

ePerformance *Employee Training Guide*

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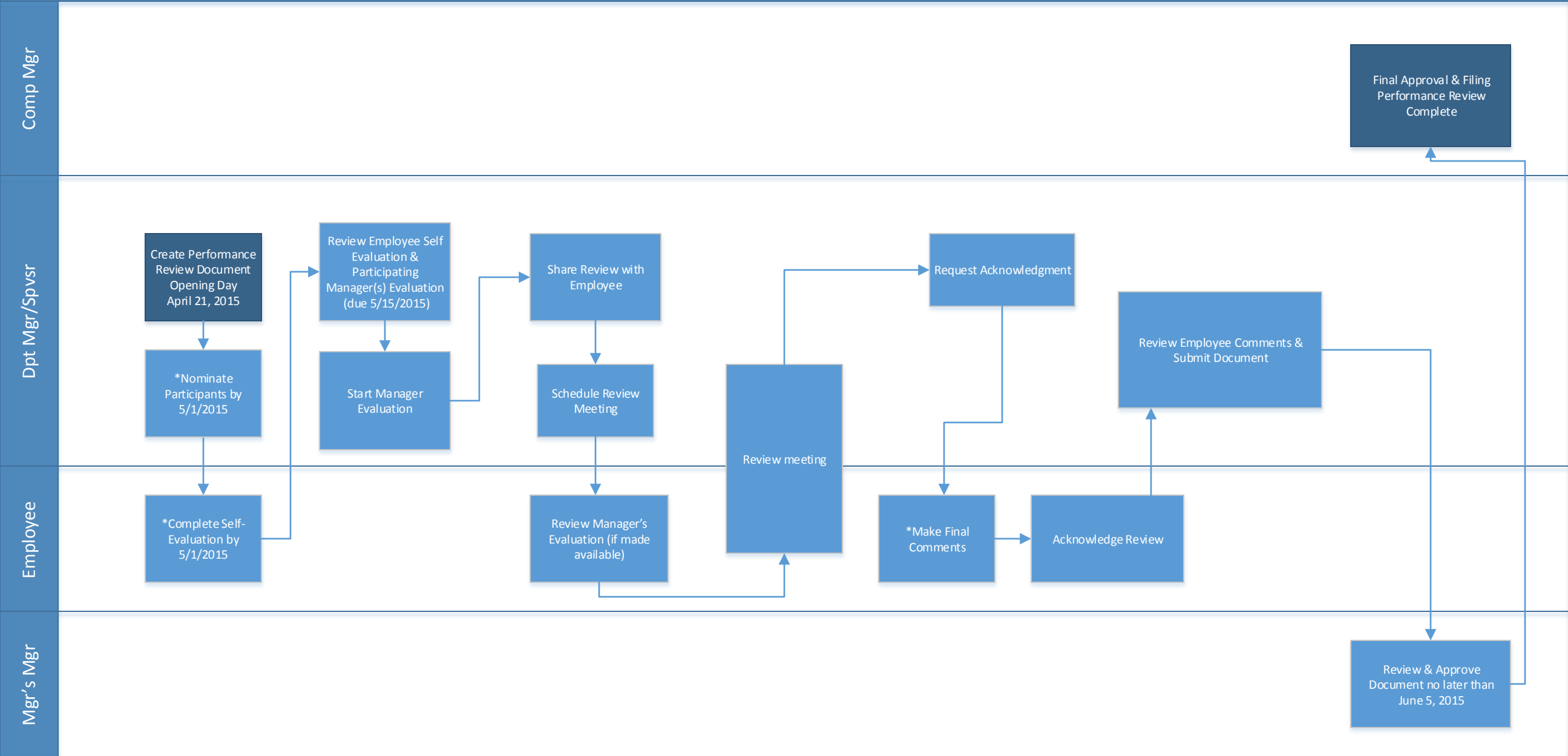
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Review, Provide Comments and Acknowledge Final Performance Document

