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PeopleSoft HR 9.1 PeopleBook: Manage Employee Reviews

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PeopleSoft HR 9.1 PeopleBook: Manage Employee Reviews
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Contents

PeopleSoft HR Manage Employee Reviews Preface

This preface discusses:

- PeopleSoft Products.

- PeopleSoft HCM Application Fundamentals.

- PeopleBook structure.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft HR 9.1: Manage Employee Reviews.

PeopleSoft HCM Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft HCM 9.1: Application Fundamentals PeopleBook.* Each PeopleSoft application has its own version of this documentation.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "PeopleSoft HCM Application Fundamentals Preface"

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.

- How to send PeopleSoft documentation comments and suggestions to Oracle.

- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

- Understanding PeopleBook structure.

- Typographical conventions and visual cues used in PeopleBooks.

- ISO country codes and currency codes.

- PeopleBooks that are common across multiple applications.

- Common elements used in PeopleBooks.

- Navigating the PeopleBooks interface and searching the PeopleSoft online library.

- Displaying and printing screen shots and graphics in PeopleBooks.

- How to manage the locally installed PeopleSoft online library, including web site folders.

- Understanding documentation integration and how to integrate customized documentation into the library.

- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

Chapter 1

Getting Started with Manage Employee Reviews

This chapter provides an overview of Manage Employee Reviews business process and discusses:

- Manage Employee Reviews business processes.

- Manage Employee Reviews business process integrations.

- Manage Employee Reviews business process implementation tasks.

Manage Employee Reviews Business Process Overview

Manage Employee Reviews is a business process in PeopleSoft Human Resources (HR) and is a competency-based assessment tool with the ability to track individuals' goals and assess goals attainment. The primary purpose of the Manage Employee Reviews business process is to drive competency-based training, but it can also be used to drive competency-based rewards and compensation.

The Manage Employee Reviews business process comprises the following main phases of operation:

- Setting up supporting tables.

- Creating employee review documents.

- Managing employee review documents.

Setting Up the Supporting Tables

The following is a list of the basic setup tasks administrators complete before managers can create employee review documents:

1. Define rating models.

2. Define content items or competencies.

3. (Optional) (JPN) Define Japan review IDs.

4. Clone the Basic Employee Review Template, and update the new employee review template.

Creating Employee Review Documents

Managers can use these methods to create employee reviews:

- Create employee review documents for direct reports.

- Create employee review documents by group.

Note. The employee self appraisal document is created when the employee selects the Start hyperlink next to the Review Self Evaluation step on the Document Details page.

See Chapter 3, "Managing Employee Reviews," Creating Employee Review Documents, page 21.

Managing Employee Review Documents

Managers, employees, and administrators perform these tasks to manage the employee review process:

- Managers update competencies and goals in the employee review document.

- The employee can update the competencies and goals contained in their self-evaluation document, and rate their own performance.

- The manager records an evaluation of the employee against the goals and competencies contained in the review document.

- The manager or an administrator can transfer the employee review document to another manager.

- Administrators can print reports that list late or missing employee reviews.

- The manager or an administrator can cancel an incorrectly created employee review document.

See Chapter 3, "Managing Employee Reviews," Completing Employee Review Documents, page 28.

Manage Employee Reviews Business Processes

Manage Employee Reviews business process in PeopleSoft HR enables you to:

- Create employee review documents.

- Update and review goals and competencies associated with an employee review.

- Complete the employee review.

- Transfer employee review documents to another manager.

- Monitor late and missing employee review documents.

- Cancel an incorrectly created employee review document.

We discuss these business processes in the business process chapters in this PeopleBook.

Manage Employee Reviews Integrations

Manage Employee Reviews business process integrates with these PeopleSoft applications:

- PeopleSoft Profile Manager.

- PeopleSoft HR: Plan Salaries.

We discuss integration considerations in the implementation chapters in this PeopleBook.

Manage Employee Reviews Business Process Implementation

Use the Excel to Component Interface utility in Profile Management with the Competencies component interface to populate the business process tables. This component interface helps you to load competencies into the Content Catalog used by Manage Employee Reviews business process.

See *PeopleSoft HR 9.1 PeopleBook: Manage Profiles*, "Getting Started with Manage Profiles," Manage Profiles Implementation.

This table lists the Employee Review component that has a component interface:

Component	Component Interface	References
EP_APPR_MAIN	CI_EP_APPR_MAIN	See Chapter 3, "Managing Employee Reviews," Completing Employee Review Documents, page 28.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft HCM 9.1: Application Fundamentals PeopleBook,* with information about where to find the most current version of each.

Important! The order in which you set up the tables that are required to implement Manage Employee Reviews business process may vary. The order may depend on the features that you want to use and whether you are implementing more than one PeopleSoft application. The information provided in this chapter offers a high-level overview of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.

See Also

PeopleTools 8.52: Component Interfaces PeopleBook

PeopleTools 8.52: Setup Manager PeopleBook

Chapter 2

Setting Up Employee Reviews

This chapter discusses how to:

- Assign roles and permission lists.

- (USF) Update the PERF-USF document type.

- (JPN) Create review identifiers.

- Create templates.

- (USF) Work with job profiles.

Assigning Roles and Permission Lists

This section lists roles and permission lists that are available to federal customers.

The following tables list the roles and associated permission lists that you can assign to users that allow them to use the employee review functionality.

- Employee Review Manager and Employee Review Employee roles enable the use of the self-service features.

- Employee Review Setup (USF) and Employee Review Administrator (USF) are roles that are specific to federal functionality.

Roles

Role	Permissions
Employee Review Setup (USF)	HCCPHR2070, HCCPHR2080
Employee Review Administrator (USF)	HCCPHR2060, HCCPHR2090, HCCPHR3250
Employee Review Manager	HCCPSS2145
Employee Review Employee	HCCPSS1340

Permission Lists

Permission List	Description
HCCPHR2060	Employee Review - Admin
HCCPHR2070	Employee Review - Setup
HCCHR2080	Employee Review - Setup USF
HCCPHR2090	Employee Review - Admin USF
HCCPHR3250	Employee Review - Reporting
HCCPSS2145	Employee Review - MGR
HCCPSS1340	Employee Review - EE

(USF) Updating the PERF-USF Document Type

To update the PERF-USF document type, use the Update Document Type (USF) (EP_REVIEW_TYPE_TBL) component.

