

9.1 ePerformance

Finalizing the Performance Evaluation

(Electronic Signatures)



(From the Approval Process to Marking the Document Complete)

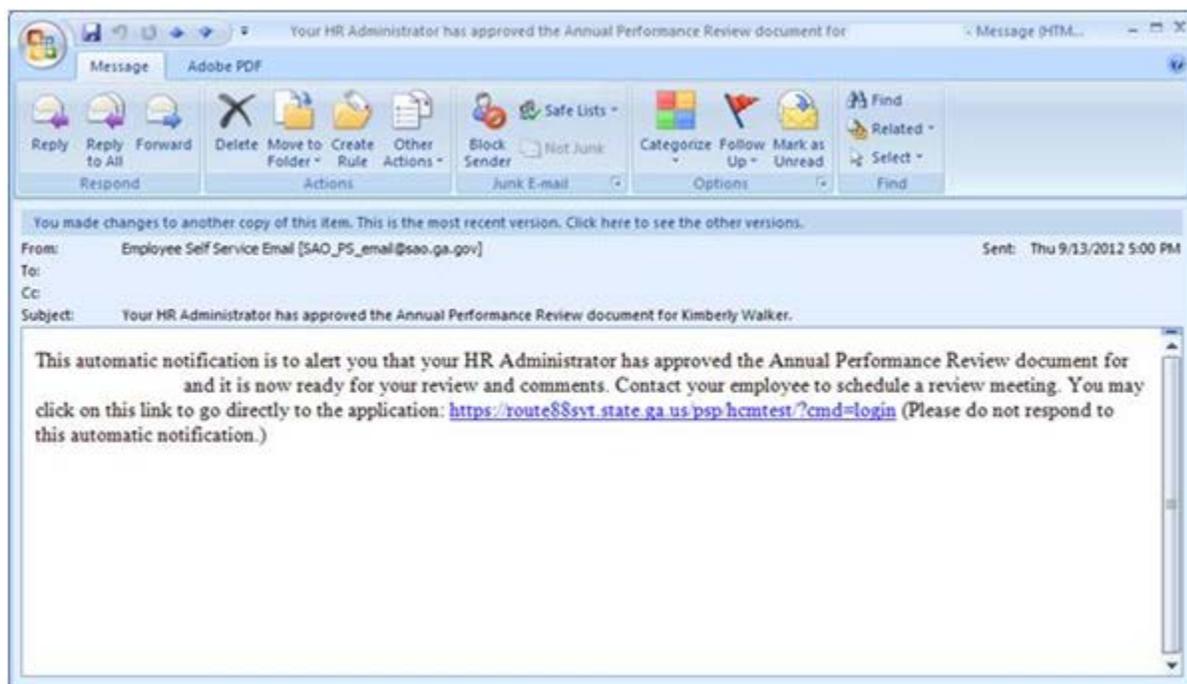
Finalizing the Performance Evaluation (Electronic Signatures)

PeopleSoft 9.1 provides an audit history at the end of the evaluation process which serves at the electronic signature for the employee and the manager. The audit history will display the following information: created by, last modified by, acknowledge by and completed by along with the date and time stamp.

After all approvals have been received, you are ready to complete the evaluation process.

Step 1: The employee will receive an email notification to log into PeopleSoft to access their individual performance document through Self-Service to view and/or make comments.

You as the manager will also receive an email notification that the form has been approved and that you should move forward with scheduling the performance discussion with the employee (see below).



Step 2: You should now schedule the performance evaluation discussion with the employee to discuss the evaluation and ratings.

Step 3: After the performance evaluation discussion, the employee needs to acknowledge the document in ePerformance.

Note: If the employee is unwilling to acknowledge the document, refer to the Manager Override Process - Manager Job Aid.

