

# 9.1 ePerformance

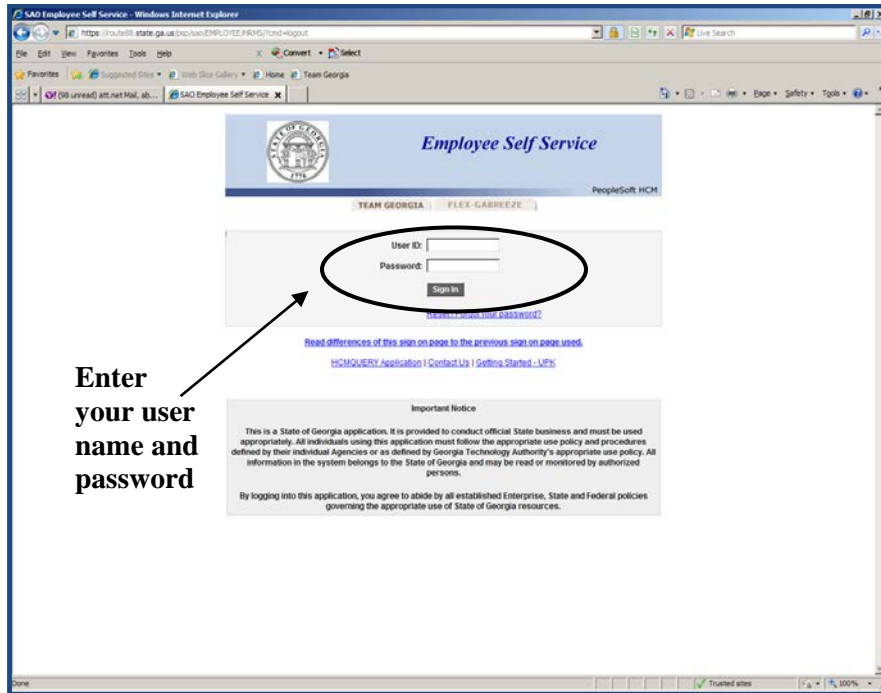
## Manager Override Process – Job Aid for Managers



## Manager Override Process

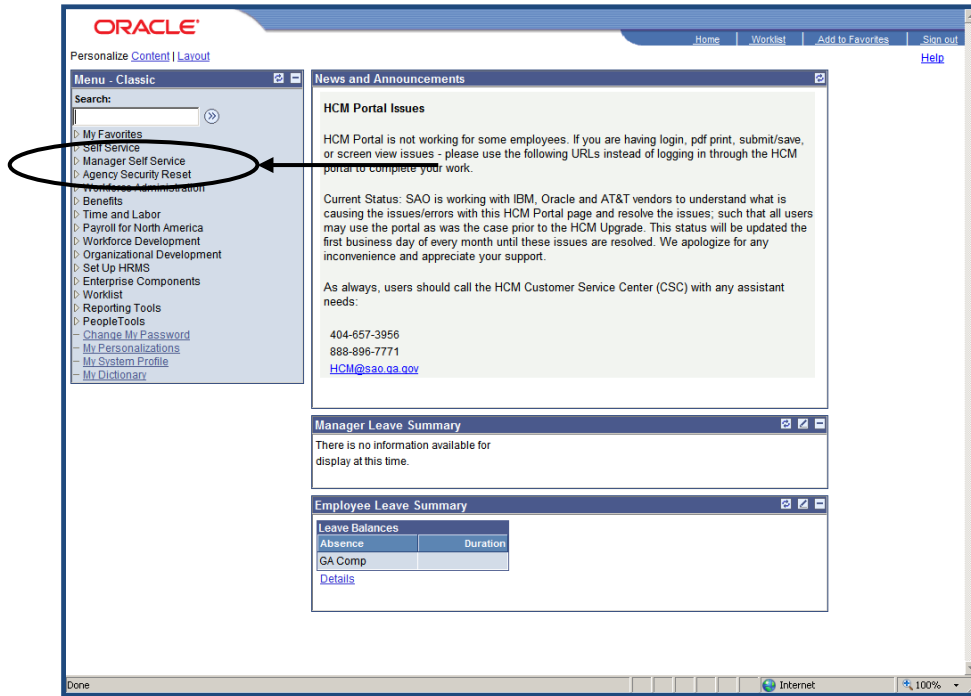
If an employee is unable to acknowledge that the performance review discussion was held in ePerformance, the manager will need to override this function so that he can “complete” the document in ePerformance. The steps below will walk you through the override steps.

