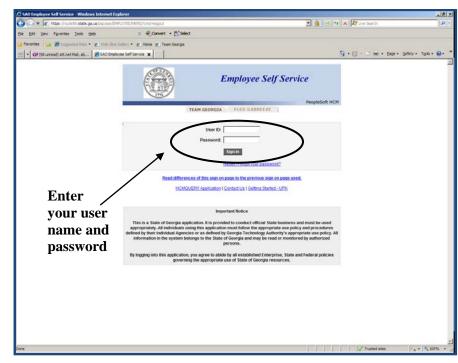
9.1 ePerformance

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"



Step 3: Click on "Performance Management"

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Menu 🗖		Home Worklist Add to Favorites Sign out
Search:	Main Menu >	
Nv Favorites	🚳 Manager Self Service	
Self Service	Navigate to self service information and activities for people reporting to you.	
Imager Self Service ▷ Time Management ▷ Job and Personal Information ▷ Learning and Development ▷ Performance Management ▷ Career Planning ▷ Succession Planning	Review transactions that you have submitted	
- Review Transactions Agency Security Reset Workforce Administration Benefits Time and Labor Payroll for North America Workforce Development Ordanizational Development	Ad and review information related to learning and Development and development for employees. Training and Development lione Training augustation of the second se	and Career Planning Manage Career Planning Self Service Career Plans Career Progression Chart
 Set Up HRMS Enterprise Components Worklist Reporting Tools 	C Succession Planning Manage employee Succession Plans IS Succession 300° Manage Succession Plans	\mathbf{i}
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Step 4: Click on "Performance Documents"

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Performance Management		Historical Documents		
Career Planning		View-Only Documents		
Succession Planning	View Approval Status	Manager Review Rating Report	Maintain Performance Notes	
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> Benefits				
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Payroll for North America	Change Document Due Date Change the due date of a performance			
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Organizational Development				
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Enterprise Components Worklist				
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PeopleTools				
- Change My Password				
 My Personalizations 				
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- <u>My Dictionary</u>				
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Step 5: Click on "Current Documents"

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	Performance Documents
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D Self Service	Create, update, and view performance documents for your ventorice.
Manager Self Service	Create Documents Current Documents
Time Management Job and Personal	Create performance documents for your Update or view your employees performance View your employees' completed
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Enterprise Components	
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Reporting Tools	
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- My Personalizations	
- My System Profile	
- My Dictionary	
http://route88d.state.ga.us:55000/ps	sp/hr91dev/EMPLOYEE/HRMS/c/ROLE MANAGER.EP CREATE MY PRF.GBI/PORTALPARAM

Step 6: Click on <u>Annual Performance Review</u> for the employee that you need to override.

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19				PS: Hum Res		
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				PS: Hum Res		
28	Annual Performance Review	07/01/2010	06/30/2011	Specialist (WL)	In Progress	460
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Step 7: Click "Acknowledge" to enter the evaluation for the employee.

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D Learning and Development	Performance Document Details	2					
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Step 8: Click "Acknowledge Review"

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Janager Self Service		
Time Management	PS: Hum Res Specialist (WL)	
Job and Personal	Annual Performance Review: 07/01/2012 - 06/30/2013	
Information	Author: Role: Manager	
Learning and Development	Status: Ready to Acknowledge Due Date: 07/31/2013	
Performance Management		
- Create Documents	Approval: Approved	
- Current Documents	The status of this evaluation is Review Held. In this status, you may enter comments in the	
- Historical Documents	Manager Comments section, if applicable.	
- View-Only Documents	nanoger comments section, a approache.	
- Mass Approval	At any time you can save any entries you make on the evaluation using the Save for Later button. If	
- Approve Documents	you need to acknowledge the evaluation for the employee, select the Acknowledge button and	
- View Approval Status	select a reason why you are acknowledging the evaluation for the employee.	
- Manager Review Rating		
- Maintain Performance		
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Personalizations	Judgement and Decision Making	
v System Profile		
v Dictionary	Individual/Core Competencies Summary	

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.

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 My Favorites Self Service 	Acknowledge Evaluation for Employee			
✓ Manager Self Service				
Time Management Job and Personal	You have chosen to acknowledge the performance evaluation for the employee.			
Information	This function is normally performed by the employee to acknowledge that the performance			
D Learning and Development	discussion has occurred. Managers should only perform this function if the employee is unable to			
 Performance Management Performance Documents 	acknowledge that the performance review discussion was held or if they are unwilling to do so. In these cases, the manager would need to acknowledge the document so that it can be "completed"			
- Create Documents	in ePerformance.			
 Current Documents 				
 Historical Documents View-Only Documents 	Selecting the OK button serves as your electronic signature. The date, time, and your "signature" will			
- Mass Approval	be captured on the printed performance evaluation.			
 Approve Documents View Approval Status 				
- Manager Review Pating	Manager Override			
Report	C Employee Refused			
 Maintain Performance Notes 	To confirm that you would like to acknowledge the performance evaluation, select the OK button.			
- Change Document Due				
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PeopleTools – Change My Password				
- My Personalizations				
 My System Profile My Dictionary 				
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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.

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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.