Note: Once the employee has acknowledged the evaluation, the manager will receive an email notification (see below)

MANAGER EMAIL

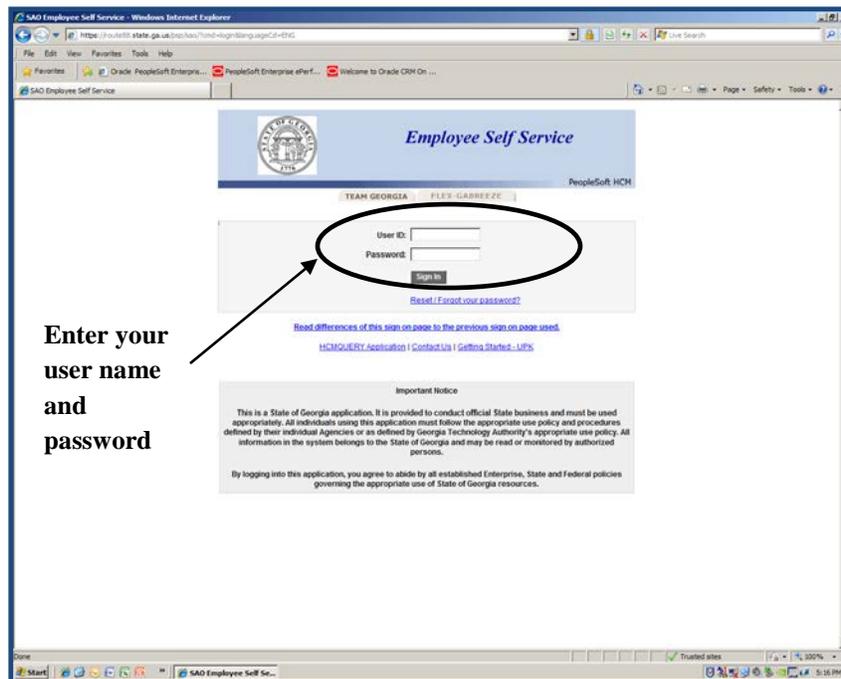
From: Employee Self Service Email [mailto:SAO_PS_email@sao.ga.gov]
Sent: Tuesday, June 22, 2010 10:28 AM
To: Janet Doe
Subject: Jane Doe has acknowledged the Annual Performance Review form.

This automatic notification is to alert you that Jane Doe has formally acknowledged the recent review of the Annual Performance Review document.

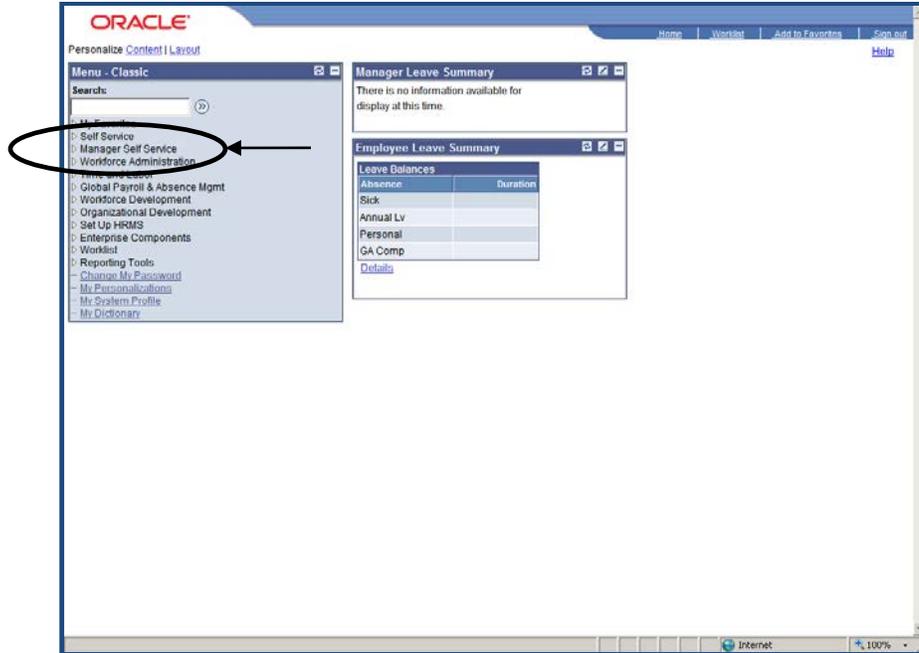
You may click on this link to go directly to this Annual Performance Review and click complete to finalize the document: https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
(Please do not respond to this automatic notification.)

