9.1 ePerformance

Finalizing the Performance Evaluation

(Electronic Signatures)

(From the Approval Process to Marking the Document Complete)
PeopleSoft 9.1 provides an audit history at the end of the evaluation process which serves as 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).

![Email Notification](image)

**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](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.

![Login Screen](image)
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.

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

Step 10: Access the document to click “Complete.”
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.