**Step 1: Log in to Employee Self Service using the Route 88 URL.** <https://route88.state.ga.us>

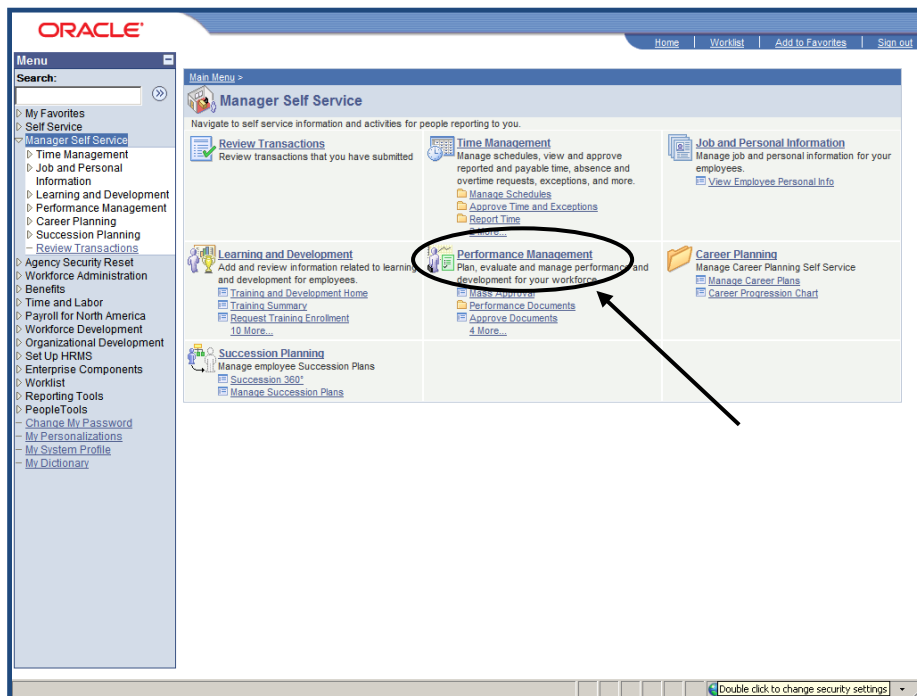


Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.

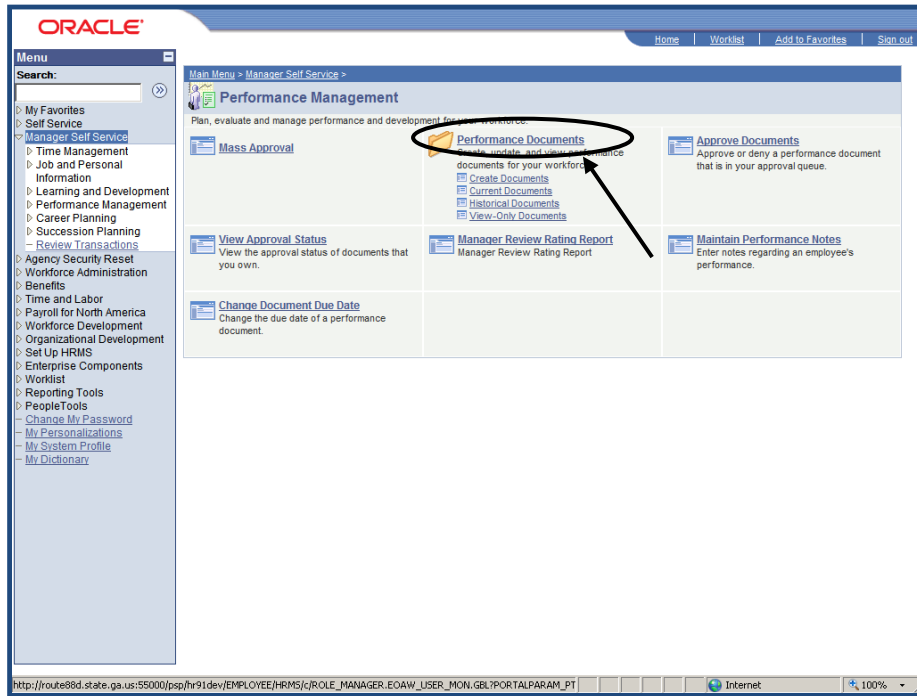
## Step 2: Click on “Manager Self Service”



