9.1 ePerformance
Manager Override Process – Job Aid for Managers
Manager Override Process

If an employee is unable to acknowledge that the performance review discussion was held in ePerformance, the manager will need to override this function so that he can “complete” the document in ePerformance. The steps below will walk you through the override steps.

**Step 1: Log in to Employee Self Service using 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”

![Manager Self Service](image1)

Step 3: Click on “Performance Management”

![Performance Management](image2)
Step 4: Click on “Performance Documents”

Step 5: Click on “Current Documents”
Step 6: Click on **Annual Performance Review** for the employee that you need to override.

![Oracle Interface with Annual Performance Review highlighted]

Step 7: Click “Acknowledge” to enter the evaluation for the employee.

![Oracle Interface with Acknowledge highlighted]

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Step 8: Click “Acknowledge Review”

Step 9: If you are using the function because the employee doesn’t have ePerformance access to “Acknowledge” that his review was held, select “Manager Override.” If the employee has ePerformance access, but has refused to sign his evaluation, select “Employee Refused.” Then, click OK.
Step 10: The “Complete” button should now be displayed for the impacted employee. Click on the “Complete” button and proceed with steps to finalize the performance evaluation.

Note: The Finalizing the Performance Evaluation – Manager Job Aid provides step-by-step instructions to walk you through the process of completing the performance evaluation after the Manager Override function has been completed.