

MBI ePerformance Employee Guide 2021



ePerformance *Employee Training Guide*

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Review, Provide Comments and Acknowledge Final Performance Document

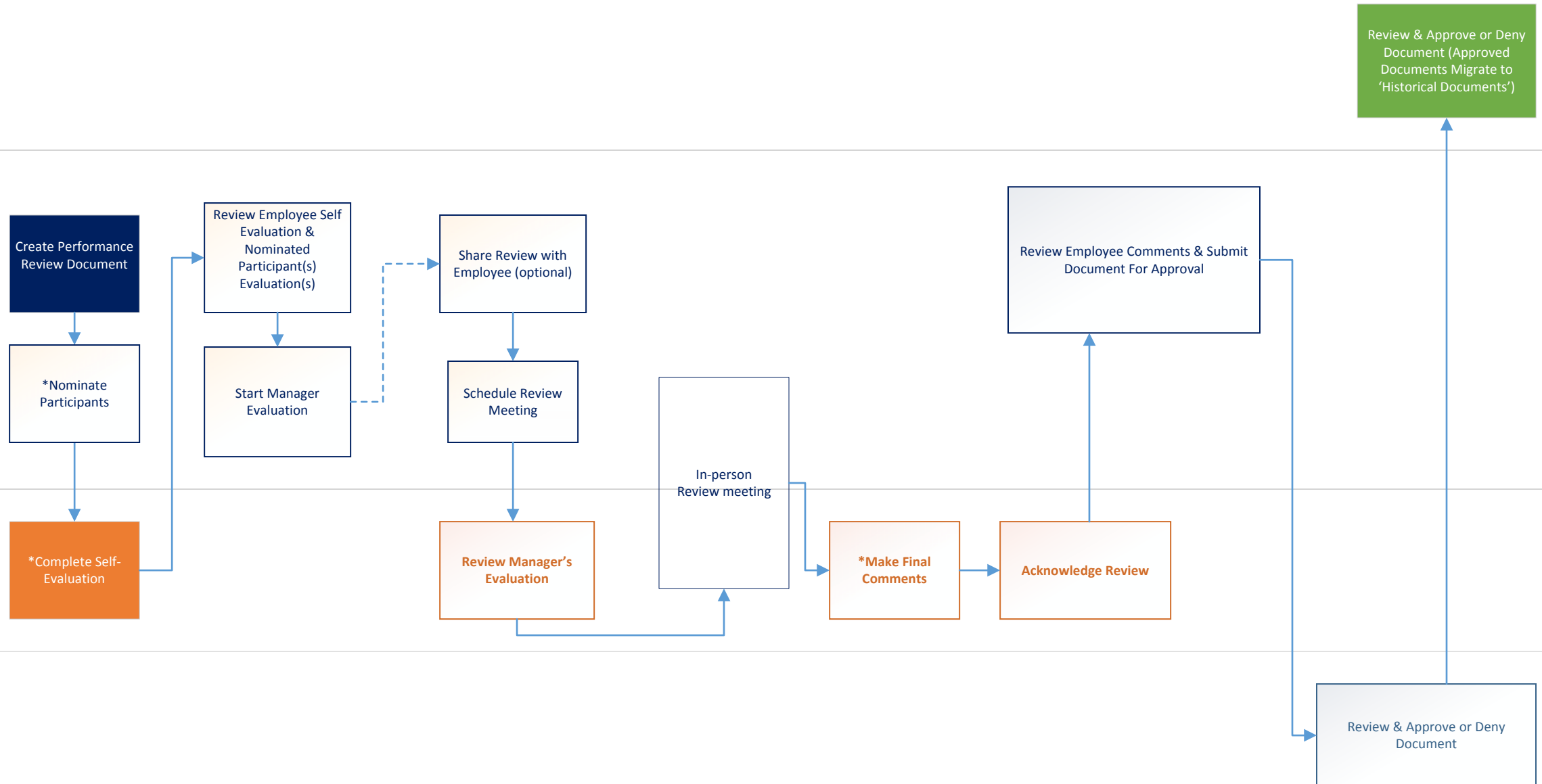
ePerformance Employee Review Process

HR Compensation

Department Manager/Supervisor

Employee

Approving Manager




*=Optional Function

A. Employee Self-Evaluation

1. If you and your manager have agreed for you to complete a self-evaluation you may begin this process a few ways:
 - a. *E-mail notification:* Access your self-evaluation by clicking the link provided once your manager has created the review. It should take you to a login page use your MyMoody credential to login.

