

9.1 ePerformance

Performance Notes – Job Aid for Managers and Employees



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Entering Performance Notes - Manager

Once the manager and employee have completed the establish evaluation criteria phase, the performance notes function can be used to allow both the manager and employee to keep track of progress during the performance period. This tool enables both participants in the process to record progress, accomplishments, and events as they happen, rather than waiting for the performance period to end.

All performance notes should be professional, objective in nature and helpful in assessing employee performance.

Step 1: Log into the Route 88 URL <https://route88.state.ga.us>

Enter your user name and password here

User ID:

Password:

[Reset / Forget your password?](#)

[Read differences of this sign on page to the previous sign on page used.](#)

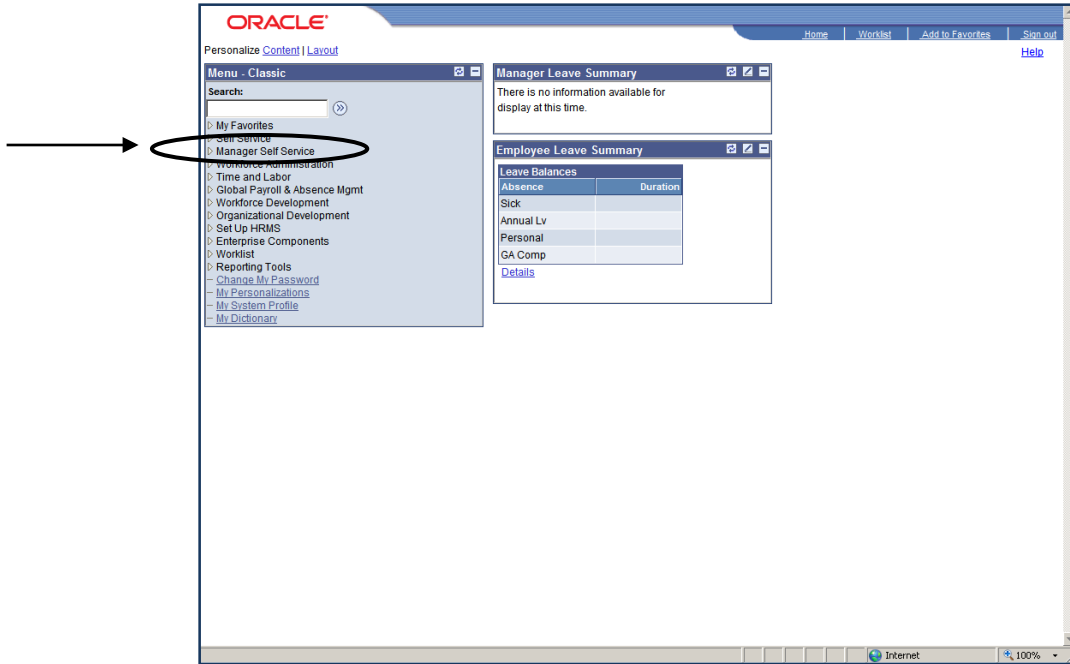
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Important Notice

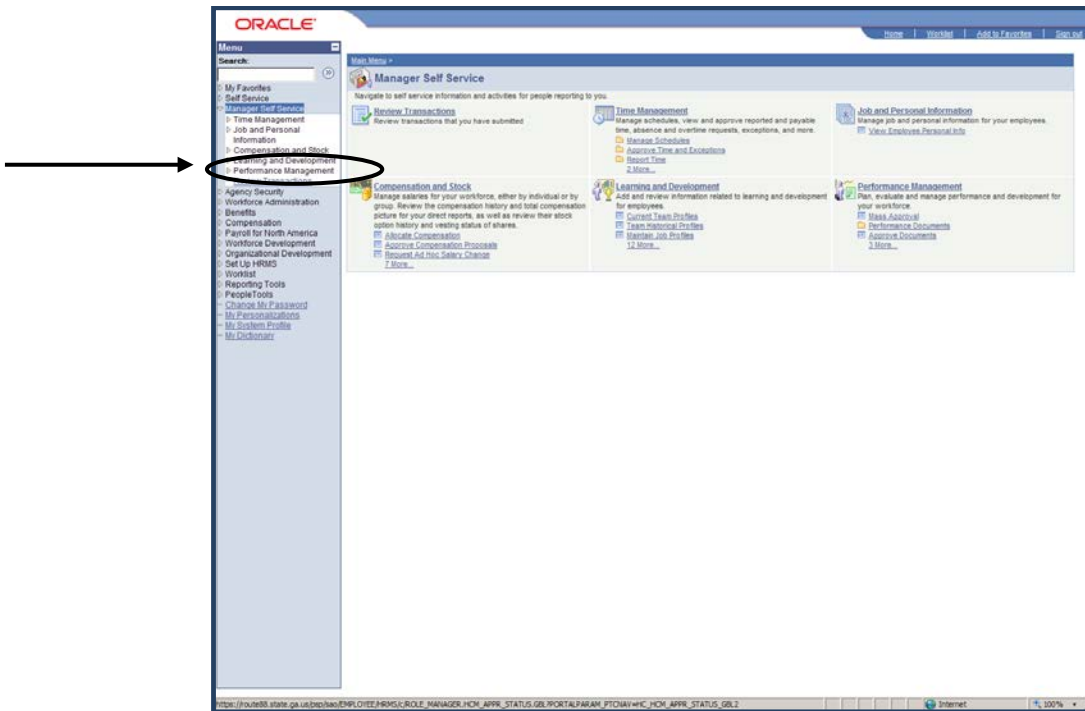
This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

