

ePerformance

HR Admin Job Aid

Contents

Accessing Performance Documents and Reviewing Performance Evaluation Goals	1
Reopening a Document	2
Canceling a Document	4
Deleting a Document	6
Transferring a Document	8
Viewing a Document	. 11
Approving a Document	. 13

Accessing Performance Documents and Reviewing Performance Evaluation

Goals

1. Log into PeopleSoft and go to the **Workforce Administrator** homepage if that is not already your default.



2. Click on the **Performance Administration** tile.

STAR Human Resources	;	✓ Workforce	Administrator		Q	<u>(</u> 21)	: (2
	Human Resources WorkCenter	Human Resources	HCM Approvals					
	Announcer		Annual Processing	Payroll				
	External Support Links	Approvals	P&B Admin WorkCenter	Performance Administration				

3. There, you will see all options available to you on the left side: **Reopen Document, Cancel Document, Transfer Document, View Documents and Approve Documents.** The page will automatically open up to the Reopen Document tab, highlighted in green. Click on any of the tab options to be taken to that option.

K Workforce Administrator		ePerformance Administration									
📮 Performance Documents 💦 🔨	Reopen Document			New Window	Help	Perso	nalize Page				
Reopen Document	To change a performance document's status bar Continue push button.	a performance document's status back to "Evaluation", select the checkbox next to the Employee's Name and then select the ush button.									
Cancel Document	Search for Documents										
Delete Document	First Name		Last Name								
Transfer Document	Manager First Name		Last Name								
View Documents	Document Type	•	Document Status	~							
Approve Documents	Period Between										
	Search Clear										

Reopening a Document

1. To reopen a document, you will use the above instructions to navigate to the Performance Administration tile. There, you will click on **Reopen Document** on the left side of the screen. *Note: it should automatically be open to the reopen document option.*

✓ Workforce Administrator		ePerformance Administration						
📮 Performance Documents 🛛 🔿	Reopen Document			New Window	Help Personalize Page			
Reopen Document	To change a performance document's status ba Continue push button.	ick to "Evaluation", select the checkbox n	next to the Employee's Name an	nd then select the				
Cancel Document	Search for Documents							
Delete Document	First Name		Last Name					
Transfer Document	Manager First Name		Last Name					
View Documents	Document Type	v	Document Status	~				
Approve Documents	Period Between	.						
	Search Clear							

2. To reopen a document, use the search criteria to find the specific document you are looking for (employee first name, employee last name, supervisor first name, supervisor last name, etc.). Note: You do not need to fill in all of the boxes, just enough to find the document you are looking for. (In this example, the supevisors last name was put in the search criteria.) Once you have put in your search criteria, click **Search**.

Workforce Administrator	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	\oslash
Performance Documents	Reopen Document	'age
Reopen Document	To change a performance document's status back to "Evaluation", select the checkbox next to the Employee's Name and then select the Continue push button.	
Cancel Document	▼ Search for Documents	
Delete Document	First Name Last Name	
Transfer Document	Manager First Name	
View Documents	Document Type Document Status	
Approve Documents	Period Between	
	Search Clear	

3. Then you will be brought to a document(s) that met your search criteria. Check the box next to the document you want to reopen, and click **Continue.**

Workforce Administrator		ePerformance	e Administration				ଜ ഺฃ: ⊘
E Performance Documents	Reopen Document					New Window	Help Personalize Page
Reopen Document	To change a performance document's status ba Continue push button.	ack to "Evaluation", select the check	box next to the Employee's Name a	nd then select the			
Cancel Document	 Search for Documents 						
Delete Document	First Name		Last Name				
Transfer Document	Manager First Name		Last Name	smith			
View Documents	Document Type		✓ Document Status		~		
Approve Documents	Period Between		iii				
	Search Clear						
	Performance Documents						
	I Q					H	◀ 1-1 of 1 ∨ ▶
	Employee Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manager
	100051193		Canceled	09/07/2017	10/31/2017		
	Select All Deselect A	All					
	Continue						

4. The next screen will show a message to confirm that you wish to change the status of the document by reopening it. You will click **Save** to confirm and proceed with reopening the document.