A performance process has been initiated - Review Cycle: July-June; 07/01/2018 - 06/30/2019.

 PeopleSoft@peoplesoft.com
Mon 4/13/2020 11:29 AM

This automatic notification is to inform you that the Review Cycle: July-June performance document has been created for you, [redacted]

You have the opportunity to complete a Self-Evaluation by following the link below. If your manager requests you complete this optional evaluation it is recommended you complete it by 05/10/2019 for your Manager's consideration in their review of your performance.

Navigate to: https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5113&EP_REVIEWER_ID=1616395&EP_ROLE=E&EP_USER_ROLE=E&TRANS_NAME=BASELINE-CREATE to view your performance document now.*

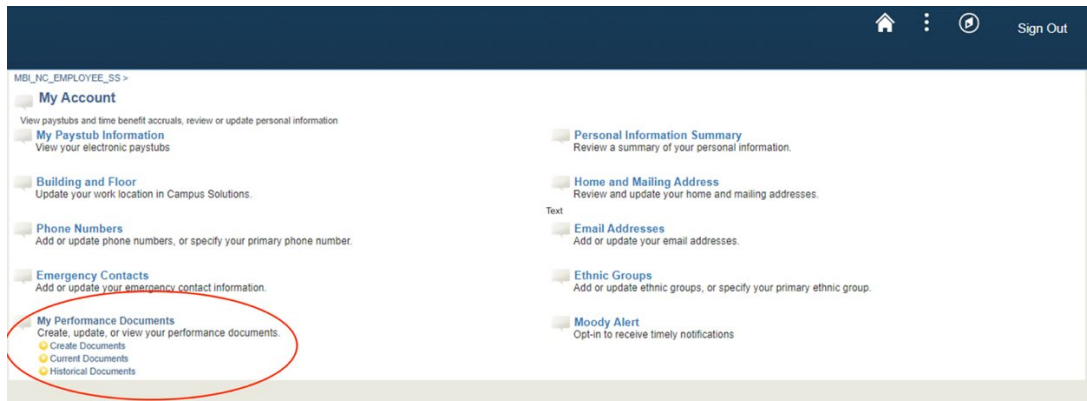
*It is recommended that you login to www.my.moody.edu in your default browser before activating the link above. If you still experience issues activating the link above try copying and pasting the link into a new browser.

Otherwise download and review the ePerformance Guide on the HR Learning & Development website (found on my.moody.edu>directory by department) or call x4483 for additional resources.

(Please do not respond to this automatic notification.)

- b. *MyMoody Portal:* You can access your reviews through Employee Self Service through 'My Account' found on the Staff Tab in the top right corner. There you can access your current performance document and begin working on your self-evaluation.

3



MBL_NC_EMPLOYEE_SS >

My Account

View paystubs and time benefit accruals, review or update personal information

- My Paystub Information**
View your electronic paystubs
- Building and Floor**
Update your work location in Campus Solutions.
- Phone Numbers**
Add or update phone numbers, or specify your primary phone number.
- Emergency Contacts**
Add or update your emergency contact information.
- My Performance Documents**
Create, update, or view your performance documents.
 - Create Documents
 - Current Documents
 - Historical Documents

Personal Information Summary
Review a summary of your personal information.

Home and Mailing Address
Review and update your home and mailing addresses.

Email Addresses
Add or update your email addresses.

Ethnic Groups
Add or update ethnic groups, or specify your primary ethnic group.

Moody Alert
Opt-in to receive timely notifications

ePerformance Employee Guide

Current Performance Documents

Moody Employee

Listed are your current performance documents

Performance Documents

Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Next
1234567	Moody Employee	Professional/Technical	Evaluation in Progress				

2. Once you are in the review you want to work on, select 'Expand All' to see expanded review and enter your comments in designated areas. You then may select 'Save' to save work and return back later or hit 'Save' and 'Complete' to save and publish the completed self-evaluation to your Manager. Note: Your Manager cannot see your comments unless you select 'Complete'.