Step 4: The manager will now log into the Route 88 URL <https://route88.state.ga.us> to “complete” or finalize the performance document.

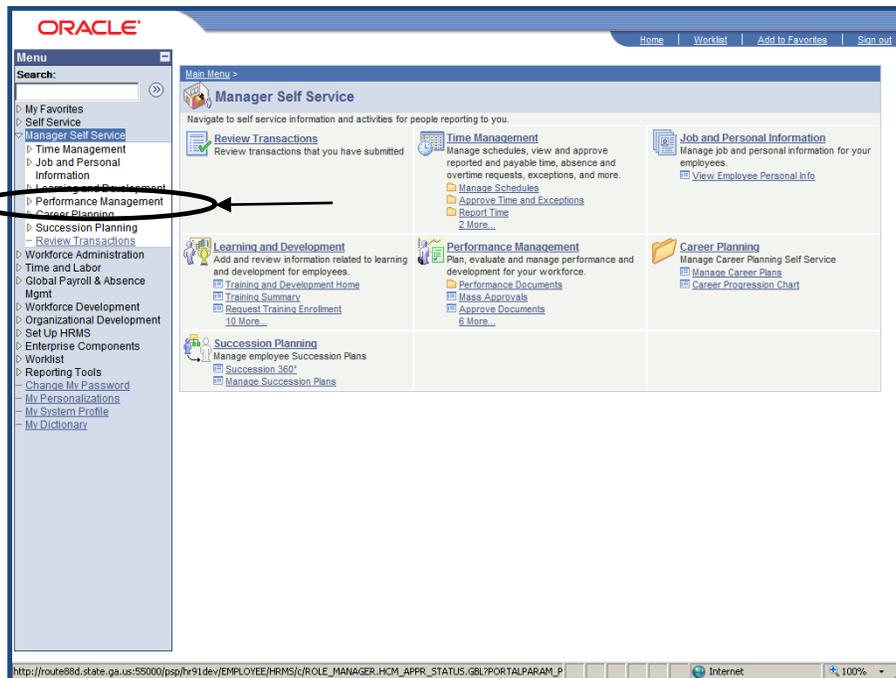
Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.