This section provides an overview of the PERF-USF document type and discusses how to update the PERF-USF document type.

Understanding the PERF-USF Document Type

The system delivers a federal document type called PERF-USF that tells the system where to look for the template when it generates performance documents for federal employees. By default, the system prompts managers to select the template when they create the review documents.

If you prefer to have the system determine which template to use by checking the job profile that is associated to the employee's job data specify this on the Document Type page by adding a new effective-dated row to the table.

The system-delivered definition for the PERF-USF document type is dated 01/01/1900. According to this definition, the template sources is user-specified, meaning that managers must select the template to use when they create the performance review documents.

You can modify the definition for the PERF-USF document type by inserting a new effective-dated row. You can then instruct the system to look at the job profile that is associated with the employee's job data (job code, job family, position, salary grade, department, location or business unit) to determine which template to use.

Note. A second document type, PIP-USF, is provided for performance improvement plans. This document type is associated with the delivered PIP-USF template. You cannot modify or view the PIP-USF document type.

Page Used to Update the PERF-USF Document Types

Page Name	Definition Name	Navigation	Usage
Update Document Type (USF)	EP_REVIEW_TYPE_USF	Set Up HRMS, Product Related, Workforce Development, Employee Review, Update Document Type (USF), Update Document Type (USF)	Update the PERF-USF document type.

Updating the PERF-USF Document Type

Access the Update Document Type (USF) page (Set Up HRMS, Product Related, Workforce Development, Employee Review, Update Document Type (USF), Update Document Type (USF)).

Update Document Type (USF) page

Document Type   PERF-USF is the delivered document type for federal employee reviews. You cannot create or modify other document types.

Template Source   Identify where the system should look for the template when it generates employee review documents for federal employees.

To have the system make all templates available for selection when a performance document is generated, select *User Specified.*

See Chapter 2, "Setting Up Employee Reviews," (USF) Working with Profiles, page 18.

Profile Type	Select the profile type to use to determine the template when you create documents. The system finds the template associated with the profile based on the employee's job data.
Default Template	This field is available if you select one of the Profile Management option in the Template Source field. Select the template to use to generate performance documents for this document type when no template is associated with the profile.

(JPN) Creating Review Identifiers

To create review identifiers, use the Define Review JPN (REV_DEF_TBL_JPN) component.

This section provides an overview of review identifiers (IDs) and discusses how to define review identifiers.

Understanding Review Identifiers

Review IDs associate document types with setIDs. In some organizations, the document types and the performance periods that one business unit uses can differ from those in another business unit. You also define whether the performance results are considered by the Grade Advance Candidate JPN and by any of the salary increase processes of the Plan Salaries business process for Japan.

When you create a document template, you can designate that the documents generated from the template are used for official reviews. This is required if you want to use the Manage Base Compensation and Budgeting business process. Pages in this business process locate employee review results by locating the document ID that is linked to the template that was used to create the employee review document.

See Also

PeopleSoft ePerformance 9.1 PeopleBook, "Setting Up Document Templates," Defining General Template Information

Page Used to Create Review Identifiers

Page Name	*Definition Name*	*Navigation*	*Usage*
Define Review JPN	REV_DEF_TBL_JPN	Set Up HRMS, Product Related, ePerformance, Define Review JPN, Define Review JPN	Define review identifiers.

Defining Review Identifiers

Access the Define Review JPN page (Set Up HRMS, Product Related, ePerformance, Define Review JPN, Define Review JPN).

Define Review JPN page

Period Begin Date and **Period End Date**	Enter the first and last dates of the performance period. This information is informational only.
	See *PeopleSoft ePerformance 9.1 PeopleBook*, "Setting Up Document Templates," Defining General Template Information.
Document Type	Select the document type that is valid for the selected setID.
Include in Grade Advance	Select this check box to include this review when you run the JPN Grade Advance Candidate (PER062JP) SQR report.
	To run the JPN Grade Advance Candidate report, you define the criteria employees must meet before they are eligible for a grade advancement, including the number of eligibility points they must earn on evaluations. For example, you can have the system take an average or weighted average of the eligibility points for the employee's last three evaluations. When you run the Grade Advance Candidate process, the system looks at the number of eligibility points the employee earned on this and other designated or applicable evaluations. If the eligibility points meet the required threshold, the employee is eligible for a grade advancement.
	This field works with the eligibility points that are defined for the rating model that the system references when calculating the performance results (the Overall Summary section of the document).

See Also

PeopleSoft HR 9.1 PeopleBook: Manage Base Compensation and Budgeting, "Administering Salary Plans, Grades, and Steps," (JPN) Setting Grade Advance Criteria

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Creating Templates

To create template, use the Clone Review Template (EP_CLONE_TMPL) and the Define Empl Review Template (EP_TMPL_BASIC) components.

This section provides an overview of employee review templates, performance ratings, and discusses how to:

- Clone templates.

- Define BASIC template information.

- Define template structure and content.

Understanding BASIC Templates

Templates are the foundation for employee review documents. PeopleSoft provides a BASIC template. The BASIC template has sections linked to it that are used to define the structure of an employee review document. These sections are:

- Competency

- Goals

- Overall Summary

The BASIC template cannot be modified. To create a template to match your organizations need, you must clone the basic template and then modify the newly created template. New templates can contain one or more of the linked sections.

Competency

The Competency section enables users to evaluate an employee's performance for specific items. Items can be added manually or from the Content Catalog.

Goals

The Goals section enables users to add employee goals to the review document. Goals are not assigned to the template, but are added to the review document after it is created.

Overall Summary

The Overall Summary section identifies the employee's overall performance ratings. The system converts the ratings from the Competency sections into an overall summary rating.

(USF) Understanding Templates

Employee review templates are the foundation for employee review documents. PeopleSoft provides two templates:

- Performance Plan (PERF-USF).