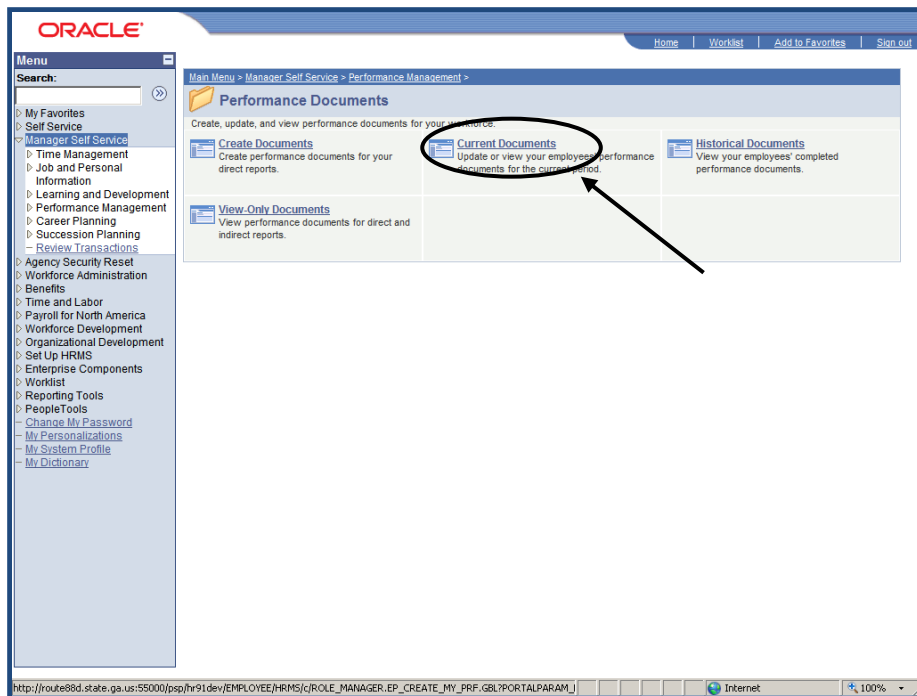
## Step 3: Click on “Performance Management”



#### 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.

**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	Dep
		<a href="#">Annual Performance Review</a>	07/01/2013	06/30/2014	PS: Hum Res Specialist (AL)	In Progress	4606
		<a href="#">Annual Performance Review</a>	07/01/2012	06/30/2013	PS: Hum Res Specialist (AL)	In Progress	4606
		<a href="#">Annual Performance Review</a>	07/01/2010	06/30/2011	PS: Hum Res Specialist (AL)	In Progress	4606
		<a href="#">Annual Performance Review</a>	07/01/2010	06/30/2011	PS: Hum Res Specialist (WL)	In Progress	4606
		<a href="#">Annual Performance Review</a>	07/01/2012	06/30/2013	PS: Hum Res Specialist (WL)	In Progress	4606
		<a href="#">Annual Performance Review</a>	07/01/2010	06/30/2011	PS: Hum Res Specialist (WL)	In Progress	4606

Select All Deselect All Continue

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

**Current Performance Documents**  
**Document Details**  
PS: Hum Res Specialist (WL)  
Annual Performance Review: 07/01/2012 - 06/30/2013

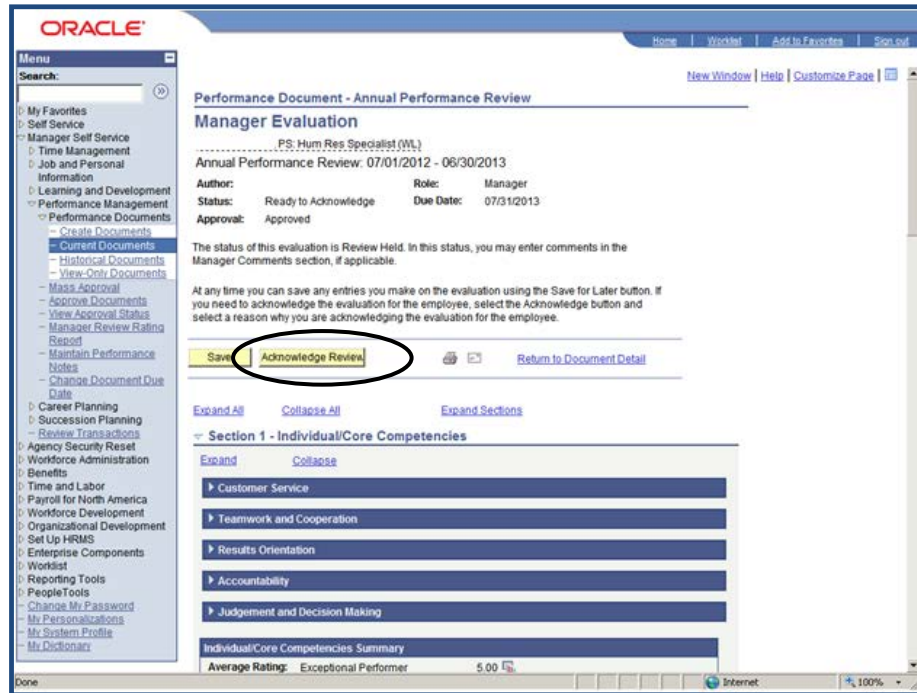
Performance Document Details

Employee: PS: Hum Res Specialist (WL)  
 Document Type: Annual Performance Review Period: 07/01/2012 - 06/30/2013  
 Template: Annual Performance Review Document ID: 422096  
 Manager: Ready to Acknowledge Status: Ready to Acknowledge