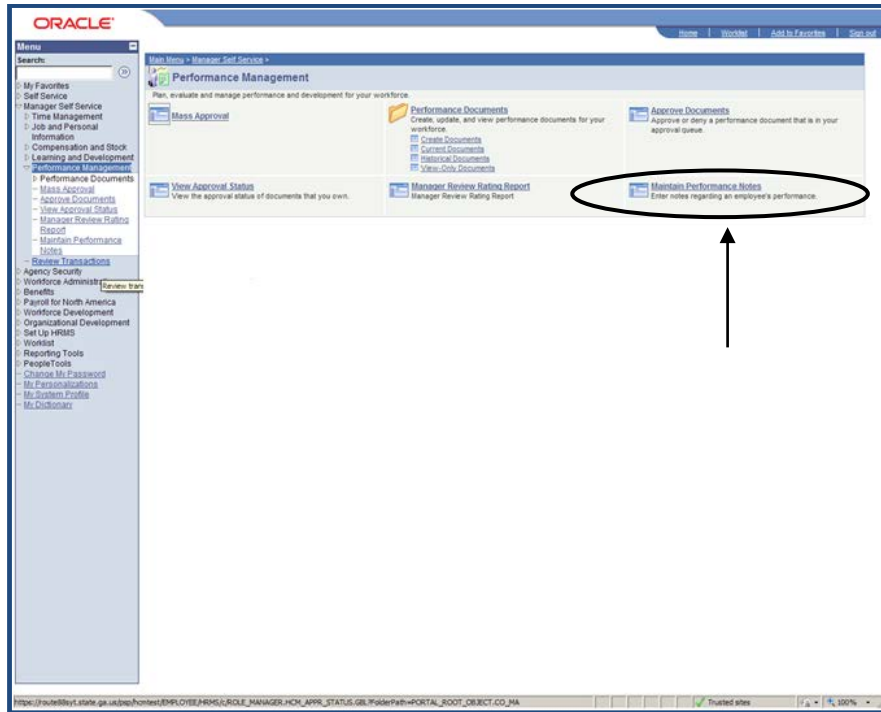
Step 2: Click on Manager Self Service



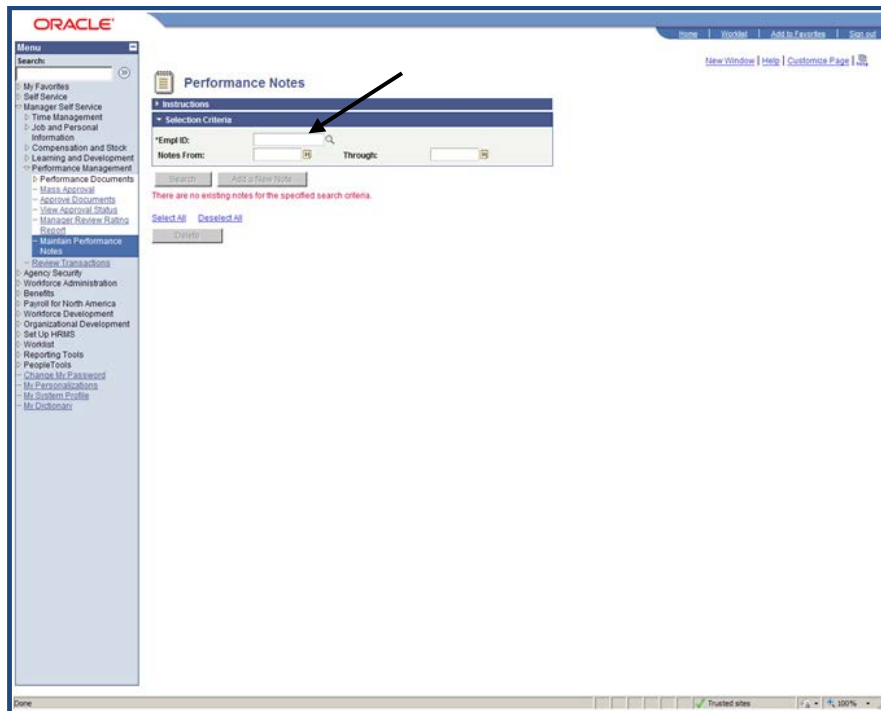
Step 3: Click Performance Management



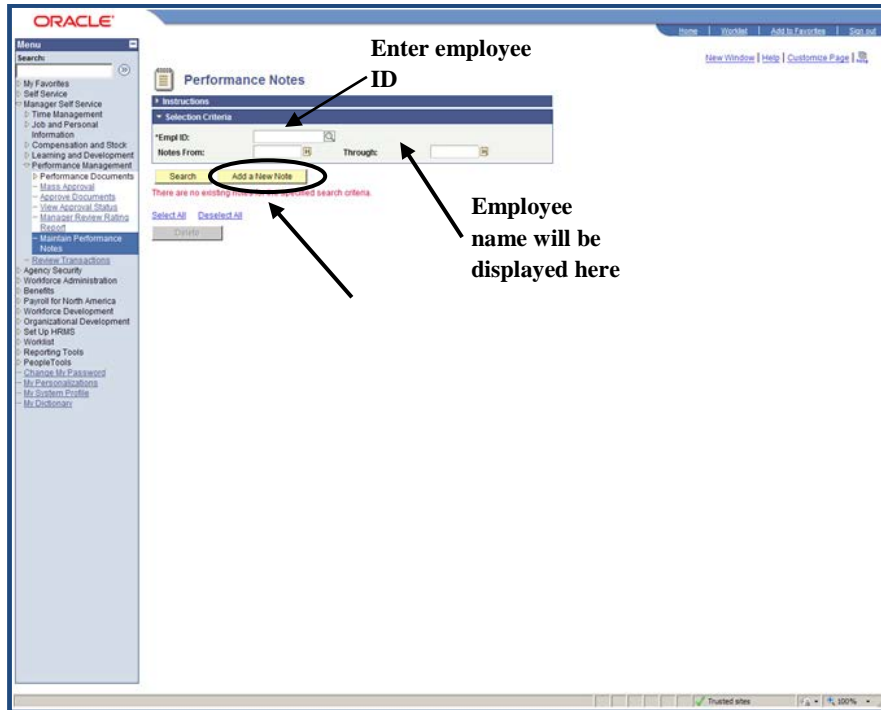
Step 4: Click Maintain Performance Notes