- Performance Improvement Plan (PIP-USF).

These templates cannot be modified. To create a template to match your organizations need, you must clone the template and then modify the newly created template.

Performance Plan Template (PERF-USF)

This template is designed for employee performance reviews. It contains four sections:

- Performance Elements

  The Performance Elements section enables you enter free-form performance criteria against which you want to evaluate the employee's performance.

- Goals

  The Goals section enables users to add employee goals to the review document. Goals are not assigned to the template, but are added to the review document after it is created.

- Overall Summary

  The Overall Summary section identifies the employee's overall performance ratings. The system converts the ratings from the Competency sections into an overall summary rating.

- Signature

  When the document is printed, this section provides an area for employee and manager signatures.

Performance Improvement Plan (PIP-USF)

This template is designed to address issues that have adversely impacted the employee's performance review. It contains two sections:

- Performance Improvement Plan.

  This section is used to assess performance improvements and assign a status.

- Signature Section.

  When the document is printed, this section provides an area for employee and manager signatures.

Understanding Performance Ratings

Two sections enable you to assign ratings that measure the employee's performance. These sections use rating models and calculation methods to determine the employee's rating.

These sections are:

- Competency

- Overall Summary

Note. This topic does not apply to the USF Employee Review process. It supports only the average calculation rating.

Competency

The competency section enables you to select from two calculation methods:

- Average

  This calculation method uses the numeric ratings that corresponds to the qualitative ratings (defined on the rating model) to calculate a weighted average, if weightings exist; otherwise, it calculates a straight average. It then converts this average back to a qualitative rating, again using the rating model.

  To use this calculation method, rating models that are associated with the competencies section and its individual competencies must have defined numeric ratings.

  Note. Weights are used when the calculation method is *Average.* Weighting a competency enables you to place more or less significance on a particular competency relative to the other competencies in the review.

- Summation

  This calculation method converts qualitative ratings to review points (defined in the rating model), calculates the total review points, and refers to the point range that is defined on the competency section's rating model to convert this total into the corresponding review rating for the competency section. Weightings are ignored.

  To use this calculation method, rating models that are associated with the competencies and the competency section and must define review points. The rating model for the competency section must also define point ranges in the From Points and To Points fields.

Note. PeopleSoft recommends using the Average method over the Summation method. Its easier to understand, set up, and maintain, and you can achieve the same results by using weighted averages.

Overall Summary

The Overall Summary section identifies the employee's overall performance rating. The system converts the rating from the Competencies section into an overall summary rating by using the calculation method and rating model that are specified for the Overall Summary section.

PeopleSoft provides three calculation methods for calculating an overall summary rating:

- Average

  Same as above.

- Summation

    Same as above.

- Review Band

    This calculation method is similar to Summation, and is unique to the Overall Summary section of a review document.

    To use this method, the rating model that is associated with the overall summary section must have Review Band selected and define review points as well as point ranges in the From Points and To Points fields.

    During the calculation process, the system computes the total review points for the Overall Summary section and converts this total into the equivalent review band on the employee review.

Because the Competency and Overall Summary sections can have different calculation methods, the calculation method that you select for the overall rating (the Overall Summary section) determines which calculation method the Competency section can use. This table lists the allowed calculation methods:

Calculation Methods Allowed in Overall Summary Section	*Calculation Methods Allowed in Competency Section*
Average	Average
Summation	Average*, Summation (see note)
Review Band	Average*, Summation (see note)

Steps for Creating Templates

To create templates that can be used to generate performance-related documents, use the following steps:

1. Clone an existing template using the Clone Template Definition page.

    At least one template must be cloned from the BASIC template before you can begin the employee review process. The basic template cannot be modified and is used strictly for cloning purposes.

    PeopleSoft recommends that you limit the number of templates that you create for each document type. This makes it easier for users to select the correct template when they generate review documents, and it simplifies template maintenance.

2. Define general information for the newly created template using the Define Empl Review Template – General page.

Use the general information section to identify the document type for the template. Document types help organize employee review documents. You can use them to narrow the focus when printing late or missing employee review reports or to limit the search criteria when looking up employee reviews. PeopleSoft provides five document types:

- Performance/Salary Evaluation

- Performance Document

- Salary Planning

- (USF) Performance Plan

- (USF) Performance Improvement Plan

Also identify where the documents that are generated from this template are official. If a document is identified as being official, the Salary Planning by Group business process and the Salary Increase Matrix function in PeopleSoft HR Results uses the results. If an employee has more than one official document, these processes use the results of the document with the latest period end date.

For Japan, the review ID is identified and is used by the JPN salary increase processes in Plan Salaries. In some organizations, the types of reviews that are given and the review periods in one business unit may differ from the types of reviews that are given and the review period in another business unit. You use review IDs to identify which document types are valid for a particular setID. You also define whether the performance results are to be considered by the Grade Advance Eligibility feature of the Plan Salaries business process. The Plan Salaries business process recognizes employee review results by the review ID that is linked to the template that is used to create the employee review document.

3. Define the content and structure for the newly created template using the Define Empl Review Template - Structure/Content page.

Select rating models, define performance criteria, weight the items, and indicate if they are critical.

Prerequisites

Before you create templates, set up the rating table.

See *PeopleSoft HR 9.1 PeopleBook: Manage Profiles*, "Setting Up the Content Catalog," Defining Rating Models.

Pages Used to Create Templates

Page Name	Definition Name	Navigation	Usage
Clone Employee Review Template	EP_CLONE_TMPL	Set Up HRMS, Product Related, Workforce Development, Employee Review, Clone Employee Review Template, Clone Employee Review Template	Create a new employee review template.

Page Name	Definition Name	Navigation	Usage
Define Empl Review Template - General	EP_TMPL_BASIC1	Set Up HRMS, Product Related, Workforce Development, Employee Review, Define Empl Review Template, General	Describe and activate an employee review template.
Define Empl Review Template - Structure/Content	EP_TMPL_BASIC2	Set Up HRMS, Product Related, Workforce Development, Employee Review, Define Empl Review Template, Structure/Content	Define the rating model, calculation method, competencies, and goals, and the weight of the competencies for the employee review template.

