9.1 e-Performance

Individual and Mass Approvals – Job Aid for Reviewing Managers

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
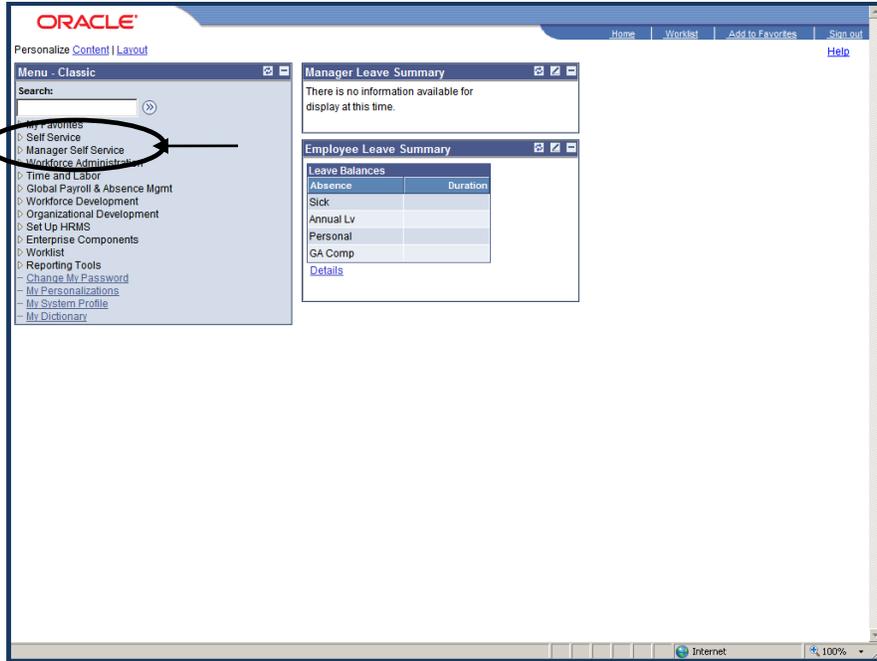
Step 3: Click Performance Management
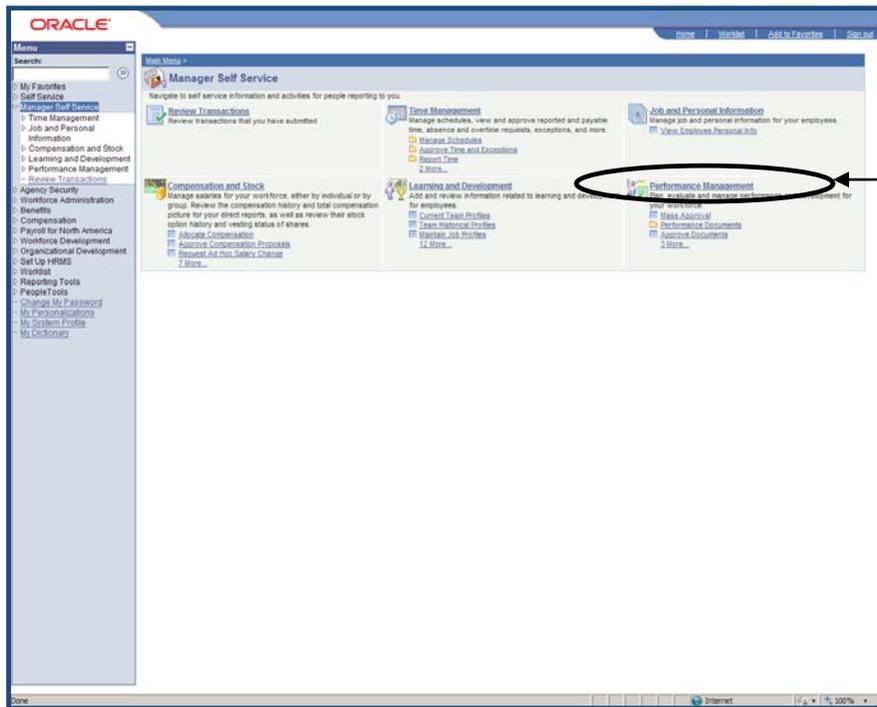
