

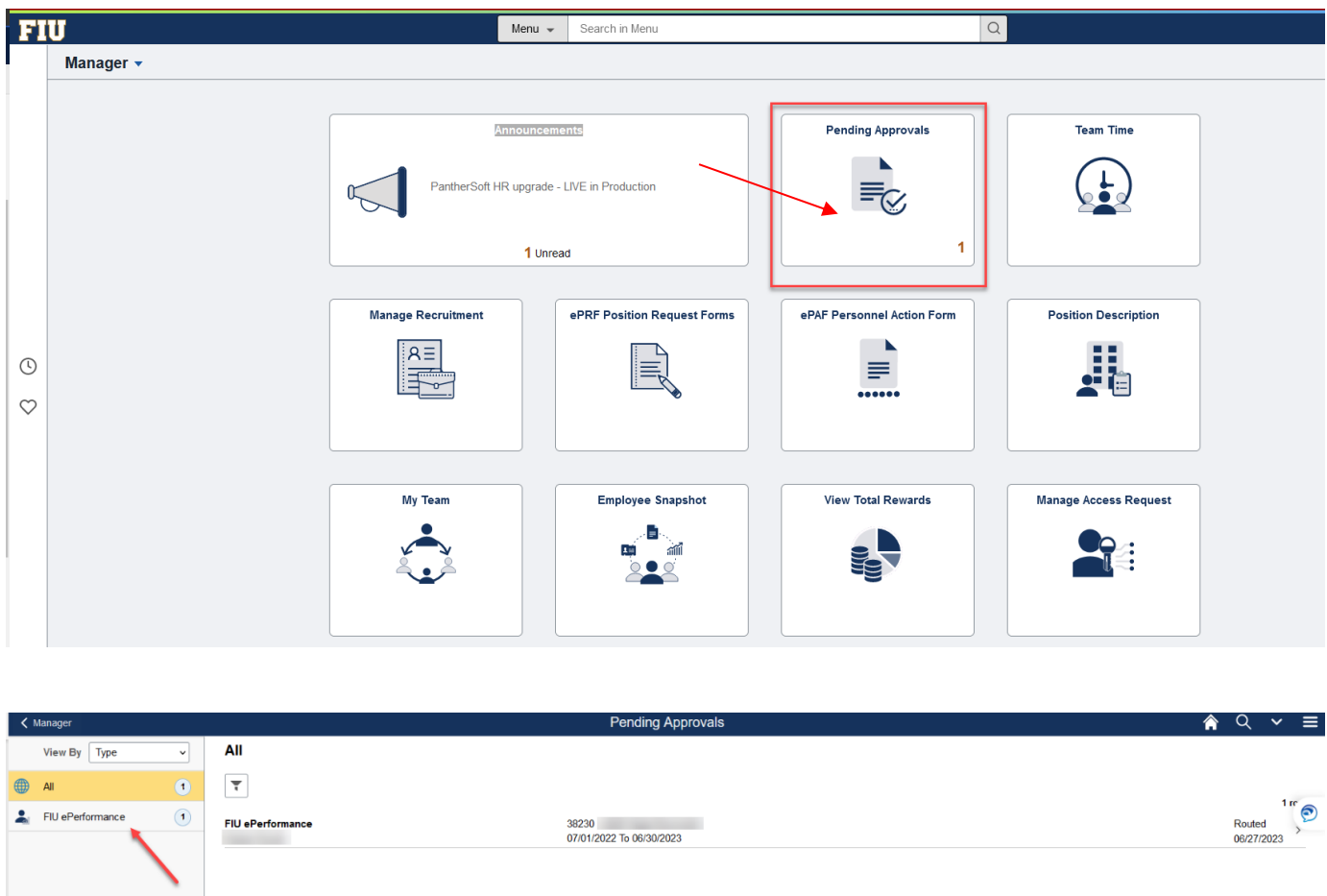
PEP 2nd Level Approver Instructions

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 [MyHR.FIU.edu](https://myhr.fiu.edu) 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 Pending Approvals tile in your Manager profile.