Workforce Administrator			ePer	formance Administration					ଜ 🇳	19:0	
E Performance Documents	Reopen Do	cument						New Window	Help F	Personalize Page	
Reopen Document	Confirm R	rm Reopen Document									
Cancel Document	Performance	ance Documents									
Delete Document Transfer Document	Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Ma	nager		
View Documents	100051193			Canceled	09/07/2017	10/31/2017					
Approve Documents	Note that changestatus, you must	ging the status of an En	nployee's sefl-evaluation will not o the Manager's document. he Save button.	ted. The status will be changed to In change the status of the overall docu	Progress. Iment. To change the over	rall document					

5. A confirmation will appear to tell you the document was successfully reopened, click **OK**.

Workforce Administrator	
Performance Documents	Reopen Document
Reopen Document	Save Confirmation
Cancel Document	The Save was successful.
Delete Document	ОК
Transfer Document	
View Documents	
Approve Documents	

Canceling a Document

1. To cancel a document, you will use the above instructions to navigate to the Performance Administration tile. There, you will click on **Cancel Document** on the left side of the screen.

Workforce Administrator		ePerformance Administration								
Performance Documents	Cancel Document				New Window Hel	lp Pers				
Reopen Document	To cancel a performance document, select the or canceled except for already "Canceled" perform	ncel a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be eled except for already "Canceled" performance documents.								
Cancel Document	 Search for Documents 					_				
Delete Document	First Name		Last Name							
Transfer Document	Manager First Name		Last Name							
View Documents	Document Type	~	Document Status	~						
Approve Documents	Period Between									

2. Use the search criteria to find the specific document you are looking for (employee first name, employee last name, supervisor first name, supervisor last name, etc.). Note: You do not need to fill in all of the boxes, just enough to find the document you are looking for. (In this example, the supevisors last name was put in the search criteria.) Once you have put in your search criteria, click **Search**.

Workforce Administrator	ePerformance Administration	ଜ 4
🔩 Performance Documents	Cancel Document	New Window Help
Reopen Document	To cancel a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be canceled except for already "Canceled" performance documents.	
Cancel Document	▼ Search for Documents	
Delete Document	First Name Last Name	
Transfer Document	Manager First Name	
View Documents	Document Type	
Approve Documents	Period Between	
	Search Clear	

3. Then you will be brought to a document(s) that met your search criteria. Check the box next to the document you want to cancel, and then click **Continue.**

Workforce Administrator				ePerformanc	e Administration				(19	: @
a Performance Documents	Cance	el Documer	nt							
Reopen Document	To cance canceled	el a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be d except for already "Canceled" performance documents.								
Cancel Document	▼ Sea	earch for Documents								
Delete Document			First Name		Last Name					
Transfer Document		,	Manager First Name		Last Name	N				
View Documents			Document Type Period Between		Document Status		~			
Approve Documents		Search	Clear							
	Perfor	mance Docun	nents							
		Q							M	· [
		Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title		Man
		100115497		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER-TRANSF	R	
		100006573		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER-TRANSF ADV	R-	-
		100025741		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER-TRANSF ADV	R-	
		100004697		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	TRANSPORTATION SPECIALIST-ADV		
	Select A	All	Deselect	All						
	С	ontinue								

4. The next screen will show a message to confirm that you wish to cancel the performance document that was selected. You will click **Save** to confirm and proceed with canceling the document.

Workforce Administrator		ePerformance Administration 🏠 🕫 :									
Performance Documents	Cancel Doc	cument					New Window	Help F	Personalize Pa		
Reopen Document	Confirm Ca	n Cancellation									
Cancel Document	Performance	Documents					14				
Delete Document	■ Q							1 1-	-1 of 1 🗸 🕨		
Transfer Document	Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manag	jer		
View Documents	100115497		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER- TRANSPR				
Approve Documents	You have chose To confirm this Save	en to cancel the performan cancellation, select the Sa Return to Previous	ave button.								

5. A confirmation will appear to tell you the document was successfully cancelled, click **OK**.

Workforce Administrator	
Performance Documents	Cancel Document
Reopen Document	Save Confirmation
Cancel Document	The Save was successful.
Delete Document	ОК
Transfer Document	
View Documents	
Prove Documents	

Deleting a Document

Note: In order to delete a document, it must first be cancelled. If it has not already been cancelled by the supervisor, follow the steps above to first cancel. Then follow the steps below to delete.