Step 4: Click on Approve Documents
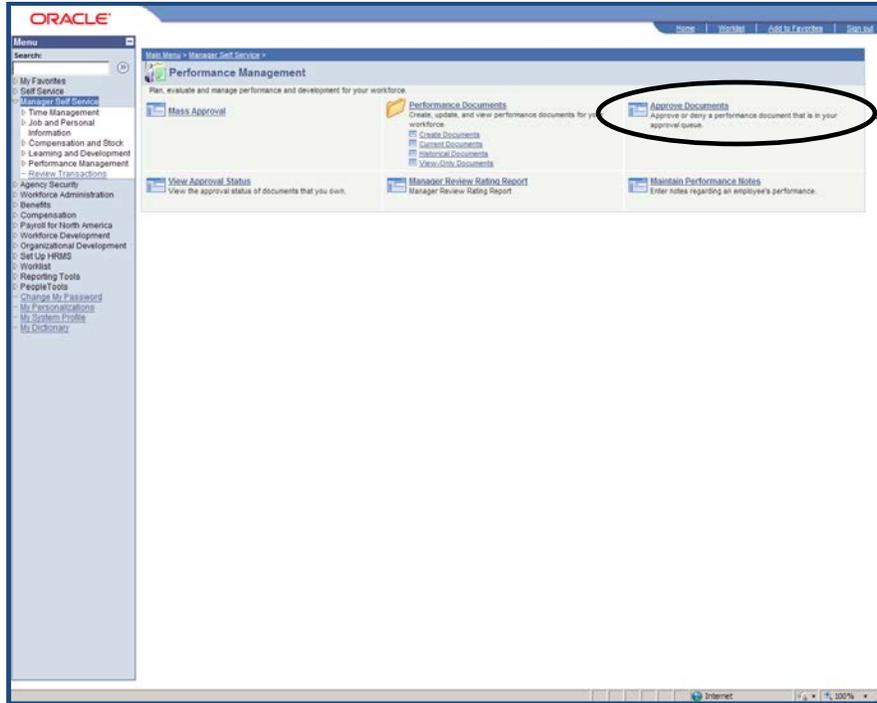
Step 5: Click on the link for the Performance Document of the employee to be approved.
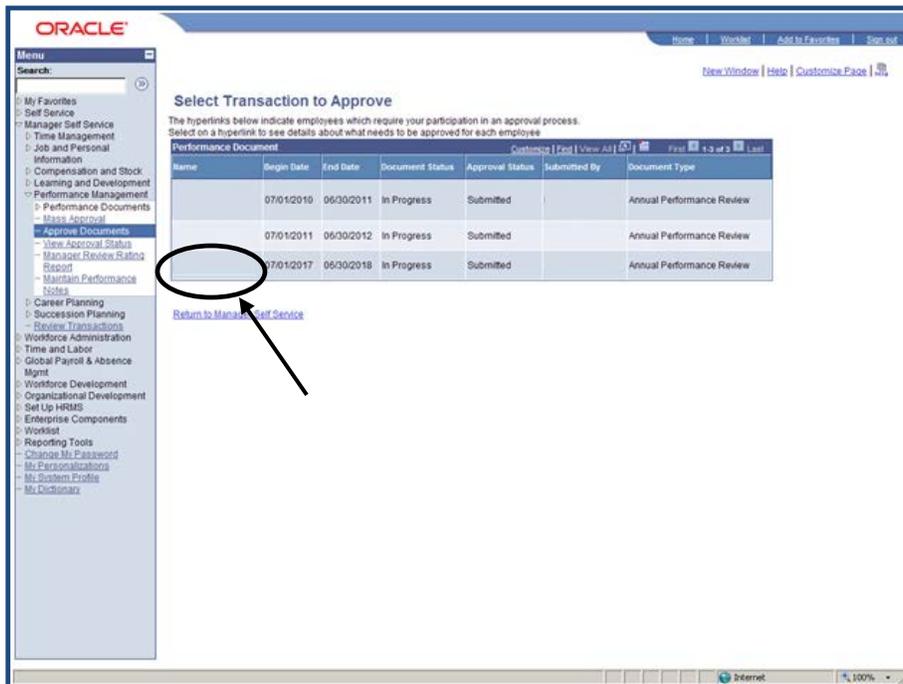
Step 6: Click on Approve or Deny

