PEP 2nd Level Approver Instructions

To manage the PEP process in your area(s) of responsibility, there are simple tools that give you visibility into the process and status of documents.

Go to <u>MyHR.FIU.edu</u> and login using your My Accounts credentials.



You can access performance documents that have been submitted for your approval at any time by going through the <u>Pending Approvals</u> tile in your Manager profile.

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FIU ePerformance	FIU ePerformance	36230 07/01/2022 To 06/30/2023	Routed 06/27/2023
			Last Modified June 15, 2023

Pending Approvals	FIU ePerformance	<u></u> ବ ∨ ≡
Program Coordinator		Approve Deny
Performance Summary		0
Document Type Assessment and Planning	Manager	D
Period Begin Date 07/01/22	Period End Date 06/30/23	
Rating 3 - Fully Meets		
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Approver Comments		
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Note: If you deny a document, it is returned to your direct report for them to make updates and resubmit for approval.

Monitor status of PEP documents in your reporting structure

You can view any employee or manager document in your reporting structure throughout the process.

Access your View-Only documents by going to the Team Performance tile.







Click on View Only Documents. A list with all your direct reports will populate. Select the manager whose employee's PEP you would like to view, by clicking on Directs.

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	Sr Director Human Resources	Department Payroll	Type Employee		

Select the employee whose PEP you would like to view.

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Select the current document.

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Transfer Documents	View-Only Documents							
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	Name / Job Title	Document Type	Document Status	Period Begin / Period End	Manager	Rating		
	Employee 1 HR Customer Senice Asst	Assessment and Planning	Evaluation in Progress	07/01/2022 06/30/2023	Jacqueline Diaz			>
	Employee 1 Office Specialist	Assessment and Planning	Completed	07/01/2021 06/30/2022	Jacqueline Diaz	3 - Fully Meet:	s	>

Note: Prior year evaluations may appear. Be certain to select the most recent Assessment and Planning Document.

The status of the Manager Evaluation will be visible at the top of the document.

Cocument Selection	Performance Document		😭 Q 🗸 I
	Acknowledged The Sunblazer © Program Coordinator + 1 Jul 2022 + 30 Jun 2023 × Review Date 06/15/2023 Related Content ©	I	
	Step 1 of 1 Evaluation	E	
	▼ Past Year's Goals & Achievements	1	
	Support Launch of Career Ready Orientation	P :	
	Assist in Student PEP Rollout 4 - Consistently Exceeds		
	Support Student Employment Streamlining S - Far Exceeds	P :	
	Complete "Next is Now" Professional Development Goal 5 - Far Exceeds	P :	
	Accomplishment 4 - Consistently Exceeds	P :	
	Professional Development 3 - Fully Meets	p :	
			Last Modified June 15

View Evaluation Content (Email Notification)

You will receive an email like the one below, after a supervising direct report has submitted an evaluation for you to view. This is your opportunity to review ratings and comments before they are shared with the employee.



(Please do not respond to this automatic notification.)

Press the Click Here link in the email, login using your My Accounts credentials and you will be taken directly to View-Only Documents. Once there you will complete the same actions as in Step 1 to get to the Document.

Step 3: Discussion with Direct Report

Have a discussion with your direct report regarding the Assessment and Planning document's completeness, quality, and alignment of next year's goals. Provide feedback.

Step 4: Approve or Deny Documents

You will receive a second email like the one below after a supervising direct report has submitted an evaluation of an employee for you to view to Approve or Deny.



If you have any further questions or feedback please contact the Department of Talent Acquisition and Management at tam@fiu.edu or 305-348-3206.

Last Modified June 15, 2023