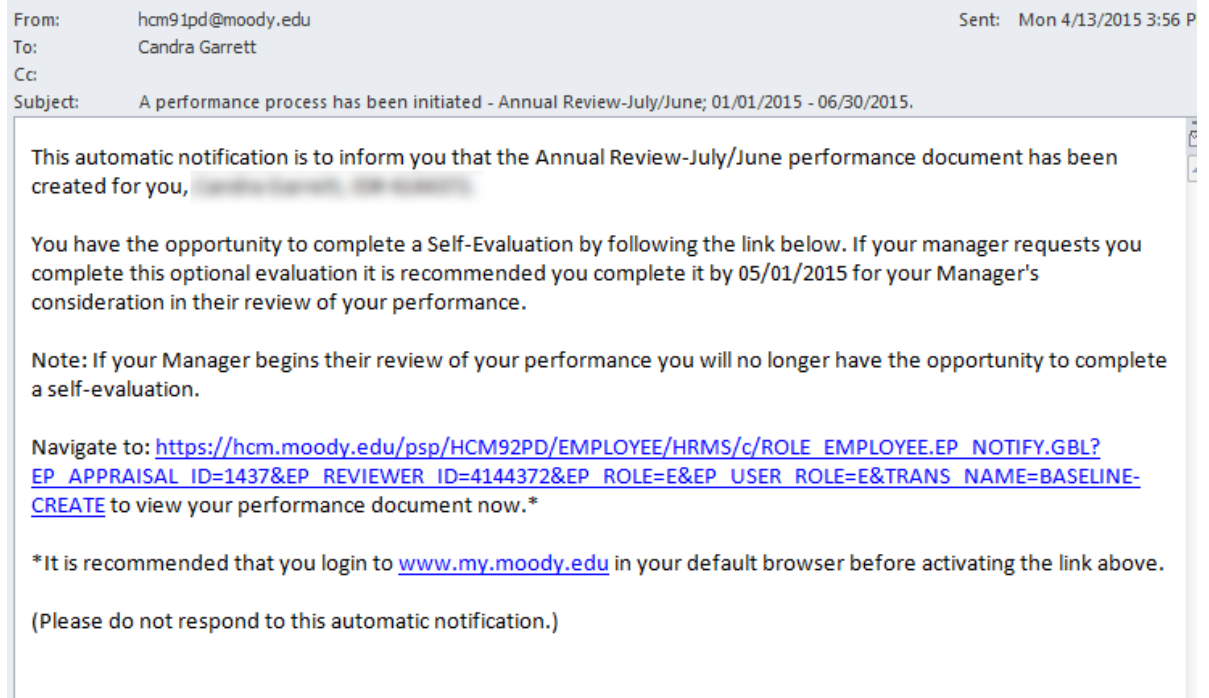
ePerformance Employee Review Process Flow

