ePerformance Queries

This job aid provides a listing of ePerformance queries, and how to access them.

Agency staff with the *ePerformance Agency HR* role who provide this broader support with reviews also have access to ePerformance queries. We understand some HR staff are creating their own ePerformance queries, but we also have several public queries available to allow staff to operationally manage ePerformance reviews.

ePerformance queries are available on PeopleSoft's standard queries page:

1) click the NavBar icon in the upper right corner of your screen

2) click the Reporting Tools tile

3) once in Reporting Tools, select Query Viewer in the left menu

ePerformance query details:

1) WI_EP_MISSING_OR_LATE_GOALS: This query shows employees that either do not have an active performance review (no goals have been set), or their current review is a number of days past the review period end date (as entered in the prompt).

2) WI_ EP_REVIEWS_BY_RATING: This query shows employees that have a review rating at or less than the "Max Review Rating" entered in the prompt. (Ex: If a Max Review Rating of "1" is entered, it will show all reviews between the dates given that are Unsatisfactory. Entering a "4" will return reviews with all scores, from Exceptional on down).

> 1 = Unsatisfactory 2 = Progress Necessary 3 = Successful 4 = Exceptional

3) WI_EP_INCOMPLETE_REVIEWS: This query shows employees that have reviews that should have been completed, based on how many days (as entered in the prompt) have passed since the review end date.

4) WI_EP_ALL_STAFF_EVALS: This query shows a list of all staff, and status of the review, within the date range entered. If the employee does not have any active evaluations, they are displayed on the report, with no evaluation information listed.

5) WI_EP_REMIND_UPCOMING_END_DT_1: (due in 1 month reminder) This query shows employees whose performance evaluation is due in 1 months time on the date you run the report, and the supervisor is receiving an email reminder that day. Please note this report does not reflect upcoming or prior reminders – if you wish to keep an audit trail of emails that were distributed, this report would need to be run daily.

6) WI_EP_REMIND_UPCOMING_END_DT_2: (due in 2 weeks reminder) This query shows employees whose performance evaluation is due in 2 weeks time on the date you run the report, and the supervisor is receiving an email reminder that day. Please note this report does not reflect upcoming or prior reminders – if you wish to keep an audit trail of emails that were distributed, this report would need to be run daily.

This job aid provides a listing of ePerformance queries, and how to access them.

7) WI_EP_REMIND_EVAL_LATE_1_EMAIL (15 days late reminder): This query shows employees whose performance evaluation is 15 days late on the date you run the report, and the supervisor is receiving an email reminder that day. It pulls evaluations with statuses of *In Progress* and *Goal Setting*, so supervisors who just completed their evaluation have a grace period as the eval runs through approvals. Please note this report does not reflect upcoming or prior reminders – if you wish to keep an audit trail of emails that were distributed, this report would need to be run daily.

8) WI_EP_REMIND_EVAL_LATE_2_EMAIL (30 days late): This query shows employees whose performance evaluation is 30 days late on the date you run the report, and the supervisor is receiving an email reminder that day. It pulls all evaluations that are not in *Completed* status. Please note this report does not reflect upcoming or prior reminders – if you wish to keep an audit trail of emails that were distributed, this report would need to be run daily.