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.
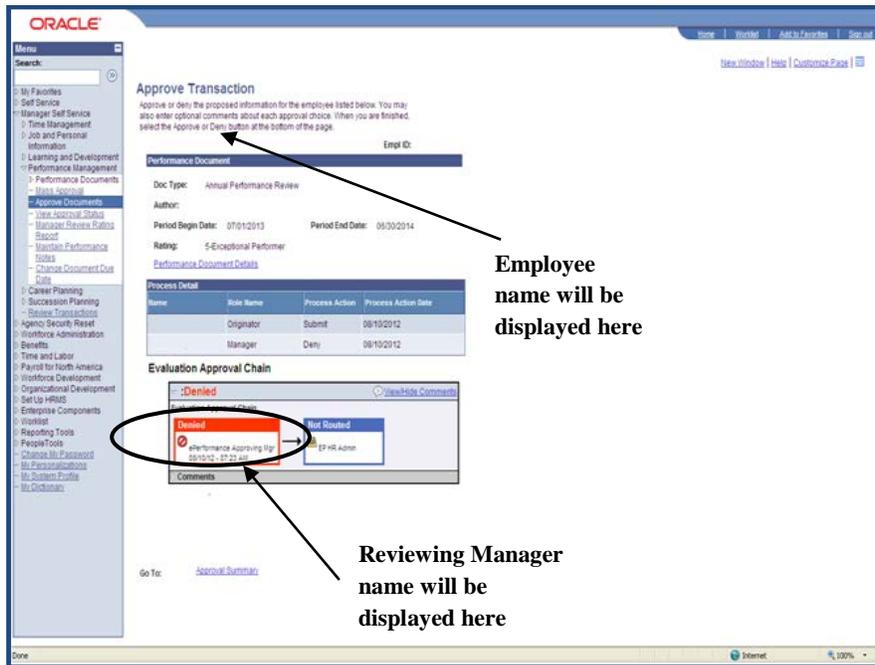
Employee name will be displayed here

Reviewing Manager name will be displayed here

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.

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 Mass Approvals
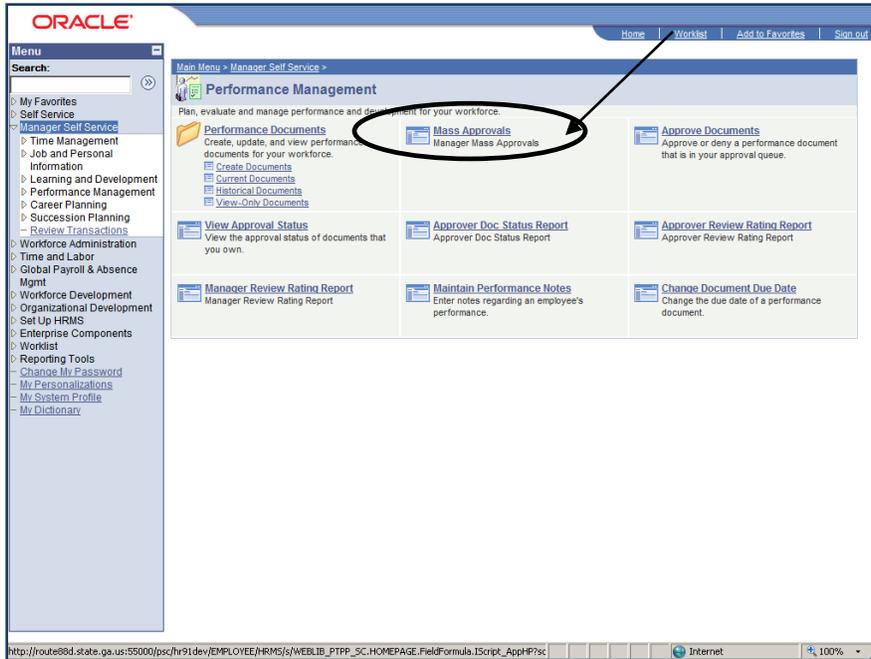
Step 5: Enter the Search Criteria parameters
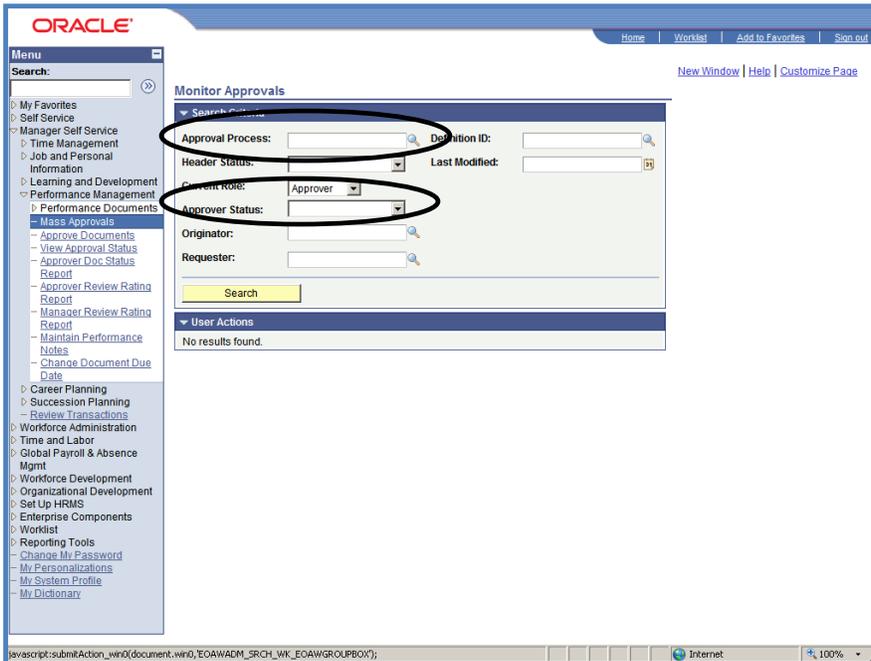
> Click the hourglass next to Approval Process to select "Performance Management"