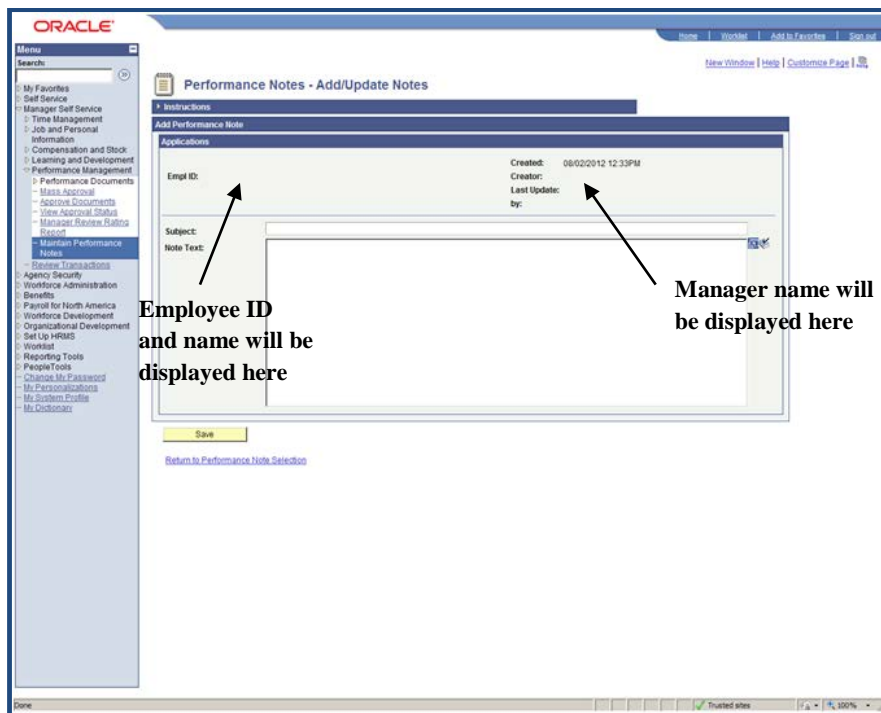
Step 5: Enter the Employee ID to Add a New Note



