

ePerformance Employee Guide



ePerformance *Employee Training Guide*

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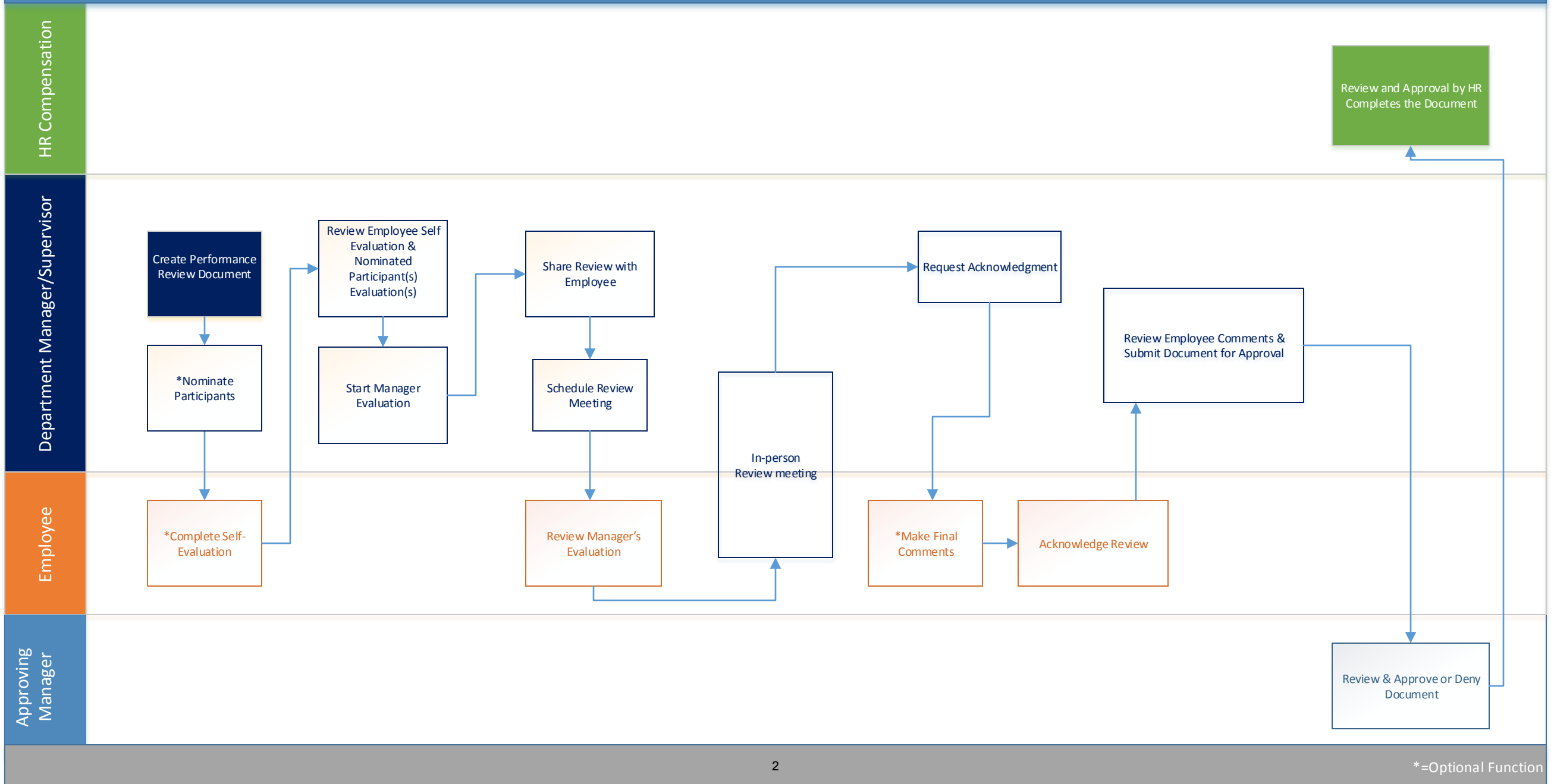