Cloning Employee Review Templates

Access the Clone Employee Review Template page (Set Up HRMS, Product Related, Workforce Development, Employee Review, Clone Employee Review Template, Clone Employee Review Template).

Clone Employee Review Template page

New Document Type   Select the document type that you want to copy into the new employee review template.

Defining Basic Template Information

Access the Define Empl Review Template - General page (Set Up HRMS, Product Related, Workforce Development, Employee Review, Define Empl Review Template, General).

Define Empl Review Template - General page

Official Review	Select to designate that review documents generated for this document type are official. You can designate any number of templates as official.
	For commercial users, selecting this check box enable the Salary Planning by Group process to retrieve rating and review points for review documents that are created from this template. It also enables the Salary Increase Matrix function to retrieve the rating.
	For federal users, On the PERF-USF template, this check box is selected by default on the PERF-USF template. It also enables salary increases to be tied to employee performance reviews. It also enables the Within-Grade Increase (WGI) process to pick up completed performance reviews.
	If an employee has more than one official review document, these processes use the results of the review document with the latest period end date.
(JPN) Review ID	Select an ID to enable the (JPN) Salary Planning business process by review ID. You define IDs on the JPN Review Definition Table page. The prompt table displays only those review documents that are defined for the selected document type.
(JPN) Include in Grade Advance	Select to indicate whether the selected review ID is eligible for the Grade Advance feature of the Plan Salaries business process. It is set up on the JPN Review Definition Table page.

Defining Template Structure and Content

Access the Define Empl Review Template - Structure/Content page (Set Up HRMS, Product Related, Workforce Development, Employee Review, Define Empl Review Template, Structure/Content).

Define Empl Review Template - Structure/Content page

Sections

Rating Model	Select a value to use to rate an employee's performance or proficiency when calculating the rating for the competencies section across the employee's individual competencies.
	See *PeopleSoft HR 9.1 PeopleBook: Manage Profiles*, "Setting Up the Content Catalog," Defining Content Items.
Calculation Method	Select the method for calculating the section rating. Options are *Summation* and *Average*.
	Note. If this is an Overall Summary section, the calculation method that you select here determines which calculation methods are valid for the other sections.
	See Chapter 2, "Setting Up Employee Reviews," Understanding BASIC Templates, page 10.

Sections

Item ID	This field is available for Competency sections only.
	Select an item or competency by which you want evaluated in every review document created from this template.

Title	For Performance Element sections, enter text that describes the performance criteria you want to evaluate.
	For Competency sections, this field displays the title associated with the item selected in the Item ID field.
Weight	Enter the weight of this competency relative to all other competencies. Use only when *Average* is selected as the calculation method. Leave the field blank if all competencies are to be weighted equally.
(USF) Critical	Select this check box if you want to indicate that this criteria is critical. This is for used for informational purposes only.

Sub-Items

Define any performance criteria or sub-items for the element.

(USF) Working with Profiles

This section provides an overview of working with job profiles.

Understanding How Profiles Work with Manage Employee Review

The employee review process has the capability to use profiles to find the appropriate template associated with an employee's job data. To use profiles in Manage Employee Review:

1. Create a new non-person profile type or use an existing non-person profile type. The profile type must have at least one of the following profile identity options defined: job code, job family, position, salary grade, department, location or business unit.

2. Create the profiles and associate the profiles to the job data.

Creating Job Profiles

To set up a job profile:

1. Create a profile ID and enter a description of the profile.

2. Using the profile identities section select the profile identity option (job code, job family, position, salary grade, department, location or business unit) then select the appropriate identities (such as job code 11000 — Accountant) for the profile.

3. Using the profile association section select the profile association option of performance template then enter the document type (PERF-USF) and the template to be used for this profile

Associate Job Profiles with Employees

When (USF) Employee Review documents are created and Profile Management is selected as the Template Source on the PERF-USF Document Type the system will locate the appropriate template based upon the employee's job data. If Profile Management is selected, the system:

1. Identifies the profile type entered in the Profile Source field on the PERF-USF Document Type.

2. Retrieves the employee job data record.

3. Identifies all Profile IDs associated with the profile type.

4. Identifies all the profile identity options and keys associated with the Profile IDs.

5. Orders those profile identity options according to the sequence defined on the Profile Identity Options — Configuration page.

6. Uses the first profile identity option in the sequenced list and finds the appropriate employee job data.

7. Finds the profile that is associated to the job data.

8. Selects the template associated with the profile based upon the document type that is being used to create the documents. If the system can find a profile that matches the employee data then the system uses the next profile identity option in the sequenced list. If the system is unable to locate a profile associated to the employee job data or a template on the profile, the system will use the default template indicated on the document type to create the document.

*   Job Code Profile

*   Job Family

*   Position Data

*   Salary Grade Table

Chapter 3

Managing Employee Reviews

This chapter provides an overview of the employee review process and discusses how to:

- Create employee review documents.

- Complete employee review documents.

- Complete employee self-evaluation documents.

- Transfer employee review documents.

- Cancel employee review documents.

- View employee review documents.

- Process employee review reports.