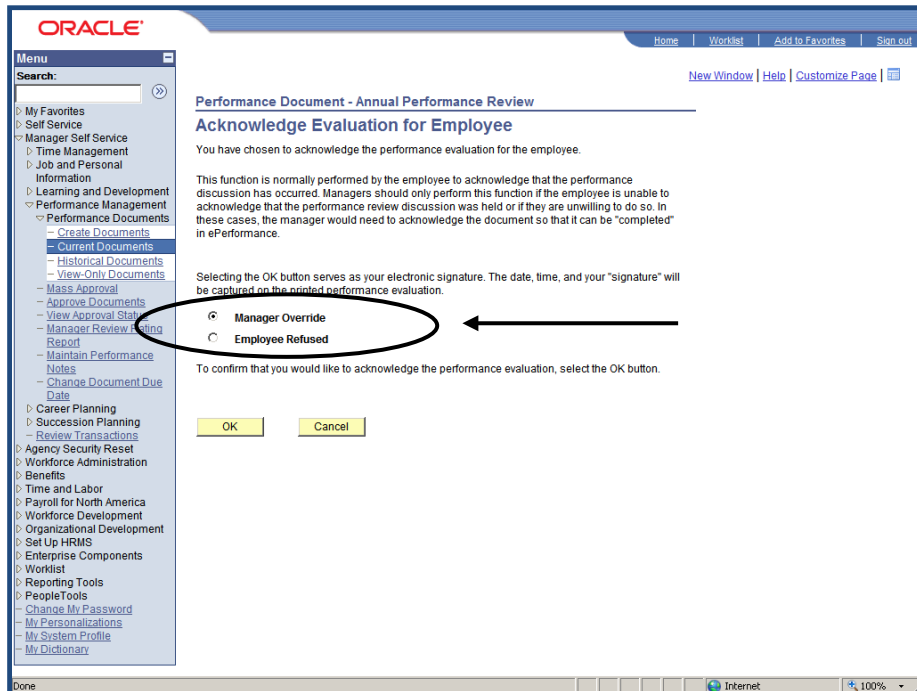
Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	Completed	01/01/2013	<a href="#">View</a>	
Review Self Evaluation	Completed	07/31/2013	<a href="#">View</a>	
Complete Manager Evaluation	Ready to Acknowledge	07/31/2013	<a href="#">View</a>	<a href="#">Acknowledge</a>

Return to Select Documents

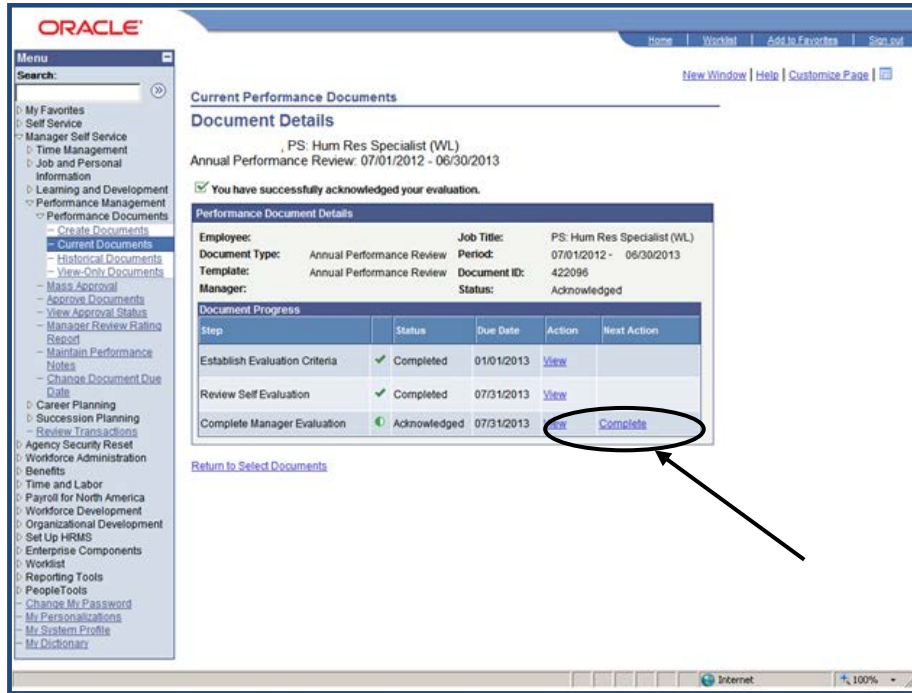
**Step 8: Click “Acknowledge Review”**



**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.