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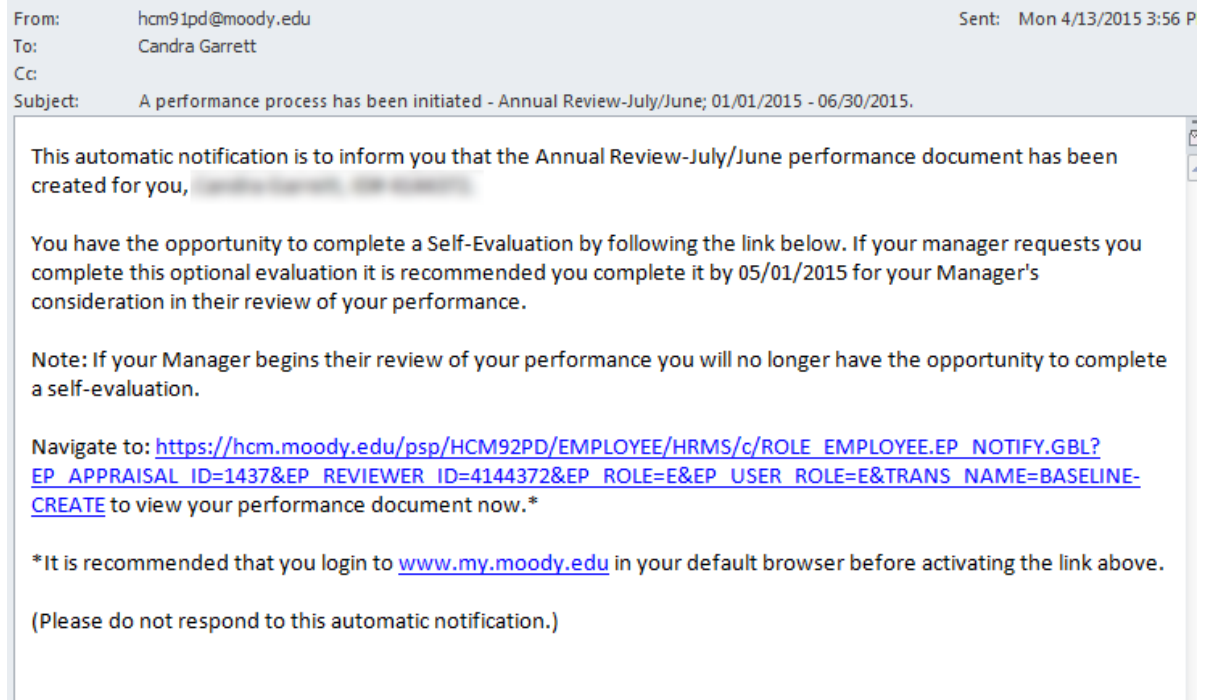
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ePerformance Employee Review Process 2015