2015

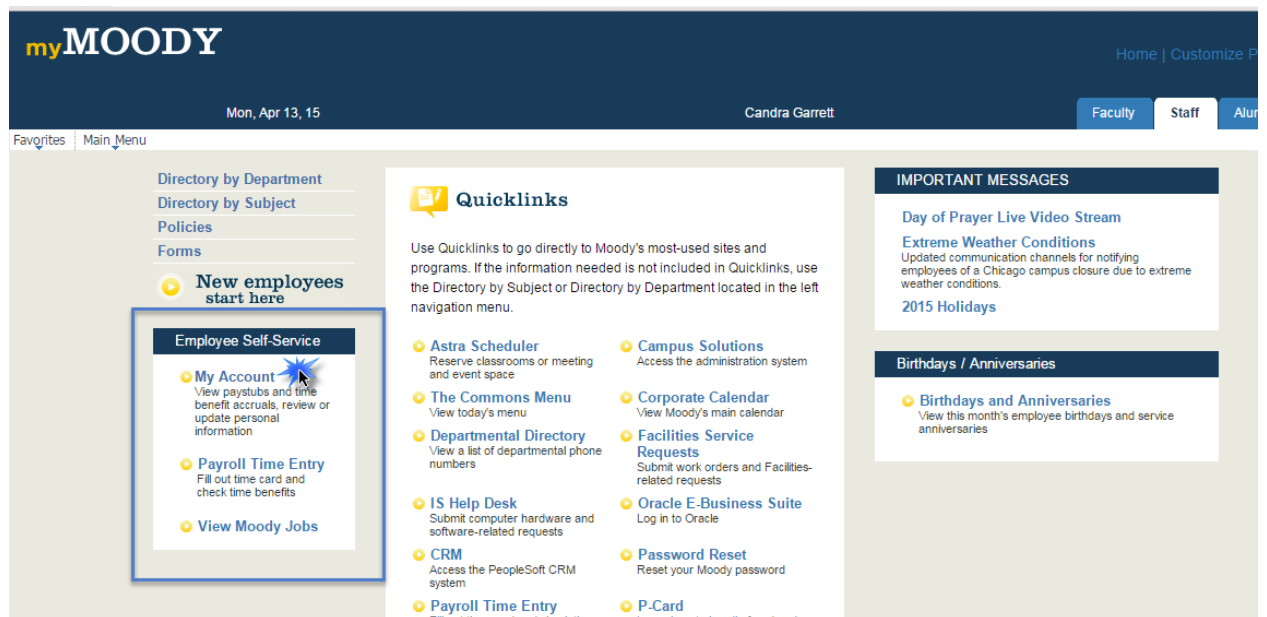


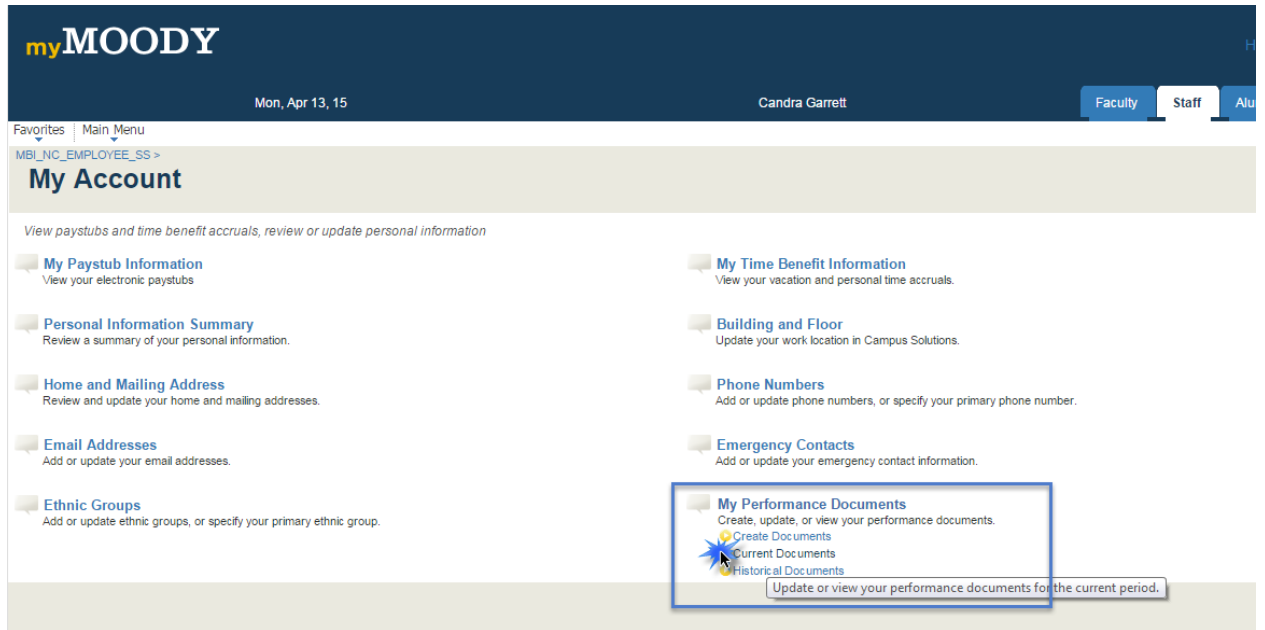
A. Employee Self-Evaluation

1. If you and your reviewer 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 below. It should take you to a login page, put your MyMoody credentials in to access the review.



- b. MyMoody Portal: You can access your reviews through Employee Self Service within 'My Account'. There you can access your current document and begin working on your self-evaluation.