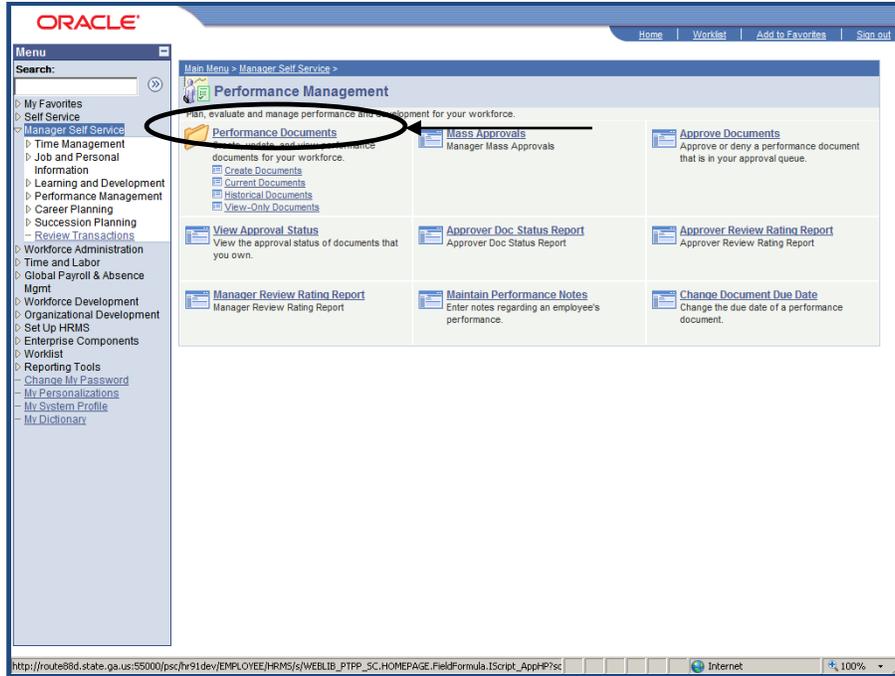
Step 5: Click on Manager Self-Service



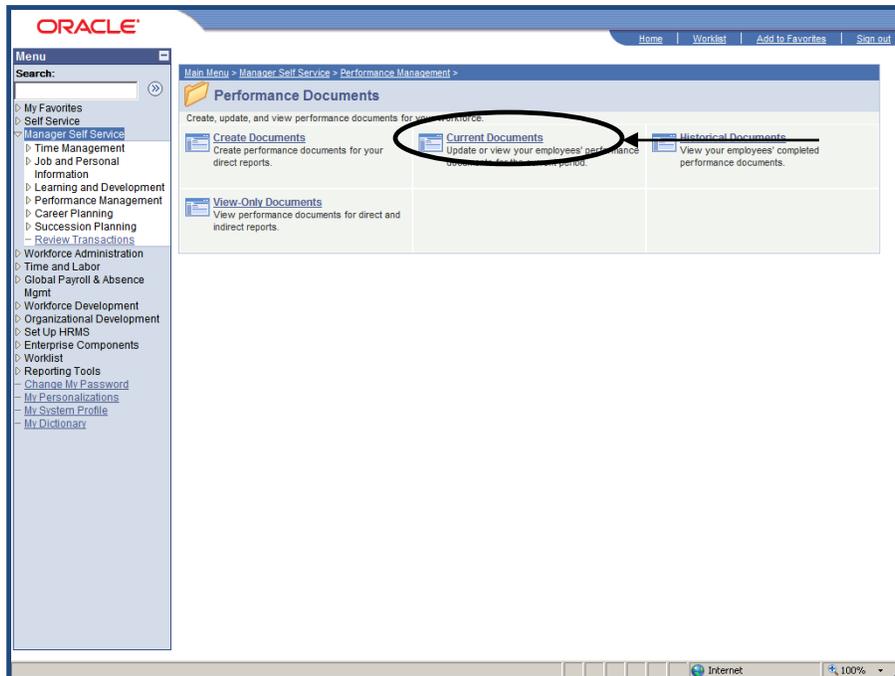
Step 6: Click Performance Management



Step 7: Click on Performance Documents



Step 8: Click on Current Documents



Step 9: Click on the appropriate employee's document.

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Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Employee	Mid Initial	Document Type	Begin Date	End Date	Job Title	Status	Department
		Annual Performance Review	07/01/2017	06/30/2018	PS: Operations Analyst (AL)	In Progress	460148
		Annual Performance Review	06/01/2015	07/30/2016	PS: Operations Analyst (AL)	In Progress	460148
		Annual Performance Review	07/01/2012	06/30/2013	PS: Operations Analyst (AL)	In Progress	460148
		Annual Performance Review	07/01/2009	06/30/2010	PS: Business Analyst (SP)	In Progress	460148
		Annual Performance Review	07/01/2008	06/30/2009	PS: Business Analyst (SP)	In Progress	460711
		Annual Performance Review	06/01/2016	07/30/2017	PS: Hum Res Specialist (EL)	In Progress	460637
		Annual Performance Review	07/01/2013	06/30/2014	PS: Hum Res Specialist (EL)	In Progress	460637
		Annual Performance Review	07/01/2012	06/30/2013	PS: Hum Res Specialist (EL)	In Progress	460637
		Annual Performance Review	07/01/2016	06/30/2017	PS: Hum Res Specialist (WL)	In Progress	460637
		Annual Performance Review	07/01/2013	06/30/2014	PS: Hum Res Specialist (WL)	In Progress	460637
		Annual Performance Review	07/01/2012	06/30/2013	PS: Hum Res Specialist (WL)	In Progress	460637
		Annual Performance Review	07/01/2010	06/30/2011	PS: Hum Res Specialist (WL)	In Progress	460637

Note: All of the manager's direct reports documents should be listed.