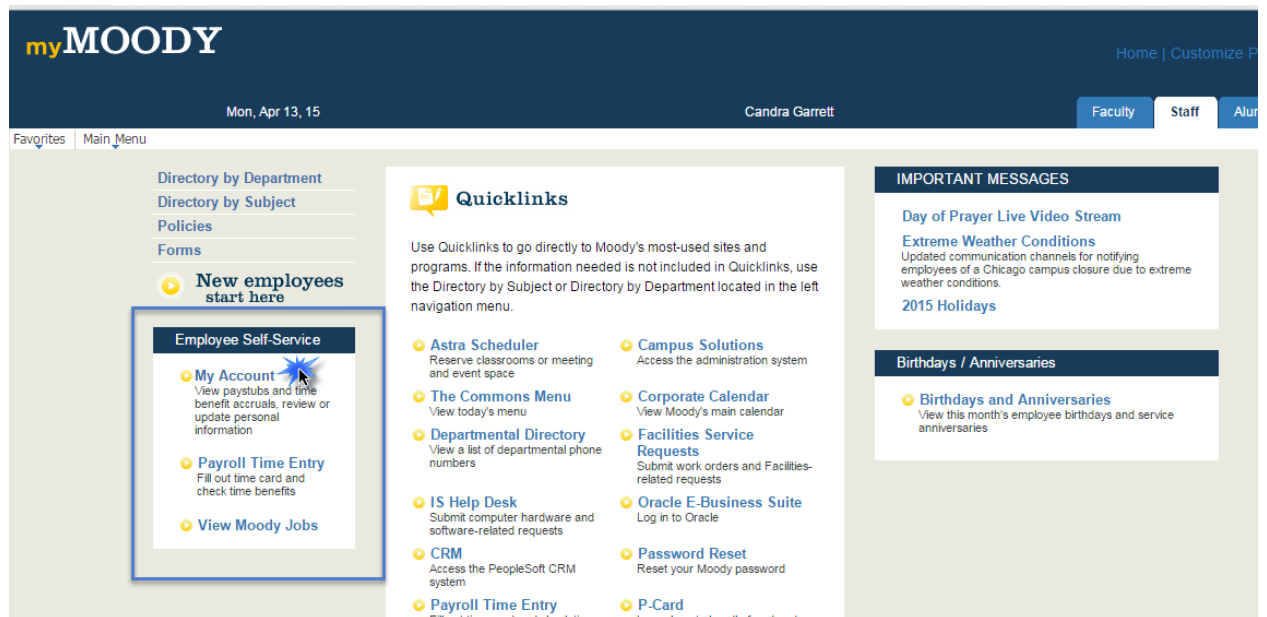


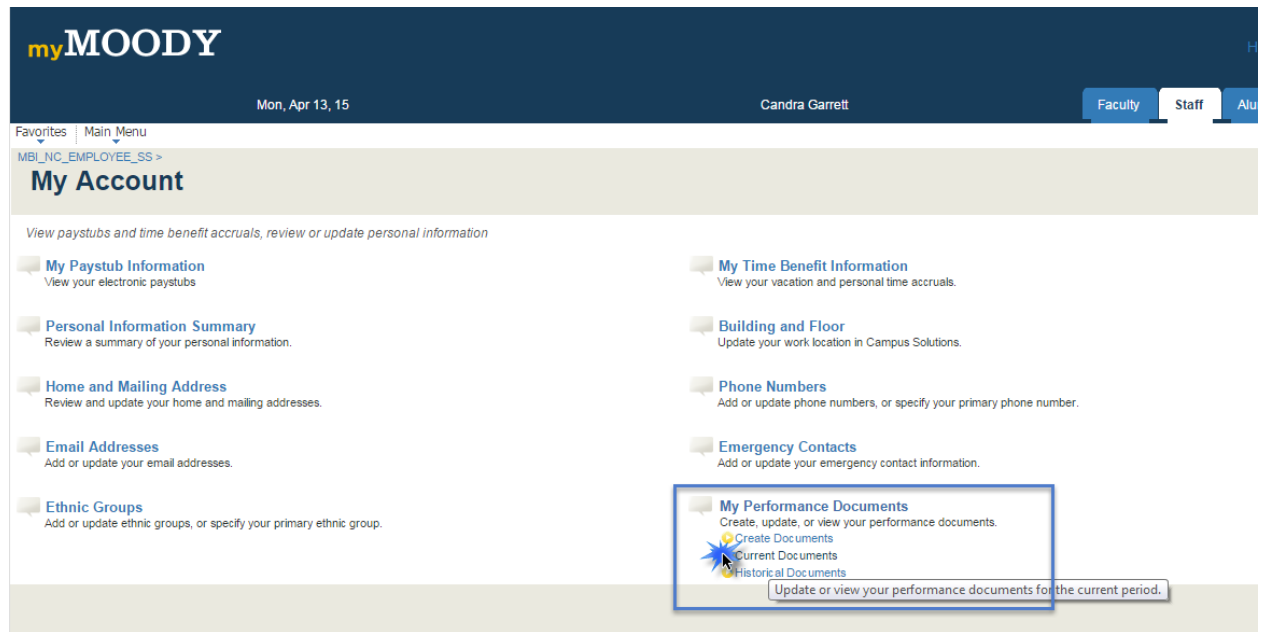
A. Employee Self-Evaluation

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.