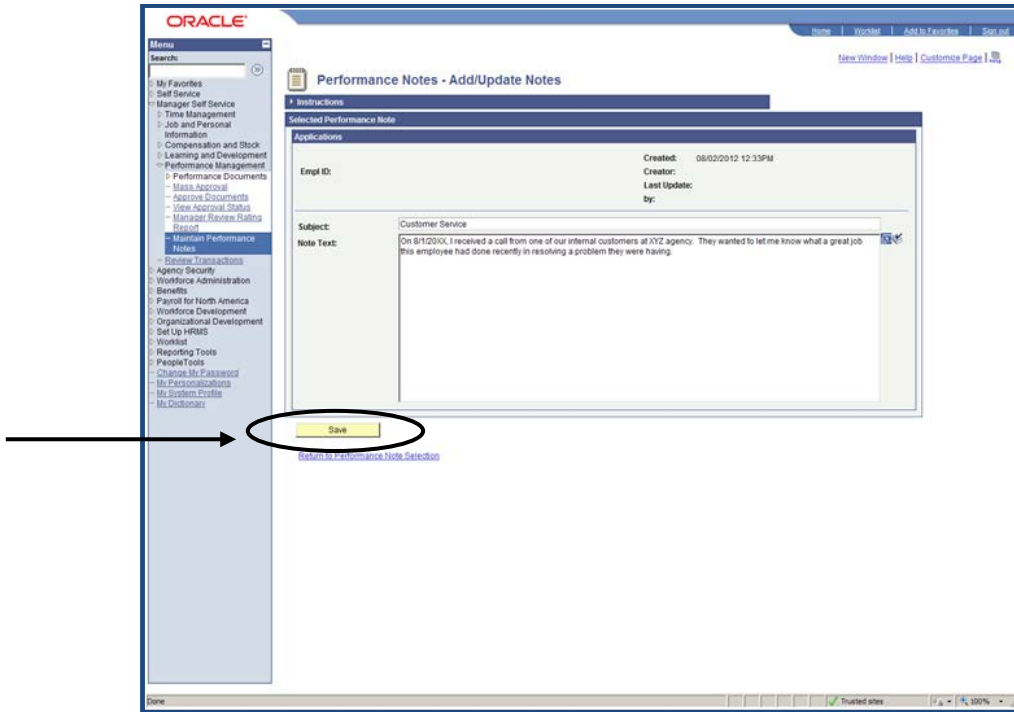
Step 6: Click Add a New Note



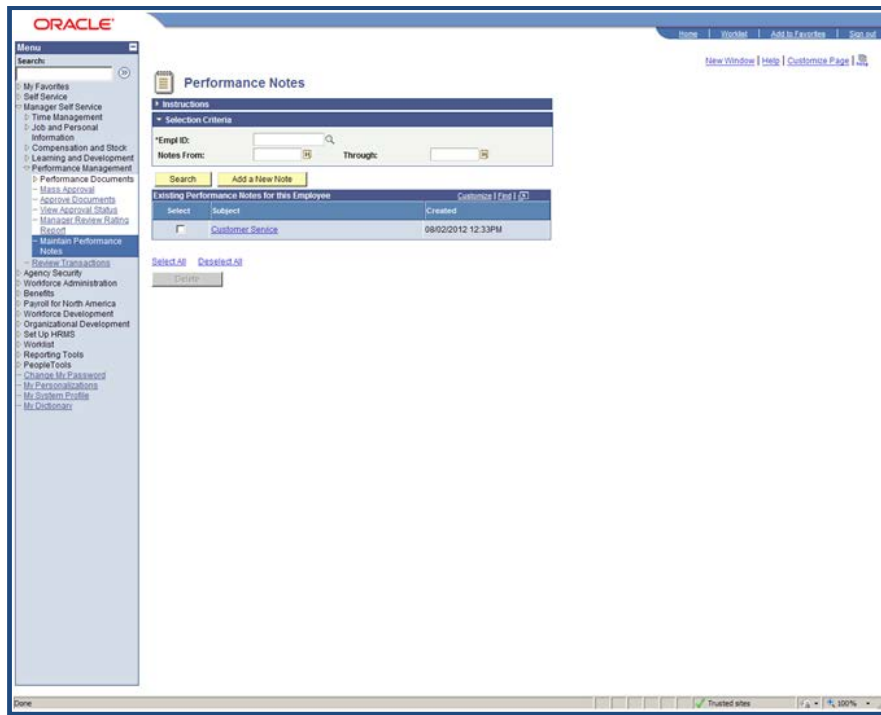
Step 7: Enter a subject and note text for the employee



Step 8: Click Save and Click Return to Performance Note Selection



Step 9: The performance note has successfully been saved.

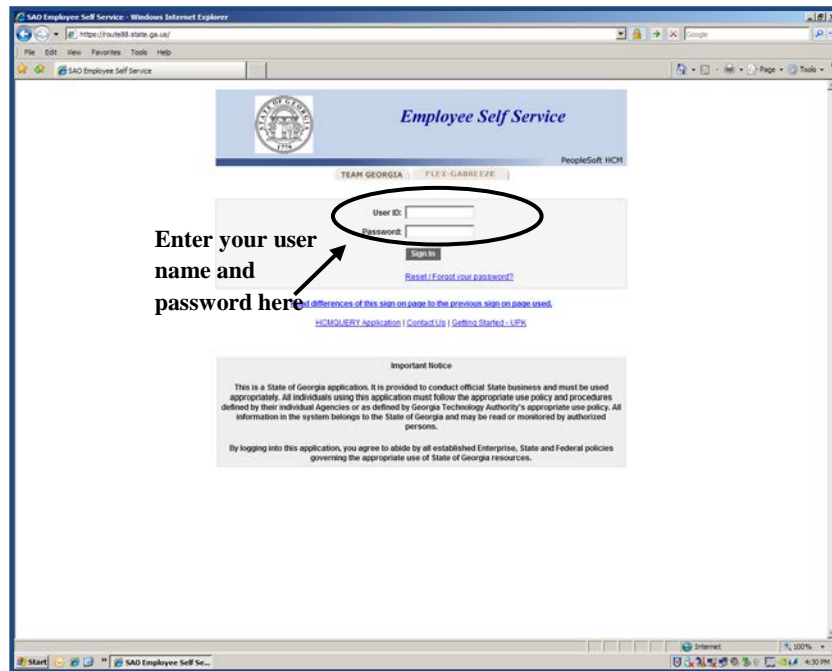


Entering Performance Notes - Employee

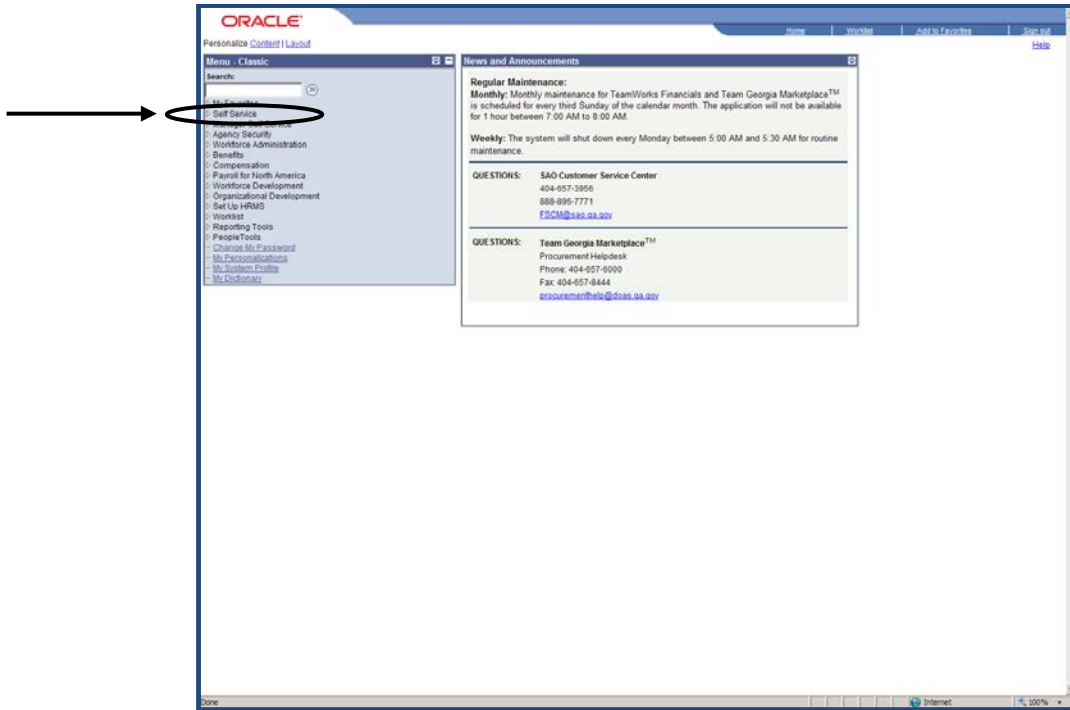
During the performance period, employees may want to track their progress, accomplishments or events that have taken place throughout the year. This can be performed in ePerformance under performance notes.