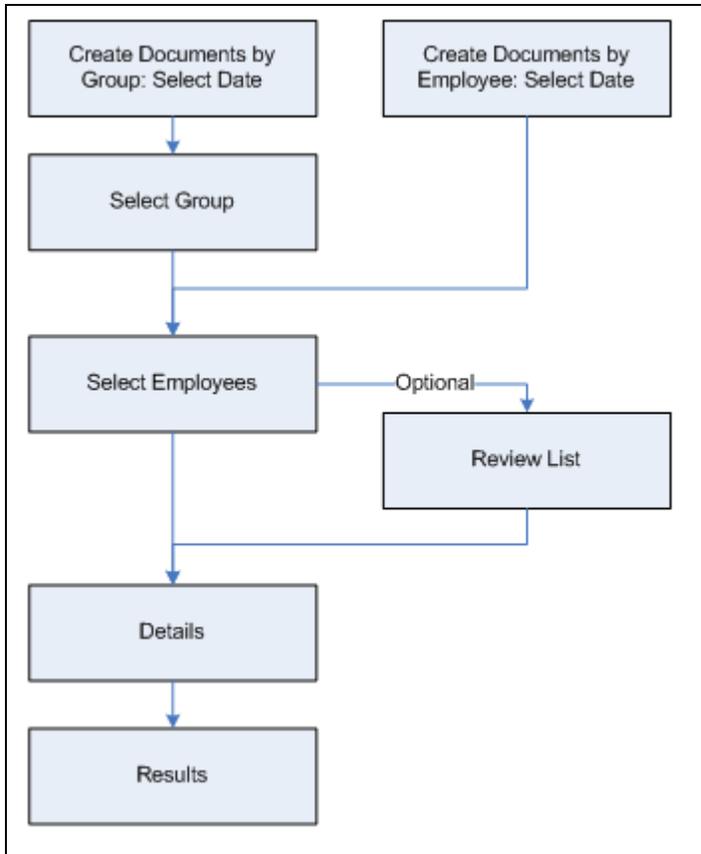## Creating Employee Review Documents

This section discusses how to:

- Select effective dates.

- Select employees.

- Select groups.

- Create employee review documents.

- Review results.

Note. The process for creating employee reviews, whether it is by direct reports or group IDs, is similar. Creating employee reviews by group has one extra step at the beginning. The manager or HR administrator first selects the group ID for which employee reviews are to be created and then continues with the process.

Understanding the Create Employee Review Document Process

Creating employee reviews is a simple process. The manager selects the employees for which they want to create review documents and enters the review period, document type, and template. The system creates the documents based on the selection criteria. Then, the manager and the employees can access the documents to add the ratings and comments.

This diagram outlines the self-service process flow:

Self-service process flow

Pages Used to Create Employee Review Documents

Page Name	Definition Name	Navigation	Usage
Create Performance Documents (select date)	HR_DR_ADDL_INFO	• Manager Self Service, Performance Management, Performance Documents, Create Documents by Group, Create Performance Documents • Manager Self Service, Performance Management, Performance Documents, Create Documents, Create Performance Documents	Enter the effective date.

Page Name	Definition Name	Navigation	Usage
Create Performance Documents (select group)	HR_DR_SELECT_GROUP	Manager Self Service, Performance Management, Performance Documents, Create Documents by Group, Create Performance Documents (select date) Click Continue on the Create Performance Documents (select date) page.	Select a group.
Create Performance Documents (select employees)	HR_DR_SELECT_EMPS	• Manager Self Service, Performance Management, Performance Documents, Create Documents, Create Performance Documents Click the Continue button on the Create Performance Documents (select date) page. • Select a group and then click the Continue button on the Create Performance Documents (select group) page.	Select employees.
Create Performance Documents (review list)	HR_DR_CART	Click the View Selected Employees link on the Create Performance Documents (select employees) page.	View a list of selected employees. To remove an employee, click Remove next to the employees name. To add additional employees, click Return to Previous Page. If you are finished adding employees, click Continue to enter the document details.

Page Name	Definition Name	Navigation	Usage
Create Performance Documents (details)	EP_CREATEAPPR_MGR	• Click the Continue button on the Create Performance Documents (review list) page. • Select at least one employee on the Create Performance Documents (select employees) page, then click the Continue button.	Create employee review documents.
Create Performance Documents - Results	EP_CREATE_RESULTS	Click the Create Documents button on the Create Performance Documents (details) page.	Review results.

Selecting Effective Date

Access the Create Performance Documents (select date) page (Manager Self Service, Performance Management, Performance Documents, Create Documents).

Create Performance Documents (select date) page

Enter the effective date to use to find the groups or the employees that you manage. Click Continue to access the Create Performance Documents (select group) or Create Performance Documents (select employees) page.

Selecting Employee Groups

Access the Create Performance Documents (select group) page (select Manager Self Service, Performance Management, Performance Documents, Create Documents by Group, Create Performance Documents [select date], then click Continue on the Create Performance Documents [select date] page.).

Create Performance Documents
Select a Group to Process

▼ Instructions

Below is a list of groups that you manage. Select the group you want to use for creating new performance documents.

Select *Continue* when finished

Select a Group

Select Group

○	HXPSGRP1	Merit Increase Group
○	HXPSGRP10	PlanSal Group
○	HXPSGRP11	Merit Inc Gp
○	HXPSGRP12	Sal Plan Unoffc
○	HXPSGRP13	PS Unoffc
○	HXPSGRP2	Merit Increase Group
○	K0BUDGET2002	Salary Budget Group 2002
○	K0MERIT2001	Merit Increase 2001
○	KU100	Department 13000
○	KU120	Project Group for KU0007

[Continue]   [Cancel]

Create Performance Documents page

Select the group for which you are creating documents and click the Continue button.

Selecting Employees

Access the Create Performance Documents (select employees) page (click Continue on the Create Performance Documents [select group] page).

Create Performance Documents (select employees) page

Select the employees that you want to use for creating new performance documents. When you are done, click the Continue button.

View Selected Employees   Click this link to access the Create Performance Documents (review list) page where you can review or delete the employees that you selected.

Cancel   Click to return to the Create Performance Document (select date) page.

Creating Employee Review Documents

Access the Create Performance Documents (create) page (click Continue on the Create Performance Documents [select employees] page.

Create Performance Documents (create) page

Document Type	Select the review type you want to associate with this group of employee review documents.
Period	Enter the dates that the review period begins and ends. The review period is the segment of time for which you are reviewing the employee.
Template	Select the template that should be used to generate the review documents.

Note. For (USF) Federal employees, this field is available only when the Template Source field on the Document Type is set to User Specified. If Template is not available, the system uses the Template associated with the Employee's non-person profile.

See *PeopleSoft HR 9.1 PeopleBook: Manage Profiles*, "Managing Profiles."

Create Documents	Click to create review documents for the selected employees and to access the Create Performance Documents - Results page.