- 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.





myMOODY

Mon, Apr 13, 15

Candra Garrett

Faculty Staff Alu

Favorites Main Menu

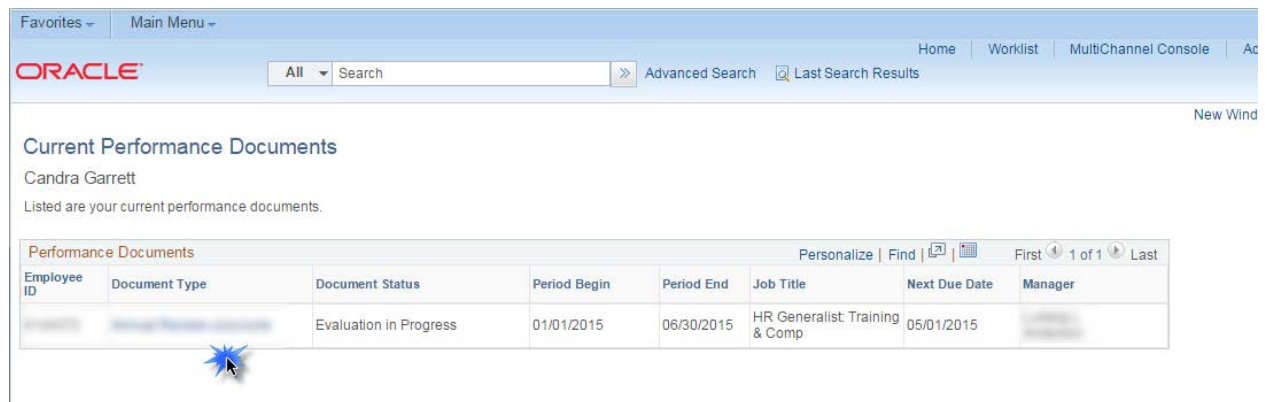
MBI_NC_EMPLOYEE_SS >

My Account

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

- My Paystub Information**
View your electronic paystubs
- 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.
- My Time Benefit Information**
View your vacation and personal time accruals.
- 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

Update or view your performance documents for the current period.



Favorites Main Menu

ORACLE

All Search Advanced Search Last Search Results

Home Worklist MultiChannel Console Ac

New Wind

Current Performance Documents

Candra Garrett

Listed are your current performance documents.

Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
		Evaluation in Progress	01/01/2015	06/30/2015	HR Generalist: Training & Comp	05/01/2015	

Performance Documents Personalize Find First 1 of 1 Last

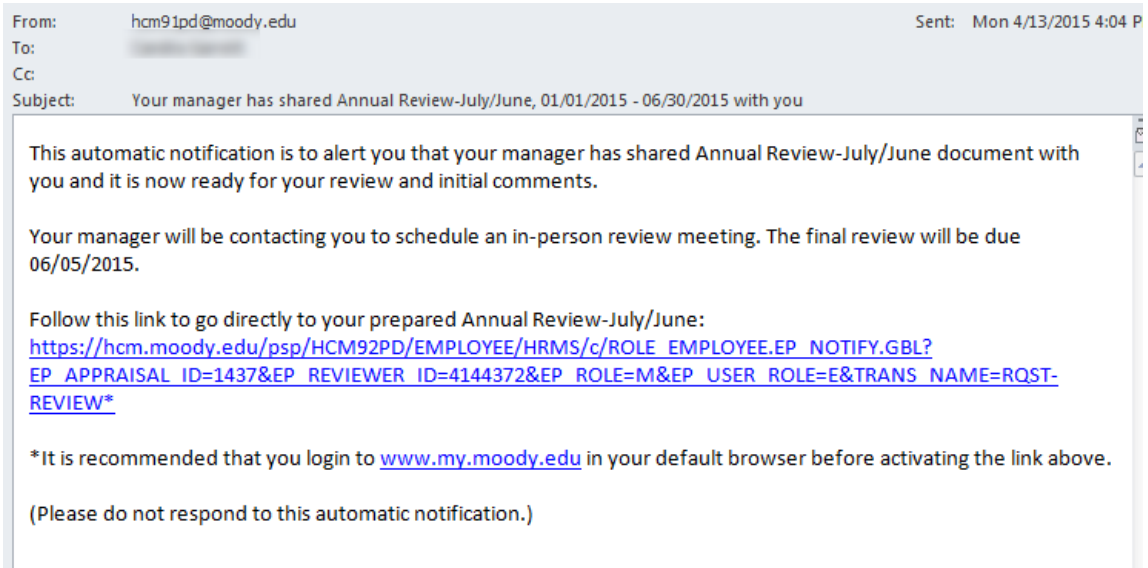
- Once you are in the review you want to work on, select 'Expand All' to see expanded review and enter your comments in designated areas. You then may select 'Save' to save work and return back later or hit 'Save' and 'Complete' to save and publish the completed self-evaluation to your Manager. Note: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