1. To delete a document, you will use the above instructions to navigate to the Performance Administration tile. There, you will click on **Delete Document** on the left side of the screen.

Workforce Administrator		ePerformance A	dministration		<u>ن</u> ه (2				
Performance Documents	Delete Documents				New Window Help P				
Reopen Document		delete a performance document, select the checkbox next to the Employee's Name and then select the Continue push button. Only inceled" performance documents can be deleted.							
Cancel Document	 Search for Documents 								
Delete Document	First Name		Last Name]				
Transfer Document	Manager First Name		Last Name]				
View Documents	Document Type	~	Document Status	~					
T Approve Documents	Period Between				_				
	Search								

2. Use the search criteria to find the specific document you are looking for (employee first name, employee last name, supervisor first name, supervisor last name, etc.). Note: You do not need to fill in all of the boxes, just enough to find the document you are looking for. (In this example, the supevisors last name was put in the search criteria.) Once you have put in your search criteria, click **Search**.

Workforce Administrator	ePerformance Administration		77 12	(19					
E Performance Documents	Delete Documents	New Window	Help	Per					
Reopen Document	To delete a performance document, select the checkbox next to the Employee's Name and then select the Continue push button. Only "Canceled" performance documents can be deleted.	ete a performance document, select the checkbox next to the Employee's Name and then select the Continue push button. Only eled" performance documents can be deleted.							
Cancel Document	Search for Documents								
Delete Document	First Name Last Name								
Transfer Document	Manager First Name Last Name								
View Documents	Document Type								
Approve Documents	Period Between								

3. Then you will be brought to a document(s) that met your search criteria. Check the box next to the document you want to delete, and then click **Continue.**

Workforce Administrator		ePerformance	e Administration				
Performance Documents	Delete Documents					New Window He	elp Personalize Pag
Reopen Document	To delete a performance document, select the c "Canceled" performance documents can be delet	heckbox next to the Employee's Na eted.	me and then select the Continue pus	sh button. Only			
Cancel Document	▼ Search for Documents						
Delete Document	First Name		Last Name				
Transfer Document	Manager First Name		Last Name	E			
View Documents	Document Type		Document Status		~		
Approve Documents	Period Between Search Clear		i				
	Performance Documents						
	E Q						I≪
	Employee Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manager
	100115497	WI Performance Review	Canceled	04/01/2022	03/31/2023	CIVIL ENGINEER- TRANSPR	
	Select All Deselect	All					

4. The next screen will show a message to confirm that you wish to delete the performance document that was selected. You will click **Save** to confirm and proceed with deleting the document.

Workforce Administrator			ePerfo	rmance Administration				ធ	(<mark>19</mark>) . (
Performance Documents	Delete Doc	uments					New Window	Help	Personalize P
Reopen Document	Confirm Delete								
Cancel Document	Performance	Documents						4	1-1 of 1 🗸 🛛
Delete Document									1-1011 +
Transfer Document	Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Mana	ager
View Documents	100115497		WI Performance Review	Canceled	04/01/2022	03/31/2023	CIVIL ENGINEER- TRANSPR		
Approve Documents	Approve Documents You have chosen to delete the performance documents listed. To confirm this delete, select the Save button.								
	Jave	Return to Flevious	i ayo						

5. A confirmation will appear to tell you the document was successfully deleted, click OK.

Workforce Administrator	
Performance Documents	
Reopen Document	Save Confirmation
Cancel Document	The Save was successful.
Delete Document	ОК
Transfer Document	
View Documents	
Approve Documents	

Transferring a Document

1. To transfer a document, you will use the above instructions to navigate to the Performance Administration tile. There, you will click on **Transfer Document** on the left side of the screen.

Workforce Administrator	ePerformance Administration	ଜ 🧔
E Performance Documents	Transfer Document	New Window Help F
Reopen Document	To transfer a performance document, select the checkbox for the Employee and then select the Continue push button.	
Cancel Document	▼ Search for Documents	
Delete Document	First Name Last Name	
Transfer Document	Manager First Name Last Name	
View Documents	Period Between	
Approve Documents	Search	-

2. Use the search criteria to find the specific document you are looking for (employee first name, employee last name, supervisor first name, supervisor last name, etc.). Note: You do not need to fill in all of the boxes, just enough to find the document you are looking for. (In this example, the supevisors last name was put in the search criteria.) Once you have put in your search criteria, click **Search**.