All performance notes should be professional, objective in nature and helpful in assessing employee performance.

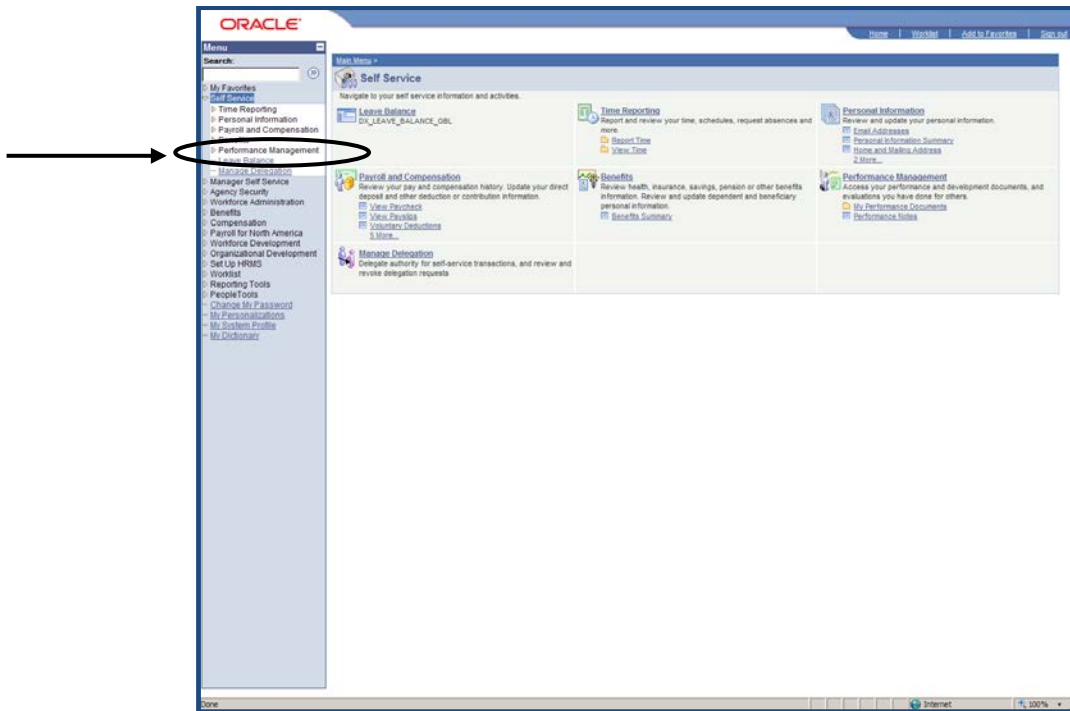
Step 1: Log into the Route 88 URL <https://route88.state.ga.us>