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Oracle ePerformance system interface showing the 'Self-Evaluation - Update and Complete' screen. The interface includes a top navigation bar with 'Favorites', 'Main Menu', and 'Sign out'. A left sidebar shows the 'Performance Process' with steps like 'Complete Self Evaluation' and 'Review Manager Evaluation'. The main content area displays 'Annual Review-July/June' with fields for Job Title, Document Type, Template, Status, Manager, Period, Document ID, and Due Date. Below this is the 'Employee Data' section with Empl ID and Department. A description of the review process is provided. The 'Section 1 - Accomplishments' section is expanded, showing a text area for 'Employee Comments' with a rich text editor toolbar. Buttons for 'Save' and 'Complete' are visible at the top right.

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.



2. Once you have access to the document select 'Expand All' to open all sections of the document.

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Oracle ePerformance interface showing the 'Manager Evaluation - Review with Manager' document for Candra Garrett. The document is titled 'Annual Review-July/June' and is managed by Ludwig L. Anderson. The document type is 'Annual Review-July/June' and the template is 'Shared with Employee'. The document ID is 1437 and the due date is 06/05/2015. The document is available for review. The 'Expand All' button is highlighted with a blue starburst.

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'.

Oracle ePerformance interface showing the 'Manager Comments' section of the 'Manager Evaluation - Review with Manager' document. The 'Manager Comments' section is highlighted with a blue starburst. Below it are sections for 'Section 11 - Employee Goals' and 'Section 12 - Employee Comments'. The 'Employee Comments' section is highlighted with a blue starburst.

- Once your review has been finalized and you have met in person to discuss the review in detail your manager will request that you acknowledge the review. You will receive an e-mail notification of this request. Use the URL link included in the e-mail in order to access the review.

Your final Annual Review-July/June document is ready for your final comments & acknowledgement

PeopleSoft@peoplesoft.com

Sent: Mon 4/13/2015 2:47 PM

To:

This email notification is to inform you that your Annual Review-July/June document is ready for your final comments and acknowledgement. If you have no new comments as a result of the in-person review meeting you may go ahead and acknowledge the review. Your acknowledgement serves as your "signature" on the final review document.

Important: Your acknowledgement does not necessarily mean that you agree, but affirms that this review was held and was discussed in detail with you.

Follow this link to go directly to your Annual Review-July/June document:

http://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=1435&EP_REVIEWER_ID=4144372&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=RQST-ACKNOWLEDGE*

*It is recommended that you login to www.my.moody.edu in your default browser before activating the link above.

(Please do not respond to this automatic notification.)

- 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.

The screenshot shows the Oracle PeopleSoft HRMS interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Self Service', 'Performance Management', 'My Performance Documents', and 'Current Documents'. The main content area displays the 'Annual Review-July/June' document with fields for Job Title, Document Type, Template, Status, Manager, Period, Document ID, and Due Date. A sidebar on the left shows 'Steps and Tasks' with 'Complete Self Evaluation', 'Review Manager Evaluation', and 'Acknowledge' (highlighted). The 'Acknowledge' button is also visible in the top right corner of the document area.