Workforce Administrator	ePerformance Administration	ଜ	(19)
Performance Documents	Transfer Document	w Window Help	Pers
Reopen Document	To transfer a performance document, select the checkbox for the Employee and then select the Continue push button.		
Cancel Document	▼ Search for Documents		_
Delete Document	First Name Last Name		
Transfer Document	Manager First Name Last Name Document Type Occument Status V		
View Documents	Period Between		
C Approve Documents	Search Clear		

3. Then you will be brought to a document(s) that met your search criteria. Check the box next to the document(s) you want to transfer, and then click **Continue.** (In this example, multiple documents are being selected to transfer.)

Workforce Administrator				ePerformanc	e Administration				(19) :	
Performance Documents	Transfe	er Docume	nt					New Window Help	Persona	alize Page
Reopen Document	To transfer	r a performano	e document, select the	checkbox for the Employee and the	en select the Continue push button.					
Cancel Document	▼ Sear	rch for Docu	ments							
Delete Document			First Name		Last Name					
Transfer Document		N	lanager First Name		Last Name					
View Documents			Document Type Period Between		Document Status		~			
T Approve Documents		Search	Clear							
		_								
		ance Docum	ients						14	▲ 1-3
	E	Employee D	Name	Document Type	Document Status	Period Begin	Period End	Job Title		Manage
		00006573		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER-TRANSPR-		
					-			ADV CIVIL ENGINEER-TRANSPR-		
	☑ 1	00025741	Печинкоенике	WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	ADV		
	1	00004697		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	TRANSPORTATION SPECIALIST-ADV		
	Select All		Deselect	- ΔII						
		ntinue	Descieu	. 7581						

4. You will be brought to a page to confirm the transfer. Here, you need to select which manager to transfer the document(s) to. Click on the **Select a Manager** link.

Workforce Administrator			ePer	formance Administration				ŵ	(1)	\otimes
Generation Performance Documents	Transfer Do	ocument					New Window	Help	Personaliz	ze Page
Reopen Document	Confirm Tr	ansfer								
Cancel Document	Performance	Documents								
Delete Document	۹Q							M	1-3 (of 3 🗸
Transfer Document	Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title		Manager	,
View Documents	100006573		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER-TRANSPR- ADV			
T Approve Documents	100025741		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	CIVIL ENGINEER-TRANSPR- ADV			
	100004697		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023	TRANSPORTATION SPECIALIST-ADV			
You have chosen to transfer the document indicated to another manager. Select the receiving manager by using the 'Select a Manager' hyperlink, then select the Save button to complete the transfer. New Manager ID: Select a Manager Save Return to Previous Page										

5. A pop up will appear for you to search for the manager you wish to transfer the document(s) to. Put that managers name in the appropriate fields and then click **Search**.

Workforce Administrat	Person Search	×
Performance Docur	Select a Manager	
Reopen Document	Search Criteria and Results	
Cancel Document	Instructions	
Delete Document	Search Criteria	
Transfer Document	Name Last Name	
View Documents	Second Last Name	
Approve Documents	First Name	
	ACName	
	Search	_
	Return to Previous Page	*

6. The Search Results will populate under the Select a Manager search box. Click on the bubble next to the correct managers name and click **OK**.

nistrato	e	Performance Administration	
		Person Search	×
ocu	Last Name		A
ent	Second Last Name		
nt	First Name		
nt	ACName		
nent	Search		
len			
5	Search Results		
ents		0	
	ОК		
	Return to Previous Page		

7. You will then be taken back to the performance documents screen. There, you will see the name of the manager that the documents are being transferred to next to the New Manager ID towards the bottom of the page. If this is correct, click **Save.**

Workforce Administrator		ePer	formance Administratior		ŵ	L 🔞 : 🤅		
Performance Documents	Performance	Documents						
Reopen Document	₽ Q							
Cancel Document	Employee ID	Name	Document Type	Document Status	Period Begin	Period End		
Delete Document	100115497		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023		
Transfer Document	100006573		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023		
View Documents	100025741		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023		
Approve Documents	100004697		WI Performance Review	Evaluation in Progress	04/01/2022	03/31/2023		
	You have chosen to transfer the document indicated to another manager. Select the receiving manager by using the "Select a Manager" hyperlink, then select the Save button to complete the transfer.							