Reviewing Results

Access the Create Performance Documents - Results page (click the Create Documents button on the Create Performance Documents (details) page).

Create Performance Documents - Results

Below is a list of employees you selected for Performance Document Creation and the results of the process. Employees with errors will need to be re-run after correcting the source of the error.

The "Current Documents" hyperlink at the bottom of the page can be used to access individual performance documents.

Selected Employees

Employee ID	Name	Template	Successful Creation?	Status
KU0010	Antonio Santos	Performance Review - Average	Yes	Document created successfully
KU0015	Carmichael Espinosa	Performance Review - Average	Yes	Document created successfully

Go To: Create Documents

Current Documents

Create Performance Documents-Results page

Successful Creation?	Displays a *Y* if the system successfully created a document for the employee.
	Displays a *N* if the system did not create a document for the employee and the Statuscolumn displays an error message. You must correct the source of the error and rerun the process.
Create Documents	Click to access the Create Performance Documents (select date) page.
Current Documents	Click to access the Current Performance Documents page to review or select current individual performance documents.

See Also

PeopleSoft ePerformance 9.1 PeopleBook, "Generating Documents," Generating Documents as a Manager

Completing Employee Review Documents

To complete employee reviews, use the Performance Document (EP_APPR_MAIN) component. Use the CI_EP_APPR_MAIN component interface to load data into the tables for this component

This section discusses how to:

• Select performance documents.

• Review performance document details.

- Complete the employee review documents.

Pages Used to Complete Employee Reviews

Page Name	Definition Name	Navigation	Usage
Current Performance Documents	EP_APPR_SELECT	Manager Self Service, Performance Management, Performance Documents, Current Documents, Current Performance Documents	Select the employee review document from which you want to update or view.
Current Performance Documents - Document Details page	EP_APPR_DETAIL	Click the Document Type link on the Current Performance Documents page.	View the performance document details and progress, and select a performance document to start, edit or view.
Maintain Performance Documents page	EP_APPR_MAIN1	Click the Start link on the Current Performance Documents - Document Details page.	You can add or delete goals and competencies, and finalize the employee review document

Selecting Performance Documents

Access the Current Performance Documents page (Manager Self Service, Performance Management, Performance Documents, Current Documents, Current Performance Documents).

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Performance Documents					Customize | Find | 🔲 | 🔳 First ◁ 1-17 of 17 ▷ Last
Employee	Document Type	Begin Date	End Date	Job Title	Status
Adland Chu	Performance Document	01/01/2004	12/31/2004	Clerk-Payroll Sr	In Progress
Adland Chu	Annual Review	01/01/2002	12/31/2002	Clerk-Payroll Sr	In Progress
Allan Martin	Update Profile Management	01/01/2001	12/01/2001	Manager-Project	In Progress
Allan Martin	Update Profile Management	01/01/2000	12/01/2000	Manager-Project	In Progress
Angela McKay	Annual Review	01/01/2002	12/31/2002	Auditor-General	In Progress
Annie Mirzoyan	Integration Document to JPM	01/01/2006	12/31/2006	Analyst-Business	In Progress
Antonio Santos	Performance Review	01/01/2009	05/31/2009	Assistant-Administrative	In Progress
Antonio Santos	Project Review	06/15/2002	12/31/2002	Assistant-Administrative	In Progress
Carmichael Espinosa	Performance Review	01/01/2009	05/31/2009	Consultant-Senior	In Progress
Carmichael Espinosa	Project Review	06/15/2002	12/31/2002	Consultant-Senior	Available for Review
Christelle Stevenson	Performance Document	01/01/2004	12/31/2004	Clerk-Payroll Sr	In Progress
Christelle Stevenson	Annual Review	01/01/2002	12/31/2002	Clerk-Payroll Sr	In Progress
Connie Chung	Annual Review	01/01/2002	12/31/2002	Auditor-General	Available for Review
Cynthia Adams	Update Profile Management	01/01/2001	12/01/2001	Officer-Loan	In Progress
Cynthia Adams	Update Profile Management	01/01/2000	12/01/2000	Officer-Loan	In Progress
Patrick Seto	Performance Document	01/01/2004	12/31/2004	Auditor-General	In Progress
Wendy Kwan	Annual Review	01/01/2002	12/31/2002	Analyst-Financial	In Progress

Current Performance Documents page

Document Type   Click the link in this column to access the Current Performance Documents - Details page.

Reviewing Performance Document Details

Access the Current Performance Documents - Document Details page (click the Document Type link on the Current Performance Documents page).

Current Performance Documents

Document Details

Antonio Santos, Assistant-Administrative
Performance Review: 01/01/2009 - 05/31/2009

Performance Document Details

Employee:	Antonio Santos	Job Title:	Assistant-Administrative
Document Type:	Performance Review	Period:	01/01/2009 - 05/31/2009
Template:	Performance Review - Average	Document ID:	454
Manager:	Betty Locherty	Status:	In Progress

Document Progress

Step		Status	Due Date	Action	Next Action
Complete Manager Evaluation	○	Not Started	05/31/2009		Start

Return to Select Documents

Current Performance Documents - Document Details page

Next Action links   Click these actions to access a step or launch the next available action in a manager or employee evaluation. The values are:

- Start:

  Click to launch the performance document process. The status of the performance document changes from Not Started to In Progress.

- Edit:

  Click to update or change performance document information.

- Complete:

  Click to finalize and complete the performance document. The status of the performance document changes from In Progress to Complete.

- View:

  Click to display performance document information. This link is available when the status of the document is Complete.

Completing the Employee Review Document

Access the Manager Evaluation page.

Manager Evaluation page (1 of 5)

Section 1 - Employee Goals

Expand Items   Collapse Items

Goal 1: Increase customer satisfaction by 10%

Description Increase customer satisfaction by 10% by year end.
Measurement : Based upon customer satisfaction surveys received by the end of Q4.

Rating: [_____] ▼   0.00

Writing Tools

Created By: Template   04/14/2009 3:06PM

Goal 2: Increase Cash Reserves

Description Increase current year cash reserves by 10%.
Measurement : Based upon year end financial results compared to previous year.