- 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.

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Navigation: Favorites ▾ | Main Menu ▾ > Self Service ▾ > Performance Management ▾ > My Performance Documents ▾ > Current Documents

ORACLE® All ▾ Search [] >> Advanced Search Home

Performance Process << ⚙

Steps and Tasks ⌂ ⚙ ▾

Annual Review-July/June
07/01/2014 - 06/30/2015 Overview

- ▶ ✓ Complete Self Evaluation
Due Date 05/01/2015
- ▼ ⚠ Review Manager Evaluation
Due Date 06/05/2015
 - ✓ Review with Manager
 - ⚠ Acknowledge

View

Confirm Review Action

You have chosen to acknowledge that you and your manager have reviewed this document.

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

Confirm Cancel

Navigation: Favorites ▾ | Main Menu ▾ > Self Service ▾ > Performance Management ▾ > My Performance Documents ▾ > Current Documents

ORACLE® All ▾ Search [] >> Advanced Search Home

Performance Process << ⚙

Steps and Tasks ⌂ ⚙ ▾

Annual Review-July/June
07/01/2014 - 06/30/2015 Overview

- ▶ ✓ Complete Self Evaluation
Due Date 05/01/2015
- ▼ ⚠ Review Manager Evaluation
Due Date 06/05/2015
 - ✓ Review with Manager
 - ⚠ Acknowledge

View

Annual Review-July/June

Confirmation - Employee Acknowledgement ✓

✓ You have successfully acknowledged this document.

ePerformance Helpful Tips & Tricks:

Operating System:

Generally speaking, PC computers are best when working with the ePerformance system so it is recommended you perform your reviews on a PC computer if possible.

Internet Browser:

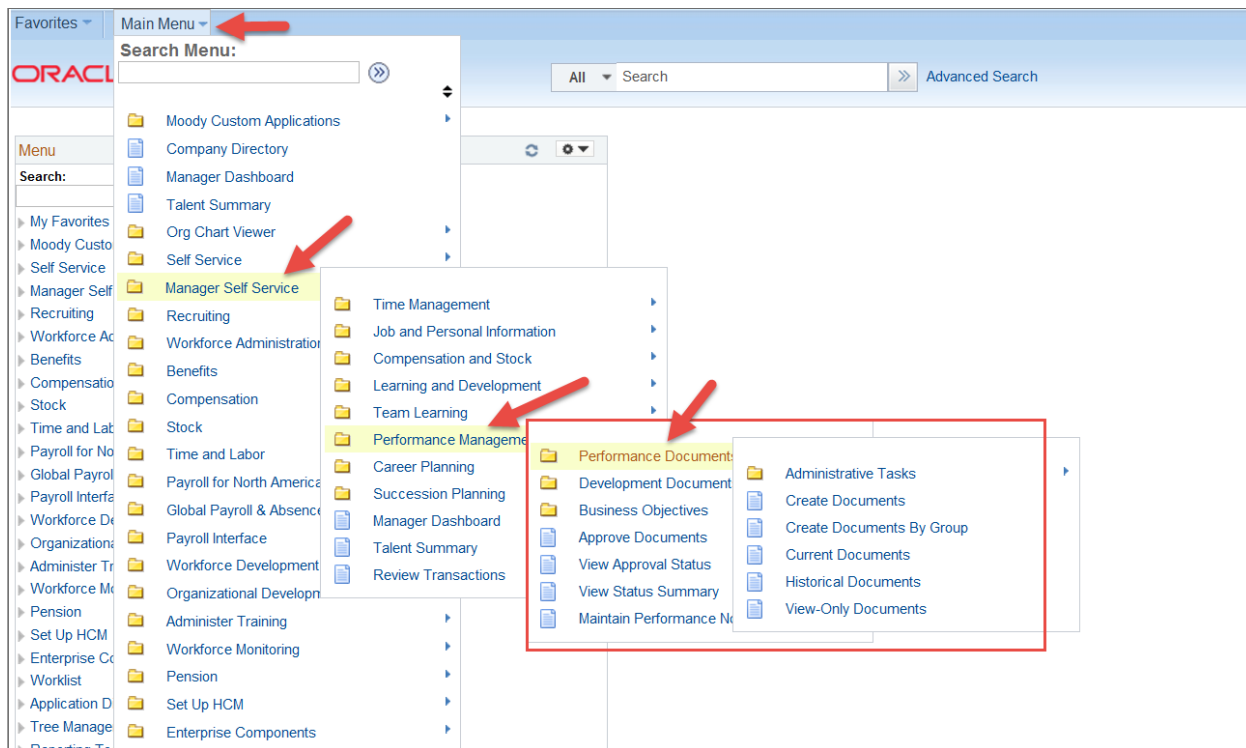
Internet Explorer or Google Chrome is usually best when working with ePerformance. However, you may find that other browsers work for you also. Not all browsers work the same so if you encounter an error it's recommended to attempt the same function again in another browser. Additionally, in any browser that you use be sure to disable pop-up blockers that could potentially thwart your efforts to open a new tab or window. If you still encounter an error contact x4483 for help.

