

Start Performance Review for a Worker

Use the procedure below to record enter the end-of-cycle or mid cycle Performance Evaluation Plan (PEP) rating for an employee for the fiscal year. Employees hired between January and June are due for an Annual PEP and employees hired between July and December are due for a Mid Cycle PEP.

No employee or manager acknowledgment is required in the system after the rating is entered; however, each employee can review their PEP rating on the **Performance** tab of their Worker Profile. Supporting documents for the employee's rating can be uploaded, if needed.

IMPORTANT REMINDERS:

- Employees who work even one day during the rating period must receive a PEP.
- Supervisors may leave ratings blank for tasks the employee did not complete due to extended
 absences
- absences.
- · · Supervisors should explain in the comments section that the employee was absent for an
- extended period during the rating cycle, how long the employee actually worked, and why certain
- ratings are left blank.
- The rating period for the End-of-Cycle rating is the entire 12 months and the Absent Entire Rating

Period should only be used if the employee is absent the entire rating period.

Examples are provided below:

- An employee is due a Mid-Cycle PEP, but has been absent the entire rating period to that point. Absent Entire Rating Period is appropriate for this scenario.
- An employee is due an End-of-Cycle PEP. The employee was absent the past 6 months, but reported to work at least some of the time during the prior 6 months. The employee should receive a PEP rating.
- The employee is due an End-of-Cycle PEP, but was absent and did no work the entire 12 months of the rating period. Absent Entire Rating Period is appropriate for this scenario

Procedure:

1. Search for the employee.

HINT: Type the employee's name or employee ID ("W" number) in the search field and hit enter or search for the employee's supervisory organization and click the **Members** tab.

2. Click the Related Actions and Preview icon (Actions) next to the employee's name.

Employee Uno (W1088673) HRIS Analyst Prgm Expert DBM			[[[Location Baltimore - 301 W. Presto	n St
		Actions			
		Organization	>		- OUT W. PIESIUII OL
		Payment	>	Get Feedback on Worker View Feedback	nth(s), 9 day(s)
	_	Payroll	>	View Feedback by Request	
86	Summa	Payroll Interface	>	View Chills and Exercises	
ē	Job	Personal Data	>	Start Performance Review	
	Contac	Provisioning Groups	>	View Employee Reviews	
ප	Person	Talent	•<	Start Performance Improvement Plan	
55	Compe	Time and Leave	>		
		Workday Account	>		
Ø	Benefit	Worker History	>		

3. In the menu, hover over the Talent hyperlink and then click Start Performance Review.



Start Performance Review for Employee

Start	Performance	Review	for	Employ	vee

Employee	*	Employee Uno (W1234567)	≣
Review Template	*		≔
Period Start Date	*	MM/DD/YYYY	
Period End Date	*	MM/DD/YYYY	
enter yo	ur	comment	

4. Type or use the prompt to select the appropriate review template (i.e., the Annual (End) or Mid Cycle PEP for the employee based on the employee's hire date).



Information: The **Period Start Date** and **Period End Date** fields populate from the template selected.

- 5. If needed, enter a comment in the field.
- 6. Click the **Submit** Submit button.

Tip: If you do not want to submit the request at this point, you can also
Click Cancel to cancel the process and start at another time.

Start Performance Review for Employee

Start Perforn	ance Review Confirmation
Up Next: Date 05/20/2022 View Details	Complete Manager Evaluation Due





Information: The next step in the process is the Complete Manager Evaluation.

Complete Manager Evaluation

Go to Guided Editor A simple step-by-step guide	Go to Summary Editor Edit everything on one page

Coto Cuidad Editor

8. Click the Go to Guided Editor button.	
Complete Manager Evaluation Manager Evaluation: FY 2022 Mid Cycle PEP (June 2022):	PDF
Review Period 01/01/2022-06/30/2022	
Mid Cycle Manager Evaluation Rating 0	
Next	

- 9. Click the Edit icon to add the employee PEP rating.
- 10. Type the employee rating
 - Rating (from 1-3) that appears on the form from the manager in the Rating field for employees who work even one day during the rating period.
 - Rating 0.1 for employees who have been absent the entire rating period (it will display Absent Entire Rating Period)



Complete Manager Evaluation

	Complete Manager Evaluation	Manager Evaluation	on: FY 2022 Mid Cycle PEP (June 2022):	[]		
	Review Period 01/01/2022 - 06/30/2022					
	_	Mid Cycle				
	Mid Cycle Summary		Manager Evaluation		1	
			Rating 3			
	Not					
11. Click the Nex	Next button.		1			

Complete Manager Evaluation	Manager Evaluation: FY 2022 Mid Cycle PEP (June 2022):
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Review Period 01/01/2022 - 06/30/2022			
	Mid Cycle		Guide Me
	Manager Evaluation		1
	Rating 3		
enter your comment			
Process History Complete Manager Evaluation for Performance Review- Awaiting Action		Due 05/20/2022	
Save for Later Close			

12. Enter a comment in the Comment field, if applicable.

13. Click the **Submit**

Success! Event submitted	×
Up Next: Review Documents Due 1 05/19/2024 <u>View Details</u>	Jate
Review Documents	

button.



Review Documents Review Documents for Manager Evaluation: FY 2024 Mid Cycle PEP (December 2023):

Documents	
Document Link Performance Review	
	Drop file here or Select files
Comment	

mit	Save for Later	(Cancel	\supset

15. Upload appropriate documents by click the "Select File" button or dragging an item from your computer to the "*Drop file here*" section (in grey).

16. When finish hit t	he submit	Submit	button.		
					×
	You have submitted				
	View Details				

17. The System Task is complete.