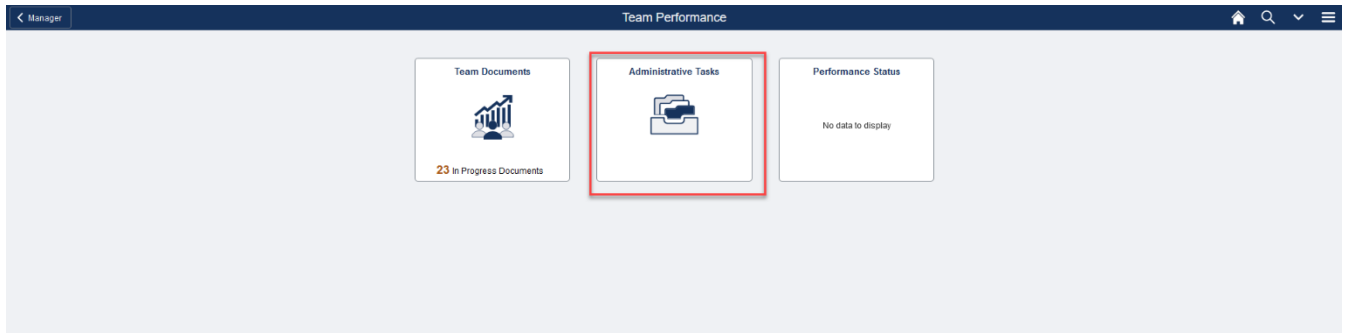
Note: If you deny a document, it is returned to your direct report for them to make updates and resubmit for approval.

Monitor status of PEP documents in your reporting structure

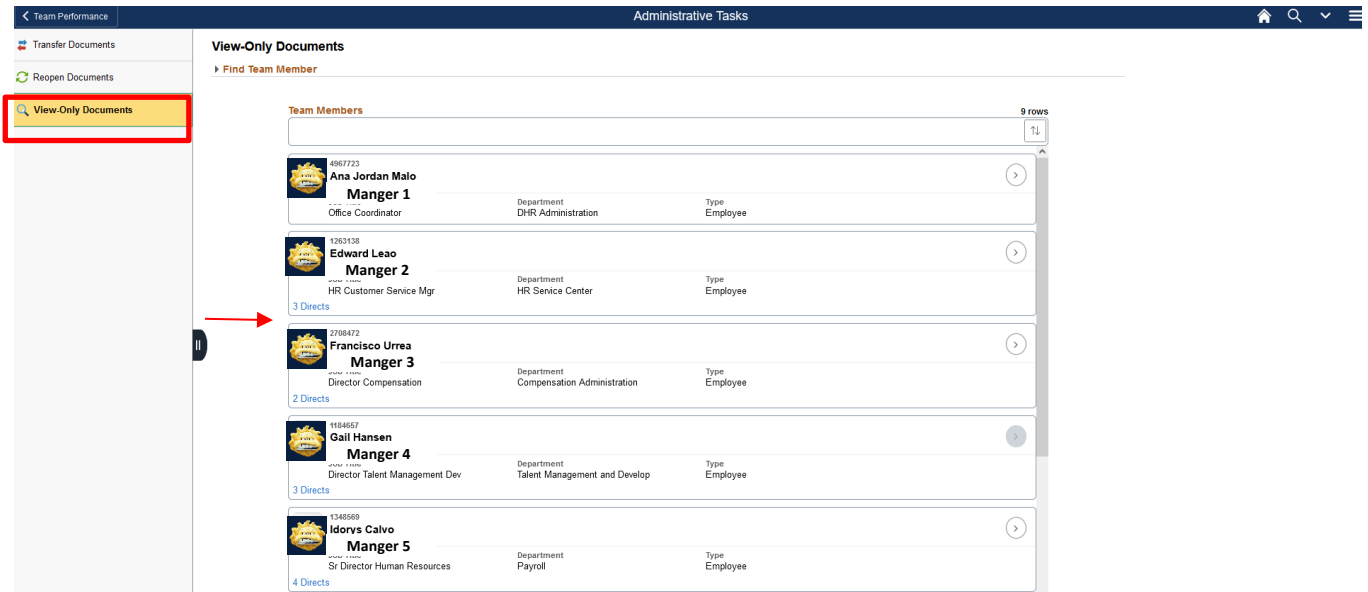
You can view any employee or manager document in your reporting structure throughout the process.