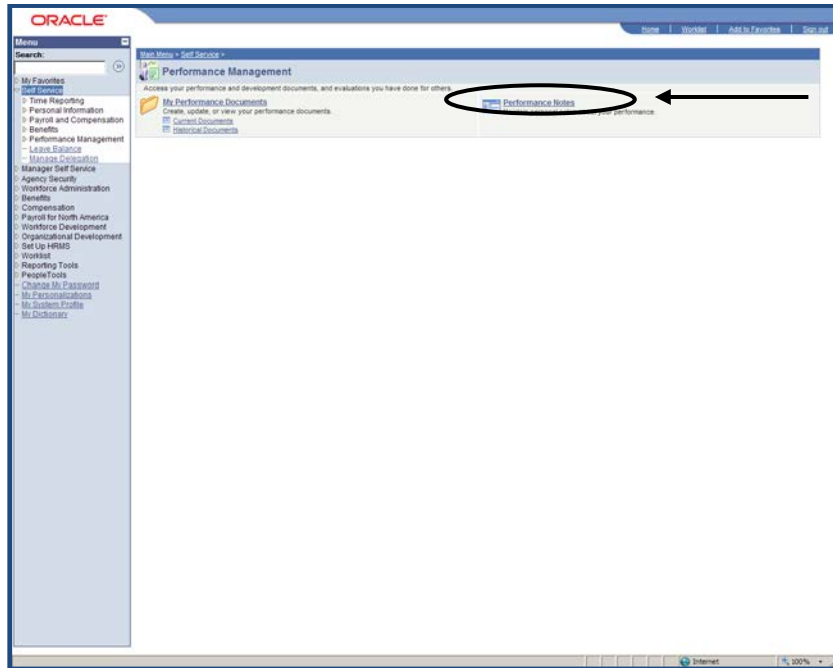
Step 2: Click Self Service



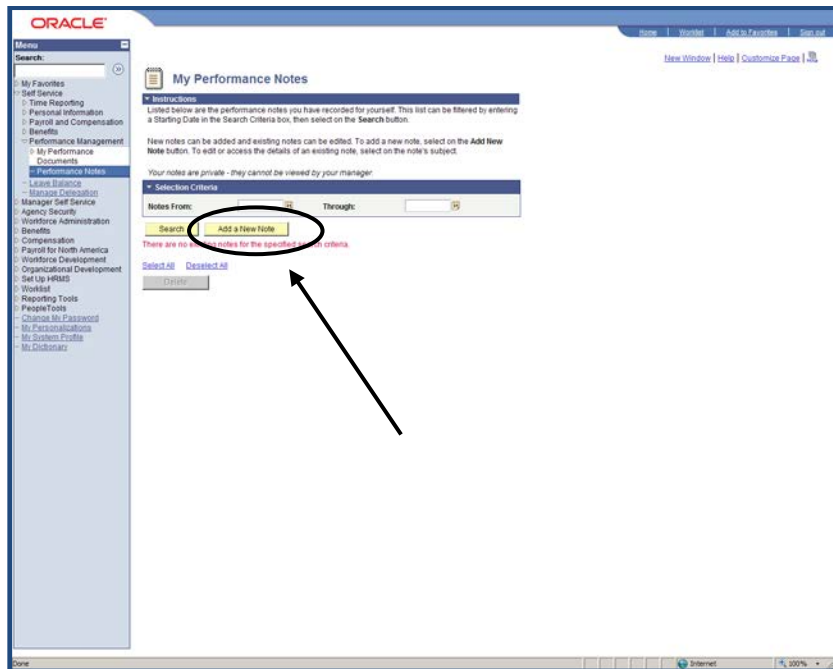
Step 3: Click Performance Management



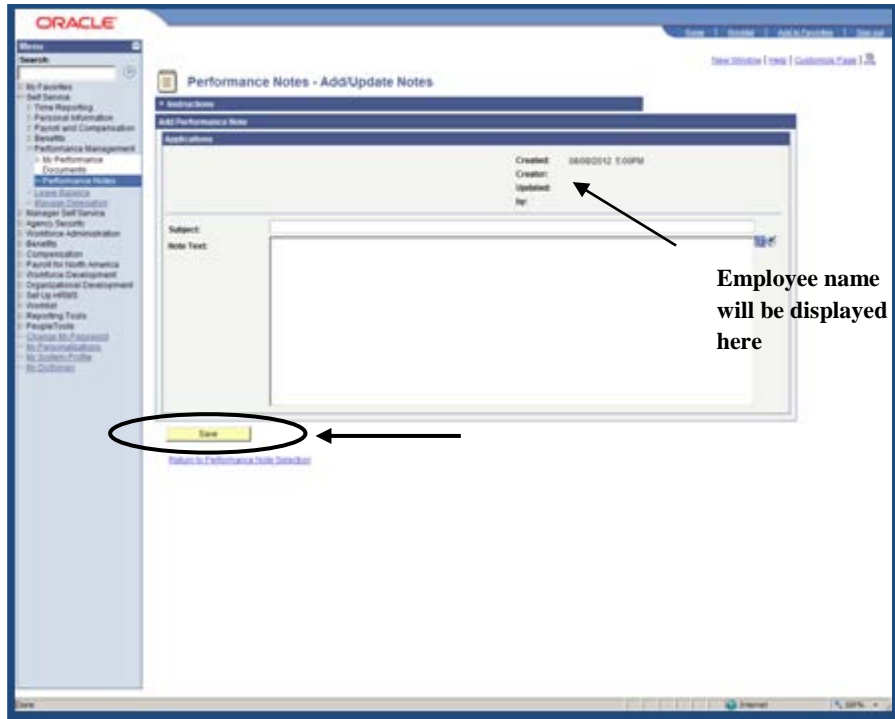
Step 4: Click Performance Notes



Step 5: Click Add a Note

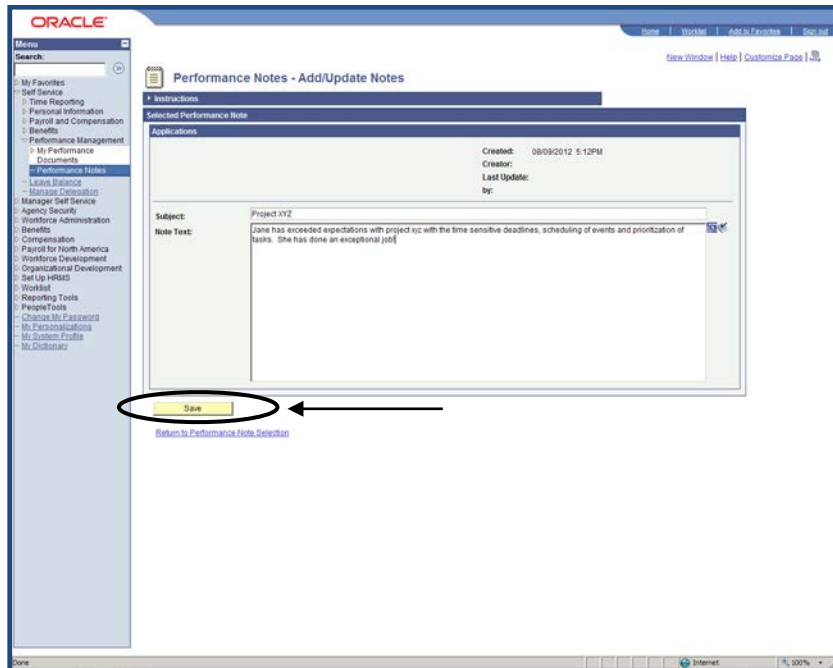


Step 6: Enter a subject and note text

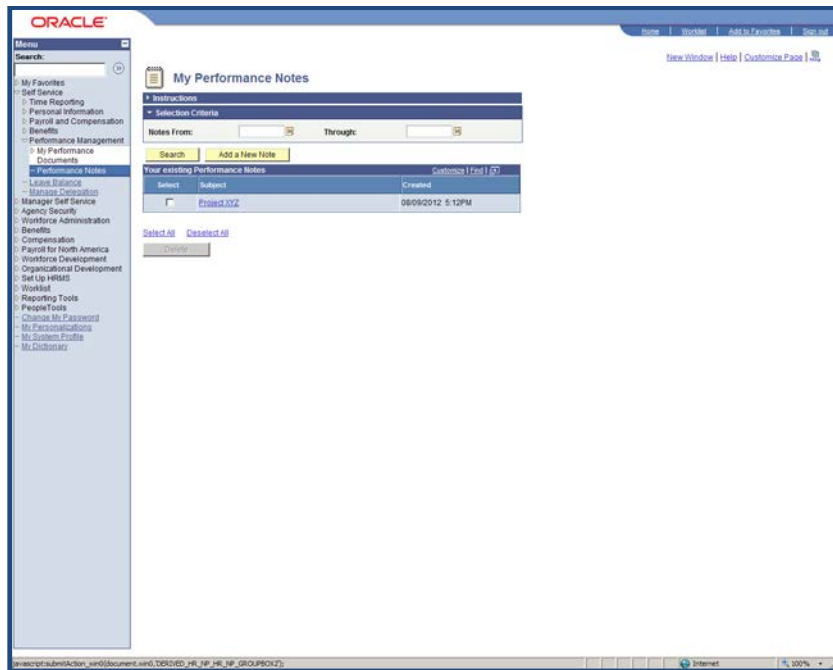


Note: Once you have entered a subject and note text, click save and the entry can be referenced by the employee in the future.

