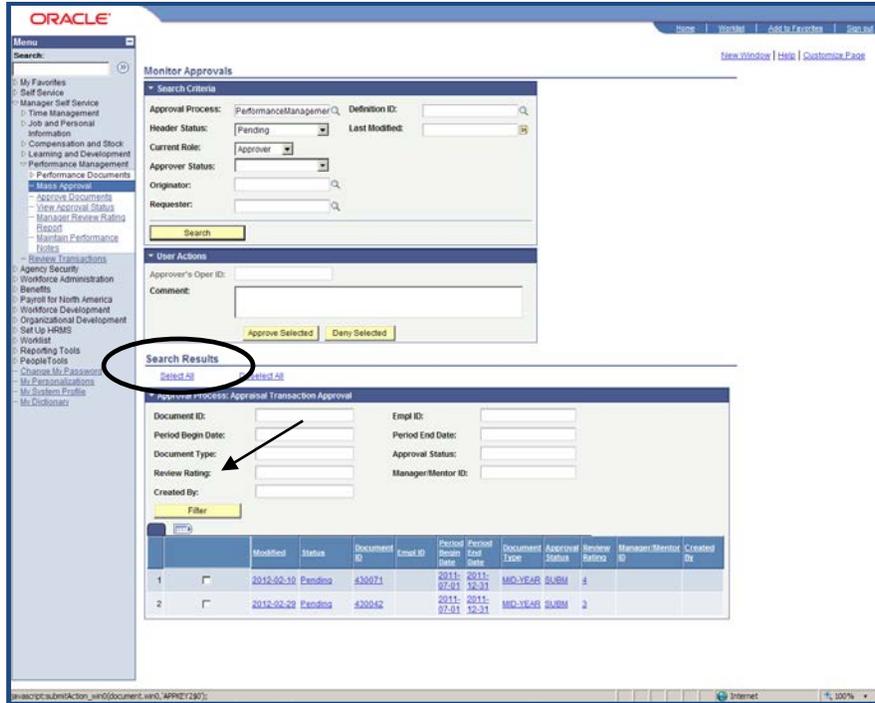


- Click the hourglass next to Approval Process to select “Performance Management”

**Note:** The Current Role defaults to Approver.

- Click “Search”

**Step 6: Search engine will display documents to be approved or denied**



**Note:** The Approver’s Oper ID: field will auto populate with the approvers Employee ID number.

**Note:** Documents to be approved or denied can be limited to specific review ratings. Once the original search results have been generated, enter the specific review rating to review and approve and click filter to view employee documents by the evaluation rating.

**Note:** The Documents in Pending status which display “Never” as the Modified date are the ones available for the Reviewing Manager’s approval. All the “Approved” or “Terminated” documents are grayed out and cannot be selected.

**Step 7: Select documents to be approved or denied and click “Approve Selected” or “Deny Selected”**

**Click on any active link to view the employee document.**

**Comments should be entered here.**

	Modified	Status	Doc ID	Emp ID	Employee Name	Period Begin Date	Period End Date	Document Type	Approval Status	Review Rating	Manager/Mentor ID	Manager/Me
1		Pending	407920			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
2		Pending	357373			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
3		Pending	412925			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
4		Pending	388987			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
5		Pending	389011			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
6		Pending	357410			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
7		Pending	381332			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
8		Pending	407210			2010-07-01	2011-06-30	ANNUAL	SUBM	3		
9		Pending	408051			2010-07-01	2011-06-30	ANNUAL	SUBM	3		

The “Select All” link at the top of the list is used to approve or deny all the documents in the filtered list. After this click the “Approve Selected” button to approve the documents or select “Deny Selected” to deny the selected document(s).

**Note:** The Employee ID, Employee Name, Manager Name, Manager ID and Created By field will be displayed for each individual.

**Note:** If you choose to deny multiple documents, comments should be included in the “User Actions” section above the list of document and the evaluations will be routed back to the manager for review.

**Note:** ePerformance does not automatically send a notification to the manager if a document they have submitted is denied. If the Reviewing Manager denies an evaluation, they should send an email to the manager notifying them and explaining changes needed.

**Step 8: Once message Approval Successful or Denied Successful appears, click “OK”.**