8. A confirmation will appear to tell you the document(s) was successfully transferred, click OK.

Workforce Administrator	ePer
Performance Documents	Transfer Document
Reopen Document	Save Confirmation
Cancel Document	The Save was successful.
Delete Document	ОК
Transfer Document	
View Documents	
Approve Documents	

Viewing a Document

1. To view a document, you will use the above instructions to navigate to the Performance Administration tile. There, you will click on **View Document** on the left side of the screen.

Workforce Administrator	ePerformance Administration $\widehat{\Omega}$
Performance Documents	Transfer Document
Reopen Document	To transfer a performance document, select the checkbox for the Employee and then select the Continue push button.
Cancel Document	▼ Search for Documents
Delete Document	First Name Last Name
Transfer Document	Manager First Name Last Name Document Type Occument Status
View Documents	Period Between
The Approve Documents	Search

2. A new tab/internet window will open at the very top of your page. It will be the View Performance Documents page.

	View Performance Documents
View Performance Documents	
 Search for Documents 	
First Name	Last Name
Manager First Name	Last Name
Document Type	✓ Document Status ✓
Period Between	
Search Clear	

3. Use the search criteria to find the specific document you are looking for (employee first name, employee last name, supervisor first name, supervisor last name, etc.). Note: You do not need to fill in all of the boxes, just enough to find the document you are looking for. (In this example, the supevisors last name was put in the search criteria.) Once you have put in your search criteria, click **Search**.

	View Performance Documents	
View Performance Documents	s	
T Securit for Decuments		
 Search for Documents 		
First Nam	Last Name	
Manager First Nam	Last Name	
Document Typ	Document Status	
Period Betwee	n 🗰 . 🗰	
Search Clear		

4. Then you will be brought to a document(s) that met your search criteria. Click on the **employee's name** for document you want to view. *Note: If there is more than one document for a specific employee, use the period begin/period end date to differentiate between evaluations.*

						New Wi	ndow Help Personalize F
View Performance Documents Use the Search capabilities to find a specific document or docu within that criteria will be listed.	iments to view. After searching, all	I the documents for wh	ich you have access				
Search for Documents							
First Name		Last Name					
Manager First Name		Last Name					
Document Type	~	Document Status		~			
Period Between	▦. ▦						
Clear							
Performance Documents							
						M	 4 1-3 of 3 ∨ ▶
Employee Name Document Typ	e Document State	us F	Period Begin	Period End	Job Title	Next Due Date	Manager
100006573 WI Performance	e Review Evaluation in Pro	ogress 0	04/01/2022		CIVIL ENGINEER-TRANSPR- ADV	03/31/2023	
100025741 WI Performance	e Review Evaluation in Pro	ogress 0	04/01/2022		CIVIL ENGINEER-TRANSPR- ADV	03/31/2023	
100004697 WI Performance	e Review Evaluation in Pro	ogress 0	04/01/2022		TRANSPORTATION SPECIALIST-ADV	03/31/2023	

5. You will then be taken to that specific evaluation document to view. *Note: This is view only access, you cannot change the content of the goals or evaluation. To give feedback on goals or an evaluation, use the export button in the upper right-hand corner to export the document. Save the exported .rtf file as a Word document, make your changes/suggestions in track changes and then email that to the supervisor.*

Document Selection	Performance Process	ធ រ	7 : 6
Performance Process 🔹 « Steps and Tasks C	WI Performance Review		
WI Performance Review 04/01/2022 03/31/2023 Overview	Job Title CIVIL ENGINEER-TRANSPR-ADV Manager	Print: 🖃 Noti	ify 圖Export
Goal Setting Due Date 0331/2023 Review Manager Evaluation Due Date 0331/2023	Document Type WI Performance Review Period 04/01/2022 03/31/2023 Template DOT - Performance Review Document ID 968 status status Evaluation in Progress Due Date 03/31/2023		
	Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.		
	 ✓ Section Header ⊙ Expand ⊙ Collapse 		
	Performance Review Type Description : Please enter the Performance Review Type		
	Manager Rating		

Approving a Document

1. To approve a document, you will use the above instructions to navigate to the Performance Administration tile. There, you will click on **Approve Document** on the left side of the screen.