Step 7: Click Save and Click Return to Performance Note Selection



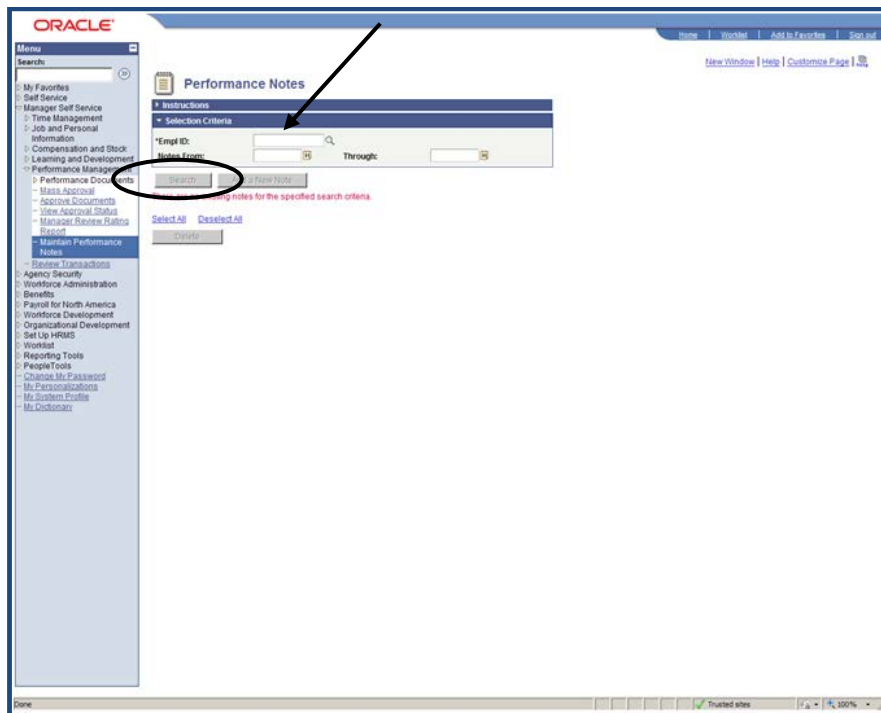
Step 8: The performance note has successfully been saved.



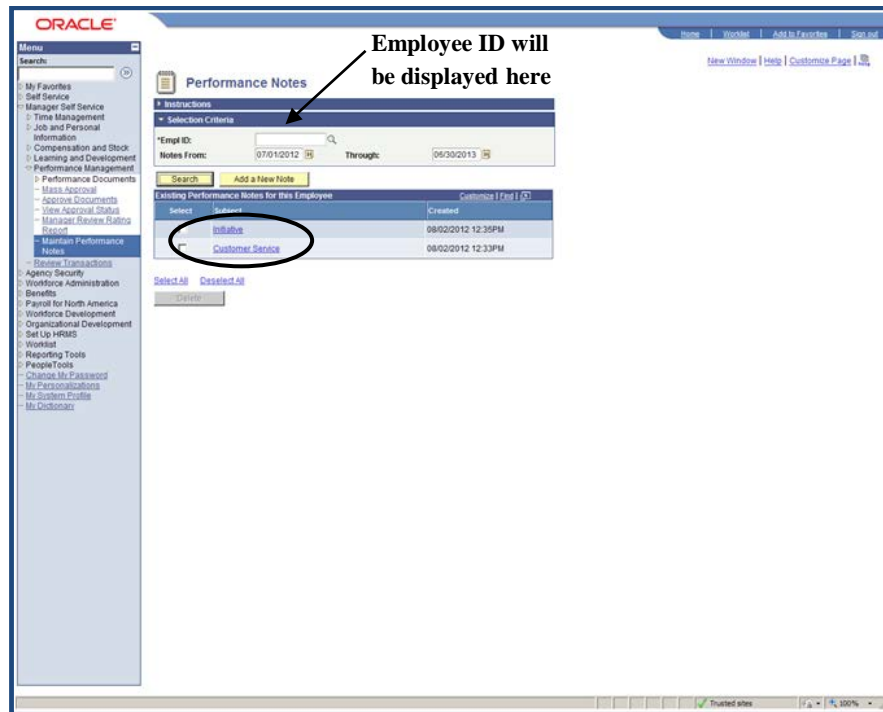
Accessing Performance Notes

During the performance period, you may need to access performance notes for your direct reports or for yourself, to add new notes, edit existing notes, or to print existing notes.