Rating: [_____] ▼   0.00

Writing Tools

Created By: Template   04/14/2009 3:06PM

Goals Summary

Rating: 0.00   Override

Manager Evaluation page (2 of 5)

Section 2 - Responsibilities

Expand Items   Collapse Items

Responsibility 1: Prepare Quarterly and Annual Financial Reports

Description Prepare corporate and subsidary financial reports on a quarterly and annual basis.
• Critical: No

Rating: [▼]   0.00

Writing Tools

Created By: Template   04/14/2009 3:06PM

Responsibility 2: Manage Company's Investment Portfolio

Description Oversee the mangement of the Company's internal investment portfolio
• Critical: Yes

Rating: [▼]   0.00

Writing Tools

Created By: Template   04/14/2009 3:06PM

Responsibilities Summary

Rating: 0.00   Override

Manager Evaluation page (3 of 5)

Section 3 - Competencies

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

Expand Items   Collapse Items

Competency 1: Teamwork and cooperation

Description
- Brainstorms and solicits input
- Credits others

Rating: [▼]   0.00 🗎

Created By: Template   04/14/2009 3:06PM

Competency 2: Team leadership

Description
- Sets and communicates high standards for group performance.
- Stands up for the group in relation to the larger organization.

Rating: [▼]   0.00 🗎

Created By: Template   04/14/2009 3:06PM

Competencies Summary

Rating: 0.00 🗎 🖩   Override

Manager Evaluation page (4 of 5)

Manager Evaluation page (5 of 5)

Note. The section order and numbering on the Manager Evaluation page changes depending on whether the page is accessed via the Start link or another action link, such as Edit or Submit.

Section 1 - Competencies

Rating	Select a qualitative rating for this competency from the list of available options. The values appearing in the list come from the rating model associated with this competency on the Competency table.
Weight	Enter a weight here to assign different relative weights to competencies. Enter the weight as a percentage, for example enter 40 to indicate that this competency accounts for 40% of the summary rating across all competencies. If used, all weights must add up to 100.
Comments	Enter comments regarding the employee's proficiency level, in support of the rating you've assigned.
Add Competency	Click to add a new competency to the evaluation.
Delete Competency	Click to remove an exiting competency.

	Click the Calculate Rating button to have the system calculate the ratings for each section, using the calculation method and rating model defined on the template that generated this review document.
Competencies Summary	Click the Calculate Rating button to have the system calculate the rating for the Competencies section, or select an override rating.

Section 2 - Employee Goals

Add Goal	Click to add a new goal to the evaluation.
Delete Goal	Click to remove an existing goal.
Edit Details	Click to edit specific details of the employee goal.

Section 3 - Overall Summary

Calculate All Ratings	Click to calculate the Competencies and Overall Summary section ratings. Ratings are not calculated for sections or summaries that have been overridden.
Cancel Evaluation	Click to terminate and discard the entire employee evaluation.
Save	Click to save work already in progress for later editing. The system calculates all ratings contained in the review prior to saving the review.
Complete	Click this button to change the status of the employee document from In Progress to Complete.
Cancel	Click to return to the Document Details page without saving.

(USF) Completing Employee Review Evaluations

Access the Manager Evaluation page.

Performance Document - Performance Document

Manager Evaluation

Christelle Stevenson, Clerk-Payroll Sr
Performance Document: 01/01/2004 - 12/31/2004

Author:	Betty Locherty	**Role:**	Manager
Status:	In Progress	**Due Date:**	03/01/2005
Approval:	Not Required		

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

| Save | Available for Review | 🖨 ✉ 📊   Return to Document Detail |

| Expand All | Collapse All | Expand Sections |

Manager Evaluation page (1 of 5)

▽ **Section 1 - Employee Goals**

Expand Items   Collapse Items

▼ Goal 1: Reduce Customer Waiting

Description Reduce the timeframe a customer must wait to receive a resolution to
their problem, to an average of 1 hour per customer.
Measurement : Will be measured quarterly via online customer surveys. A minimum
total of 100 surveys must be completed in order for the average to be calculated.
 • Due Date : 12/31/2004
 • Status: In Progress
 • Percent Complete: 100

Average Rating: Meets Expectations   2.75

Rating: [▼]   0.00

Comments:
Writing Tools

▷ Goal 2: Reduce Customer Complaints by 5%

Manager Evaluation page (2 of 5)

Manager Evaluation page (3 of 5)

Manager Evaluation page (4 of 5)

Manager Evaluation page (5 of 5)

Note. When you click Calculate All Ratings,Save, or Complete, the system displays a warning if the numeric rating in the Overall Summary section is 0.6 higher or lower than the numeric element ratings.

Completing Employee Self-Evaluation Documents

This section lists the pages used to complete employee self-evaluation documents.

The process that employees follow to complete their self-evaluation documents is similar to the process managers follow to complete their evaluation of their direct reports.

Pages Used to Complete Employee Self-Evaluation Documents

Page Name	Definition Name	Navigation	Usage
Current Performance Documents	EPP_APPR_SELECT	• Self Service, Performance Management, My Performance Documents, Current Documents, Current Performance Documents • Self Service, Performance Management, My Development Documents, Current Documents, Current Performance Documents	Select the document that you want to work on.
Current Performance Documents - Document Details	EP_APPR_DETAIL	Click the link in the Document Type column on the Current Performance Documents page.	View the performance document details and progress, and select the employee self-evaluation to start, edit, complete or view.
Performance Document - [name] - Employee Evaluation	EP_APPR_MAIN1	Click theEdit link on the Current Performance Documents - Document Details page.	Add or update competencies and goals to the employee self-evaluation.

(USF) Recording Reviewer Comments

This section discusses how to enter reviewer comments.

Understanding Reviewer Comments

Managers can add comments about an employee's performance that are received from the employee's peers, subordinates, customers, or other reviewers.

