9.1 ePerformance

Performance Notes – Job Aid for Managers and Employees

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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

![Log into Route 88 URL](image-url)
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.
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](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.
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

![Image of ORACLE interface with Performance Notes section highlighted]

Employee ID will be displayed here

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.
Complete the following steps to print your performance notes.

**Step 1: Click the link for the Performance Note**

![Oracle Performance Notes Interface]

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

Step 3: Click Print