[Return to Current Documents](#) [Save](#) [Complete](#)

Review Cycle: July-June

Self-Evaluation - Update and Complete [Print](#) | [Notify](#)

▼ Section 2 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

▼ [Expand](#) | [Collapse](#)

▼ Goal 1: Goals and Objectives

Description : Areas of desired accomplishments, including areas of improvement, during the upcoming review period - include measurer target dates for completion.

Employee Comments

Rich text editor toolbar with icons for undo, redo, font color, background color, bold, italic, underline, bulleted list, numbered list, link, unlink, and a dropdown menu.

1. Develop Leadership Skills

2. Collaborate with other departments

Created By Template

04/13/2020 11:29AM

B. Viewing Shared Review and Acknowledging your Review

1. You should receive an e-mail notification once your manager shares your review document with you. Select the URL link in order to view the document.

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Your manager has shared Review Cycle: July-June, 07/01/2018 - 06/30/2019 with you



PeopleSoft@peoplesoft.com

Wed 5/20/2020 9:36 AM

To: Moody Employee



This automatic notification is to alert you that your manager has shared Review Cycle: July-June document with you and it is now ready for your review and initial employee comments.

Your manager will be contacting you to schedule an in-person review meeting if you have not already met to discuss the review. The final review will be due 06/07/2019.

Follow this link https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5114&EP_REVIEWER_ID=1616395&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=RQST-REVIEW to go directly to your prepared Review Cycle: July-June.*

*It is recommended that you login to www.my.moody.edu in your default browser before activating the link above. If you still experience issues activating the link above try copying and pasting the link into a new browser.

Otherwise download and review the ePerformance Guide on the HR Learning & Development website (found on my.moody.edu>directory by department) or call x4483 for additional resources.

(Please do not respond to this automatic notification.)

2. Once you have access to the document select 'Expand All' to open all sections of the document.
3. After reviewing the document you will have the ability to make comments in the last section of the review entitled 'Employee Comments'. *Note: you will be able to edit this section up until you acknowledge the review and your reviewer will be able to see your new comments anytime you hit 'Save'.

4. Once your review has been finalized and you have met in person to discuss the review in detail your next step is to acknowledge the review.
5. Once you have accessed the review be sure to check for any updates in ratings or comments from your Manager. Finalize your employee comments in the last section before acknowledging and **be sure to save your work often as you draft new material**. When you are ready to acknowledge the review select 'Acknowledge' in the top right corner of the document.

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The screenshot shows the 'Manager Evaluation - Acknowledge' interface. On the left, a 'Steps and Tasks' sidebar lists 'Complete Self Evaluation' (Due Date: 05/10/2019) and 'Review Manager Evaluation' (Due Date: 06/07/2019). Under 'Review Manager Evaluation', the 'Acknowledge' step is highlighted. The main area displays document details: Job Title, Document Type (Review Cycle: July-June), Template, Status (Pending Acknowledgement), Manager, Period (07/01/2018 - 06/30/2019), Document ID (5115), and Due Date (06/07/2019). Below this, 'Employee Data' shows Employee ID and Department (2150, Office of VP Human Resources). A message states: 'This document is currently waiting for your acknowledgment. Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed document acknowledging that the review was held.' At the bottom, there are tabs for 'Accomplishments', 'Performance Factors', 'Goals', and 'Employee Comments'. The 'Acknowledge' button in the top right corner is circled in red.

6. Select 'confirm' on the next page. Look for green check mark confirming success. Your manager will receive a notification email notifying them that you have acknowledged the review.

The dialog box is titled 'Acknowledge Review Held' and contains the following text: 'You have chosen to acknowledge that you and your manager have reviewed this document.' and 'Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.' At the bottom, there are two buttons: 'Confirm' and 'Cancel'.

ePerformance Employee Guide

Favorites ▾Main Menu ▾

Performance Process ⚙️ ⏪

Steps and Tasks 🔄 ⋮

Review Cycle: July-June
07/01/2018 - 06/30/2019 [Overview](#)

▶️ Complete Self Evaluation
Due Date 05/10/2019

▶️ Review Manager Evaluation
Due Date 06/07/2019

✔️ Acknowledge

[View](#)

Review Cycle: July-June [Return to Current Documents](#)

Confirmation - Employee Acknowledgement

✔️ You have successfully acknowledged this document.