myMOODY

Mon, Apr 13, 15

Candra Garrett

Faculty Staff Alu

Favorites Main Menu

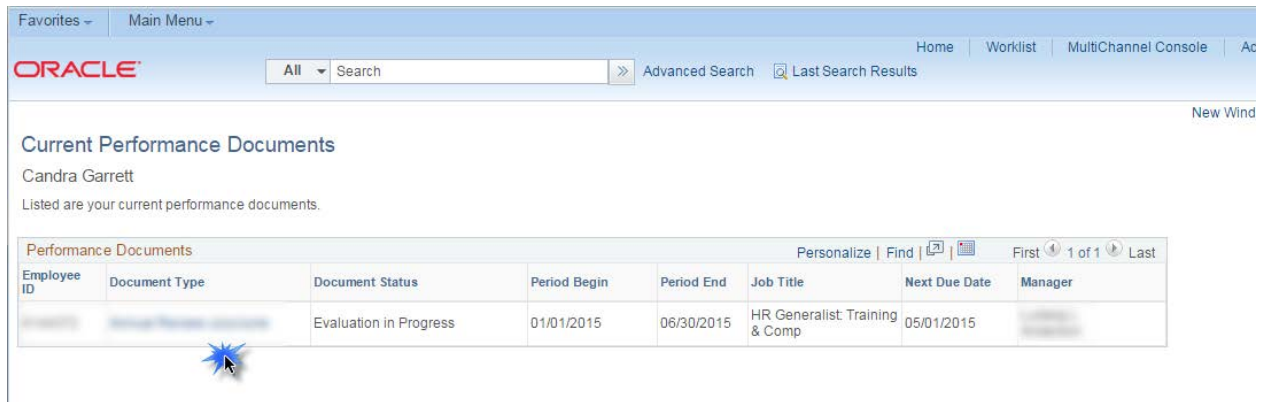
MBI_NC_EMPLOYEE_SS >

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

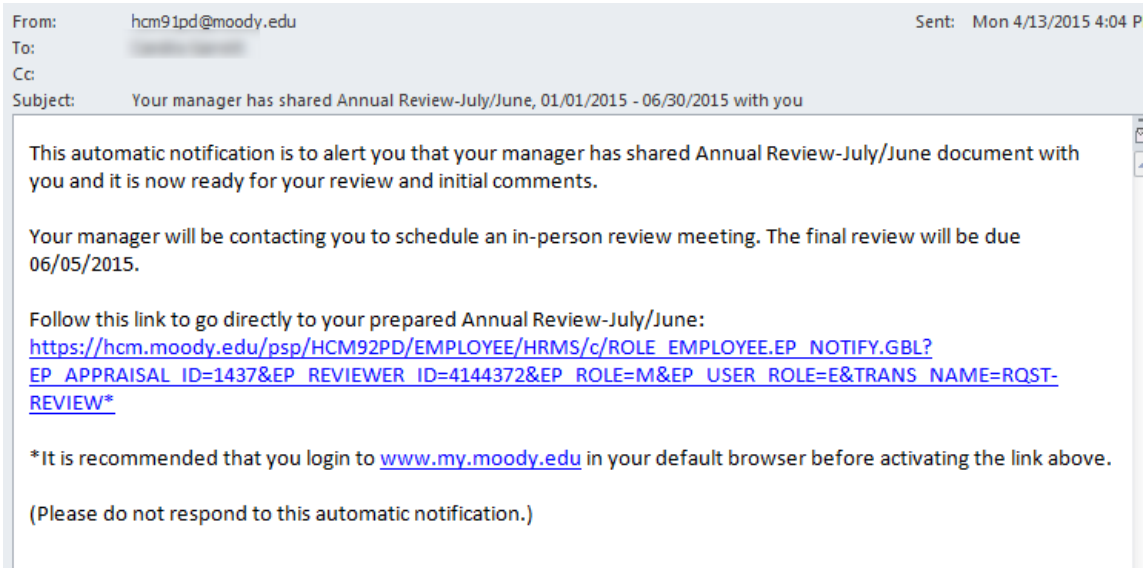
- Once you are in the review you want to work on, select 'Expand All' to see expanded review and enter your comments in designated areas. You then may select 'Save' to save work and return back later or hit 'Save' and 'Complete' to save and publish the review to your Manager.
*Note: Your Manager cannot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

ePerformance Employee Guide

Oracle ePerformance interface showing the 'Self-Evaluation - Update and Complete' process. The interface includes a sidebar with 'Steps and Tasks' (Complete Self Evaluation, Update and Complete, Review Manager Evaluation), a main header with 'Annual Review-July/June' and 'Self-Evaluation - Update and Complete', and a main content area with 'Employee Data', 'Section 1 - Accomplishments', and a text area for 'Employee Comments'. The 'Update and Complete' step is highlighted in the sidebar. The 'Employee Data' section shows fields for Empl ID, Department, Job Title, Document Type, Template, Status, Manager, Period, Document ID, and Due Date. The 'Section 1 - Accomplishments' section has a description and a text area for comments. The 'Employee Comments' section has a text area and a toolbar with formatting options.

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 in order to view the document.



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

ePerformance Employee Guide

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 final 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 comments in real time whenever you hit 'Save'.

Oracle ePerformance interface showing the 'Employee Comments' section of 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 '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 reviewer will request that you acknowledge the review. You will receive an e-mail notification of this request. Use the URL 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: [REDACTED]

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.

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

ePerformance Employee Guide

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

ORACLE® All ▾ Search >> Advanced Search

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 Home

ORACLE® All ▾ Search >> Advanced Search

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.