Step 10: Access the document to click "Complete."

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Current Performance Documents

Document Details

PS: Hum Res Specialist (WL)
Annual Performance Review: 07/01/2013 - 06/30/2014

Employee	Job Title
PS: Hum Res Specialist (WL)	PS: Hum Res Specialist (WL)

Document Type	Period
Annual Performance Review	07/01/2013 - 06/30/2014

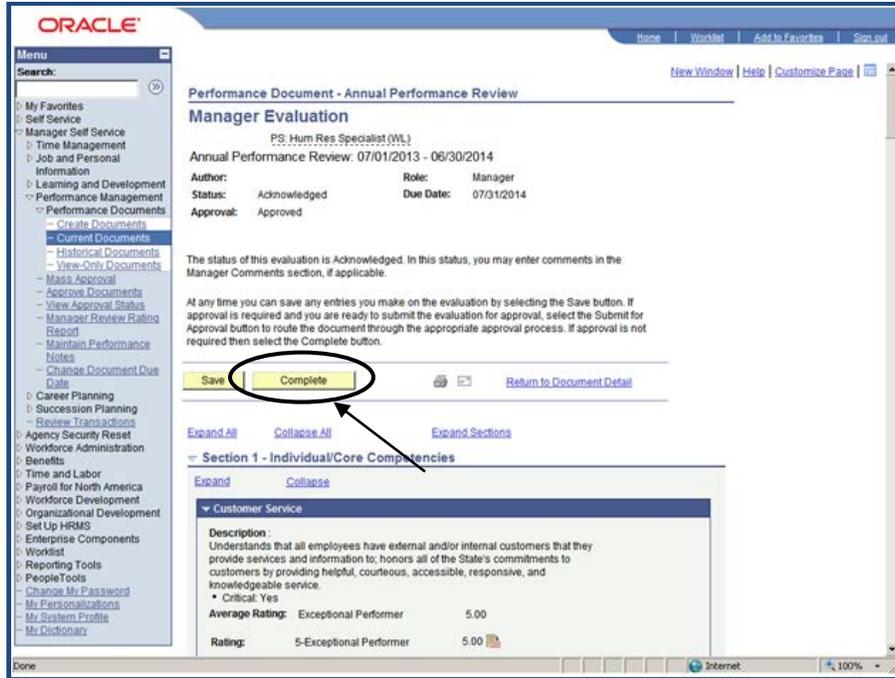
Template	Document ID
Annual Performance Review	422357