Activating E-mail Notification Links from ePerformance:

You will receive many e-mails with useful links that can take you directly where you need to go; however, these work best when pop-up blockers are disabled; feel free to call the ITS Support Center (x4067) if you need any help with this. Also, when you select a link it may require you to login first; you will need your MyMoody credentials to do so. As a last resort you can copy and paste the link directly into the browser. However, if you are still experiencing errors accessing the information contact x4483 for help.

Navigation:

Once you are in the system it's really easy to navigate to the destination you need to go to for ePerformance functions. Everything you will need to do during a performance review can be found in the areas located within the red box and you get there by following the red arrows.



You can also move from one menu item to another with ease using the menu path at the top of your page.

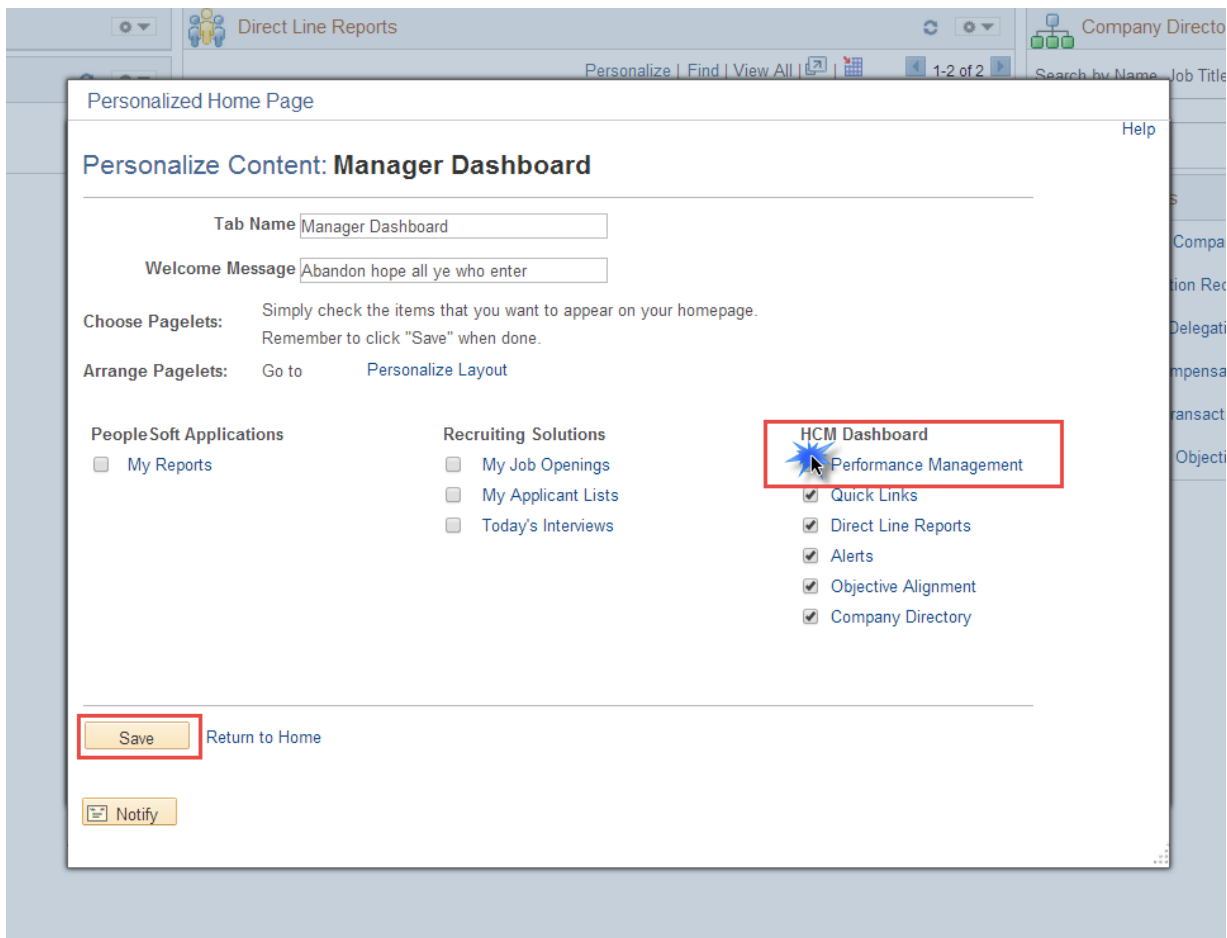
The screenshot shows the Oracle Manager Self Service interface. At the top, the breadcrumb navigation path is: Favorites > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents. A red arrow points to the 'Performance Documents' menu item, which has opened a dropdown menu. The dropdown menu contains the following items: Performance Documents, Development Documents, Business Objectives, Approve Documents, View Approval Status, View Status Summary, Maintain Performance Not, Administrative Tasks, Create Documents, Create Documents By Group, Current Documents, Historical Documents, and View-Only Documents. Below the menu, the 'Current Performance Documents' section is visible, showing a table of performance documents for Candra Garrett.