Workforce Administrator		ePerformance Ac	ministration		ଜ 🧳
Performance Documents	Reopen Document				New Window Help F
Reopen Document	To change a performance document's status ba Continue push button.	ack to "Evaluation", select the checkbox n	ext to the Employee's Name ar	id then select the	
Cancel Document	Search for Documents				
Delete Document	First Name		Last Name		
Transfer Document	Manager First Name	KIM	Last Name]
View Documents	Document Type Period Between	· · · · · · · · · · · · · · · · · · ·	Document Status	~	
Approve Documents					_
	Search Clear				

2. You will be taken to a page that has any outstanding HR Approvals (performance evaluations that have an overall score of unsatisfactory performance). Click on the **employee's name** (it is hyperlinked in blue) to be taken to the document to review.

Workforce Administrator		ePerfo	rmance Adm	inistration			<u>م</u>	(19)	: (
····	Select Transacti	on to Appro	ve		1	New Window F	lelp P	Persona	lize Pag
Approve Documents									
	E Q								1-1 of 1
	Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Docu	ment T	уре
	,	04/01/2022	05/31/2022	Approval	Submitted		WI Pe Revie	erformai w	nce

3. You will be taken to the Approve Document Screen. To view the performance evaluation document, click on the **Performance Document Details** link.

ePerformance Administration	Approve Document
Approve Document	
Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.	
Empi ID	
Performance Document	
Doc Type WI Performance Review	
Author	
Period Begin Date 04/01/2022 Period End Date 05/31/2022	
Rating 1 - Unsatisfactory Performance	
Performance Document Details	
Evaluation Approval Chain	
Review Employee:Pending	
Evaluation Approval Chain	
Pending Multiple Approvers O4/12/22 - 7.33 PM	

4. This will open a pop-up window. Here, you can use the tabs (Review Type, WI Core Competencies, Individual Goals, Training/Development and Overall Summary) to view the content of the performance evaluation.

nce A	istration Approve Document
	formance Review
cume	
he prop	Performance Review
eny butto	
son	nager Evaluation - Pending Approval
	Job Title DMV CUSTOMER SERVICE REP ADV Manager
Docum	Job Title DMV CUSTOMER SERVICE REPADV Manager Document Type WI Performance Review Period 04/01/2022 05/31/2022
	Template DOT - Performance Review Document ID 1179
	Status Approval - Submitted Due Date 05/31/2022
eriod B	
onou -	
	/iew Graphical Rating
Арр	iew Type WI Core Competencies Individual Goals Training/Development Overall Summary
eview	Section Header
Approv	Expand 🕟 Collapse
<mark>ed</mark> x, Leah	Performance Review Type
erforma /12/22 - 7	

5. To approve the document, close the pop-up window and click **Approve or Deny** in the lower left-hand side of the page. Note: Do NOT put anything into the comment box. The comment(s) written in this box do not go anywhere. If you have feedback, it must be done outside of the system.

ePerformance Administration	Approve Document
Doc Type WI Performance Review	
Author	
Period Begin Date 04/01/2022 Period End Date 05/31/2022	
Rating 1 - Unsatisfactory Performance	
Performance Document Details	
Evaluation Approval Chain	
Review Employee:Pending	
Evaluation Approval Chain	
Approved	
Comment	1
Approve Deny	

6. A pop- up will appear to show the Approval/Denial was successful. Click Close.



Note: If you need to give detailed edits/feedback, you will need to export the document using the export link in the upper right-hand side of the page.

nce A <mark>c</mark>	dministration		Approve Do	cument			
CUME	Performance Review						×
py butte	WI Performance Review Manager Evaluation - Per			Print 🖃 No	otify 🗑 Export		
Docum	Documen	b Title DMV CUSTOMER t Type WI Performance R nplate DOT - Performance Status Approval - Submitter	leview e Review	Document ID	04/01/2022 - 05/3 1179 05/31/2022	1/2022	
eriod B	View Graphical Rating						_
App	Review Type WI Core Competence	ies Individual Goals	Training/Development	Overall Summary			
view	▼ Section Header						
Approv ed (, Leah erforma (12/22 - 7	Expand Collapse Performance Review Type						-

It will download as an .rtf file in the lower left side of your page. Open the document and save as a Word document. Then, you can use the Track Changes function to add comments and make edits. You can then email that document to the supervisor who submitted it. Once they make the changes, they will need to start the approval process over again.