Manager	Status
	Acknowledged

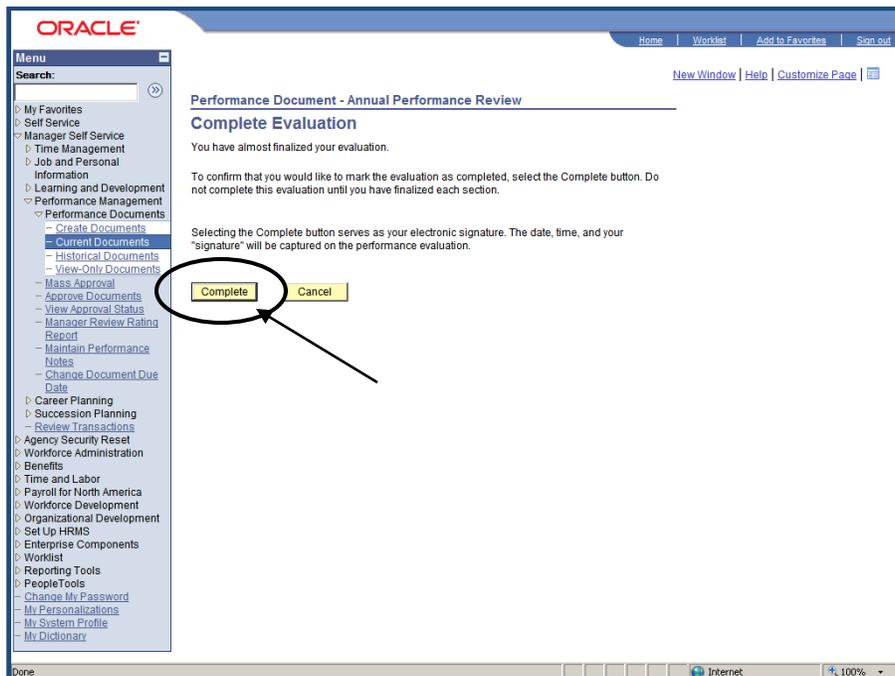
Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	Completed	01/01/2014	View	
Review Self Evaluation	Not Started	07/31/2014		
Complete Manager Evaluation	Acknowledged	07/31/2014	View	Complete

[Return to Select Documents](#)

Step 11: Click “Complete.”

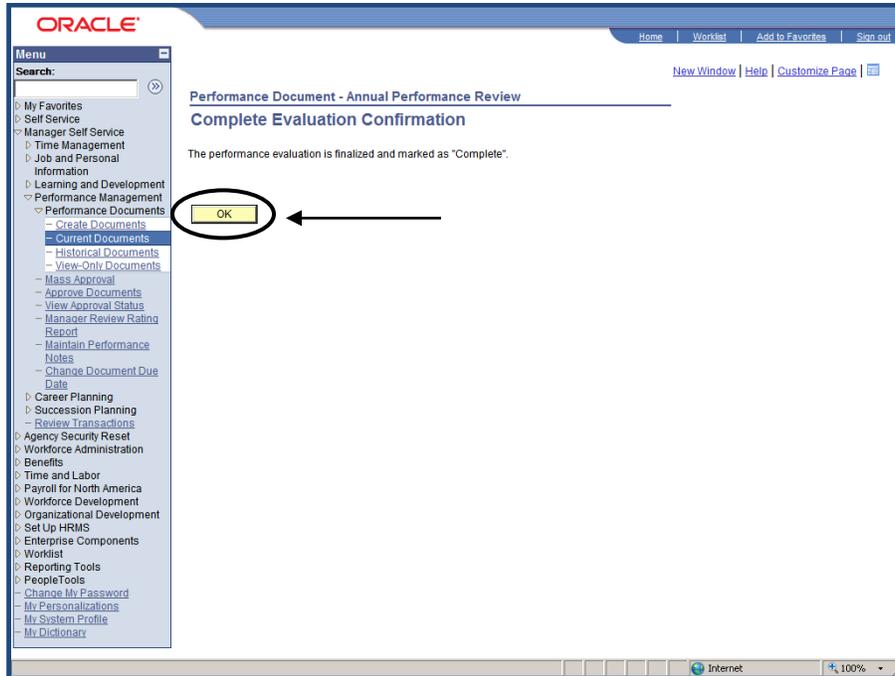


Step 12: Confirm Complete “Click Complete.”