Note: The Current Role defaults to Approver.

> Click "Search"

Step 6: Search engine will display documents to be approved or denied
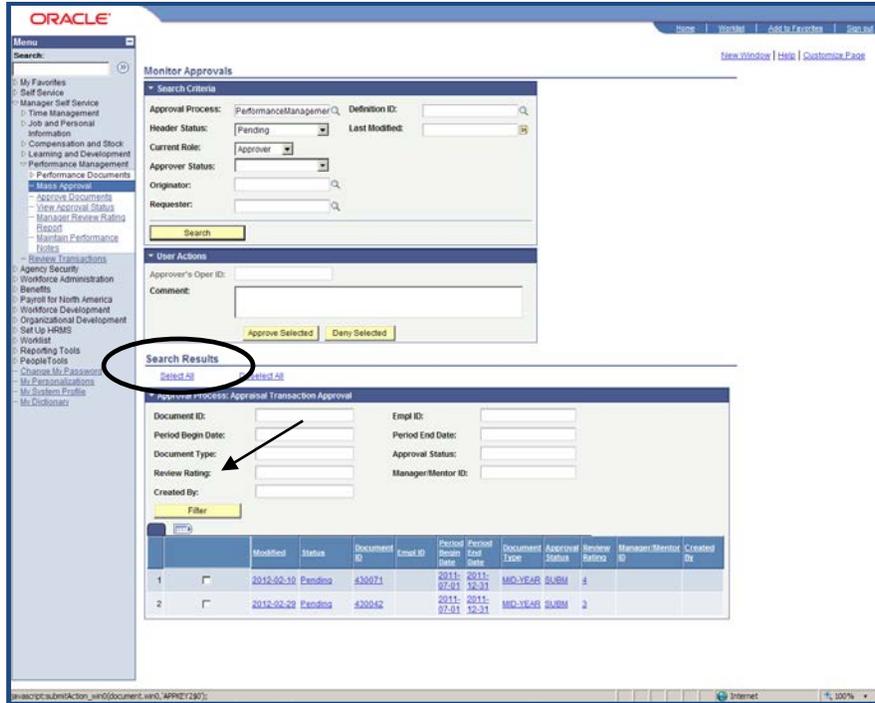
Note: The Approver's Oper ID: field will auto populate with the approvers Employee ID number.

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.

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".