Pages Used to Record Reviewer Comments

Page Name	Definition Name	Navigation	Usage
Maintain Reviewer Comments - USF	EP_APPR_SELECT	Workforce Development, Performance Management, Performance Documents, Administrative Tasks, Maintain Reviewer Comments USF, Maintain Reviewer Comments - USF	Select the employee review document to which you want to add comments.
Reviewer Comments USF	GVT_EP_COMMENTS	Click the employee name link on the Maintain Reviewer Comments - USF page.	Enter comments about an employee's performance from multiple reviewers.

Entering Reviewer Comments

Access the Reviewer Comments USF page (Workforce Development, Performance Management, Performance Documents, Administrative Tasks, Maintain Reviewer Comments USF, Maintain Reviewer Comments - USF).

Reviewer Comments

Reviewer ID   Select or enter the identification number of the reviewer.

Reviewer Role   Select the role that best describes the relationship between the reviewer and the employee being reviewed.

Transferring Employee Review Documents

This section lists the pages used to transfer an employee review document to another manager.

Pages Used to Transfer Employee Review Document

Page Name	Definition Name	Navigation	Usage
Transfer Document	EP_APPR_SELECT	• Manager Self Service, Performance Management, Performance Documents, Administrative Tasks, Transfer Document, Transfer Document • Manager Self Service, Performance Management, Development Documents, Administrative Tasks, Transfer Document, Transfer Document • Workforce Development, Performance Management, Performance Documents, Administrative Tasks, Transfer Document, Transfer Document • Workforce Development, Performance Management, Development Documents, Administrative Tasks, Transfer Document, Transfer Document	Select documents for transfer from one manager to another.
Confirm Transfer	EP_APPR_XFER	Select one or more documents and click the Continue button on the Transfer Document page.	Confirm the transfer of documents between managers.

Cancelling Employee Review Documents

This section lists the pages used to cancel employees' review documents.

Understanding Cancelling Employee Review Documents

Managers and Employee Review Administrators (Employee Review Admin USF) can cancel an employee review document. Managers can only cancel documents with a status of In Progress. Employee Review Administrators can cancel any document that is not already cancelled. After you cancel a document, it becomes inactive. Canceling a document does not remove it from the system — it only marks it as cancelled and the document appears in the Historical Documents page instead of Current Documents. If a document is cancelled the system removes the competency evaluations that were sent to the Person's Profile in Profile Management when the document was originally completed

Pages Used to Cancel Employee Review Documents

Page Name	Definition Name	Navigation	Usage
Cancel Document	EP_APPR_SELECT	• Manager Self Service, Performance Management, Performance Documents, Administrative Tasks, Cancel Document, Cancel Document • Manager Self Service, Performance Management, Development Documents, Administrative Tasks, Cancel Document, Cancel Document • Workforce Development, Performance Management, Performance Documents, Administrative Tasks, Cancel Document, Cancel Document • Workforce Development, Performance Management, Development Documents, Administrative Tasks, Cancel Document, Cancel Document	Cancel employee review documents.

Page Name	Definition Name	Navigation	Usage
Cancel Document – Confirm Cancellation	EP_APPR_CANCEL	Select one or more documents and click the Continue button on the Cancel Document page.	Confirm the cancellation of employee review documents.

Viewing Employee Review Documents

This section lists the pages used view employees' review document.

Pages Used to View Employee Review Document

Page Name	Definition Name	Navigation	Usage
View Performance Documents	EP_APPR_SELECT	• Manager Self-Service, Performance Management, Performance Documents, View-Only Documents, View–Only Documents Click Continue on the View-Only Documents (select date) page and then select an employee and click Continue on the View-Only Documents (select employees) page. • Workforce Development, Performance Management, Performance Documents, View Documents, View Performance Documents	View documents.

Processing Employee Review Reports

This section discusses how to:

• Run the late employee review report.

• Run the missing employee review report.

Pages Used to Process Employee Review Reports

Page Name	Definition Name	Navigation	Usage
Late Documents	RUNCTL_EP_RPT	Workforce Development, Performance Management, Reports, Late Documents Report, Late Documents	Generate a list of late review documents, by document type, for a group of employees. The system considers a review document to be late if the review's due date (review period end date) is less than, or equal to the current date.
Missing Documents	RUNCTL_EP_RPT	Workforce Development, Performance Management, Reports, Missing Documents Report, Missing Documents	Generate a list of missing employee review documents for a group of employees (group ID) and a given document type and date range. If an active employee has no review document with review period begin/end dates that would cause any part of the review period to fall within the date parameters specified for the report.

Running the Late Documents Report

Access the Late Documents page (Workforce Development, Performance Management, Reports, Late Documents Report, Late Documents).

Late Documents page

Language   Select the language in which you want to generate the report.

Group ID	Enter the group ID of the employees for whom you want to generate the report.
Group As Of Date	Select the as of date. The report generates a list of late documents for employees belonging to the group that is defined in the Group ID field as of the date specified.
Document Type	Select a document type, such as quarterly, annual, or project review. You define document types on the Document Types page.

Running the Missing Documents Report

Access the Missing Documents page (Workforce Development, Performance Management, Reports, Missing Documents Report, Missing Documents)

Missing Documents page

Group ID	Identify the group of employees to include in the report.
Group As Of Date	Enter a group as of date.
	The report generates a list of missing documents for employees belonging to the group that is defined in the Group ID field as of the date specified.
Document Type	Select a document type, such as quarterly, annual, or yearly. You define document types on the Document Types page.

Period Basis	The period basis determines which of the dates on the manager evaluation the system uses when selecting missing documents to publish in the report. Options are:

- Period Begin Date

  Select this option to look for employees who do not have a document of the specified type with a period begin date falling within the range that you entered in the From Date and To Date fields.

- Period End Date

  Select this option to look for employees who do not have a document of the specified type with a period end date falling within the range entered in the From Date and To Date fields.

- Period Due Date

  Select this option to look for employees who do not have a document of the specified type with a due date falling within the range entered in the From Date and To Date fields.

From and **To Date**	The from and to dates establish a date range that the system uses in conjunction with the period basis to select documents to include in the report. For example, if you define a from and to date range of January 1, 2001 to December 31, 2001, and the period basis is *Period End Date,* the report only selects documents whose period end date falls between those dates.

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