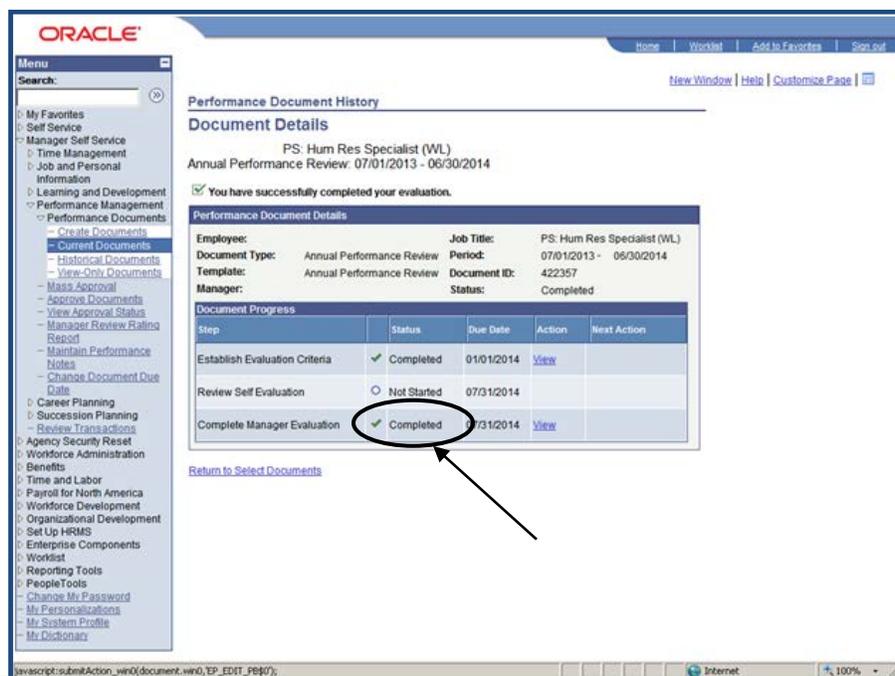


Note: You will receive a message stating, “To confirm that you would like to mark the evaluation as completed, select the Complete button.” ****Do not complete this evaluation until you have finalized each section.****

Step 13: Click “Ok.”

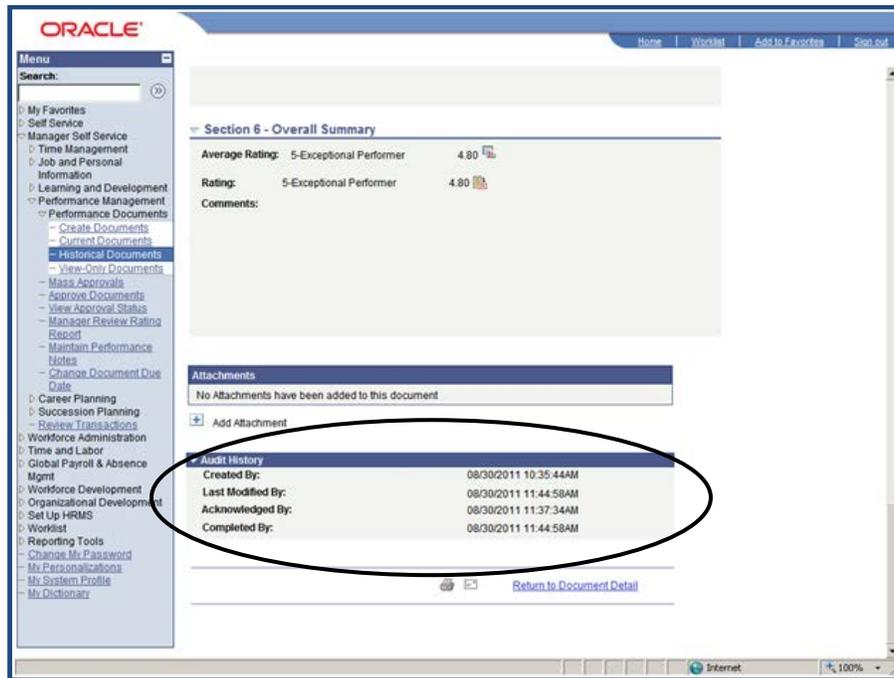


Step 14: The document will now show that it is in a “Complete” status.



Note: This completes the evaluation process and moves the evaluation from current documents to historical documents.

Note: The Audit History (e-Signature) will reflect the actions for the employee/manager.



The following fields will be populated: created by, last modified by, acknowledged by, and completed by. ePerformance will also display the audit history in the signature section of the Printable Evaluation and will serve as the electronic signatures for the document.