Employee ID	Employee	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date
4144372	Candra Garrett	Annual Review-July/June	Approval - Not Submit	07/01/2016	07/04/2016	HR Generalist: Training & Comp	07/04/2016
4144372	Candra Garrett	Annual Review-July/June	Approval - Not Submit	07/01/2015	07/31/2015	HR Generalist: Training & Comp	07/31/2015
4144372	Candra Garrett	Management	Approval - Not Submit	07/01/2014	07/31/2014	HR Generalist: Training & Comp	08/01/2014
4144372	Candra Garrett	Management	Approval - Submitted	10/01/2013	09/30/2014	HR Generalist: Training & Comp	10/01/2014

Manager Dashboard in MyMoody:

If you do not see a performance management menu option in your manager dashboard on MyMoody you should be able to add it by personalizing your content.

The screenshot shows the Oracle Manager Dashboard in MyMoody. The top navigation bar includes 'Favorites', 'Main Menu', and a search bar. The dashboard is divided into several sections: 'Nerts' (with a warning icon), 'Objective Alignment' (showing 'There are currently no Business Objectives'), 'Direct Line Reports' (with tabs for Summary, Job Details, Contact, Career Plan, Compensation, and Performance), 'Company Directory' (with a search bar and 'My Profile' link), and 'Quick Links' (with links for Search and Compare Profiles, Add Delegation Request, Administer Delegation, Allocate Compensation, Smart HR Transactions, and Manage My Objectives). A red box highlights the 'Personalize Content' link in the top right corner of the dashboard.



We are always willing to help with any issues you may encounter, call x4483 for assistance.