Step 1: Enter the employee ID number and Click Search



Step 2: Select a performance note by clicking the link and the associated note will be displayed

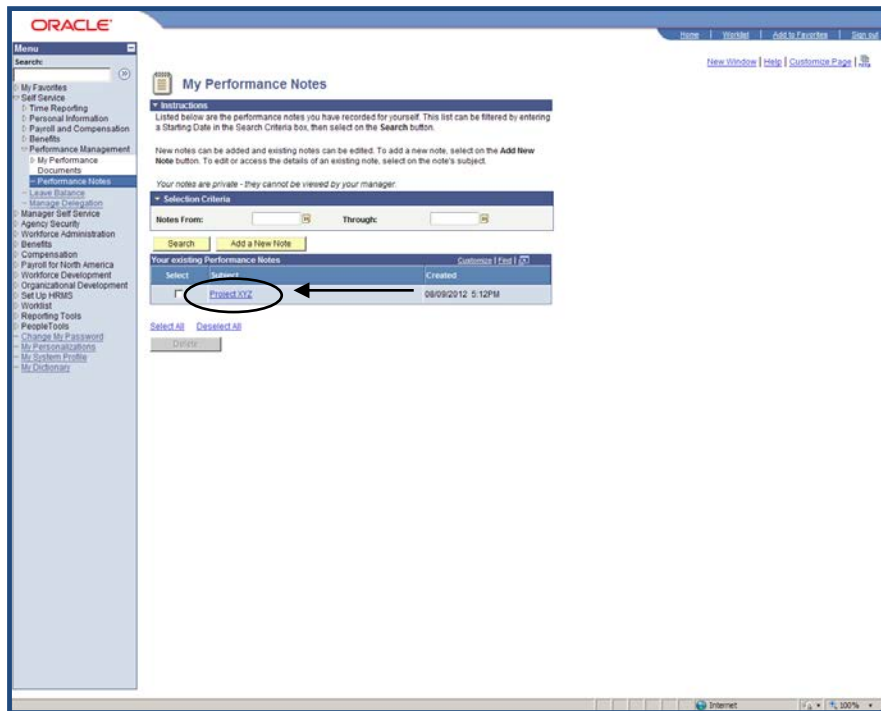


Note: Once a performance note is selected, the manager or employee who originally created the note will have the capability to edit, update or delete. Then, the user will need to save the changes.

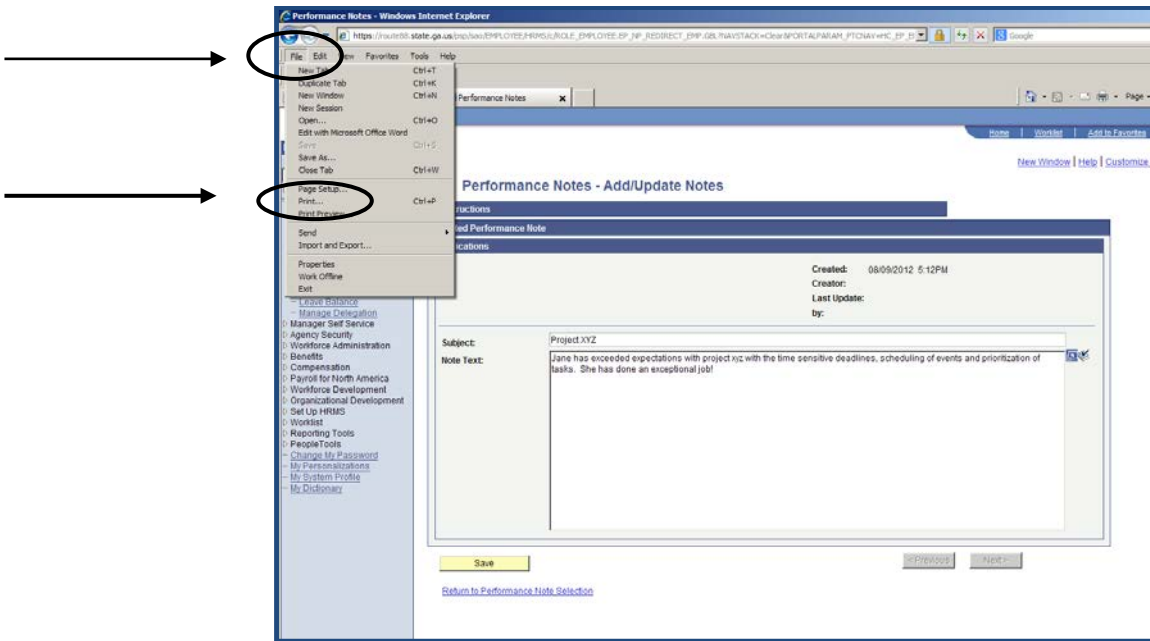
Printing a Performance Note

Complete the following steps to print your performance notes.

Step 1: Click the link for the Performance Note



Step 2: The performance note will be displayed. To print, Click File and Select Print



Step 3: Click Print