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

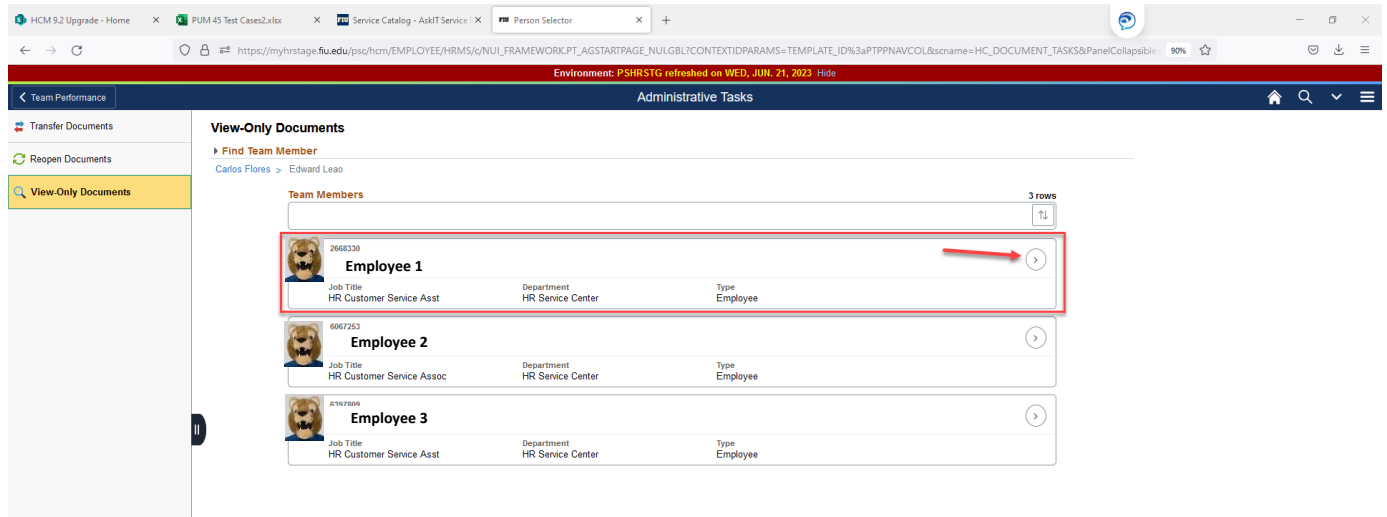
Once you are in the Team Performance menu, click on the Administrative Tasks tile.



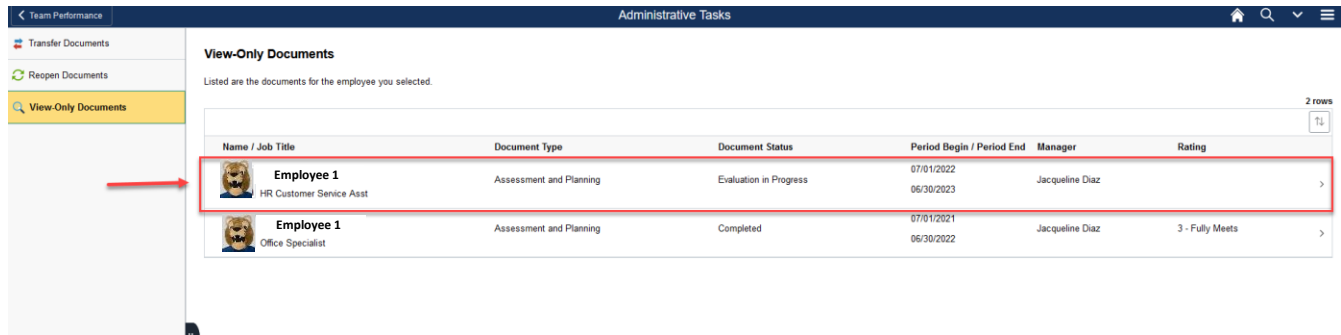
Click on View Only Documents. A list with all your direct reports will populate. Select the manager whose employee's PEP you would like to view, by clicking on Directs.



Select the employee whose PEP you would like to view.

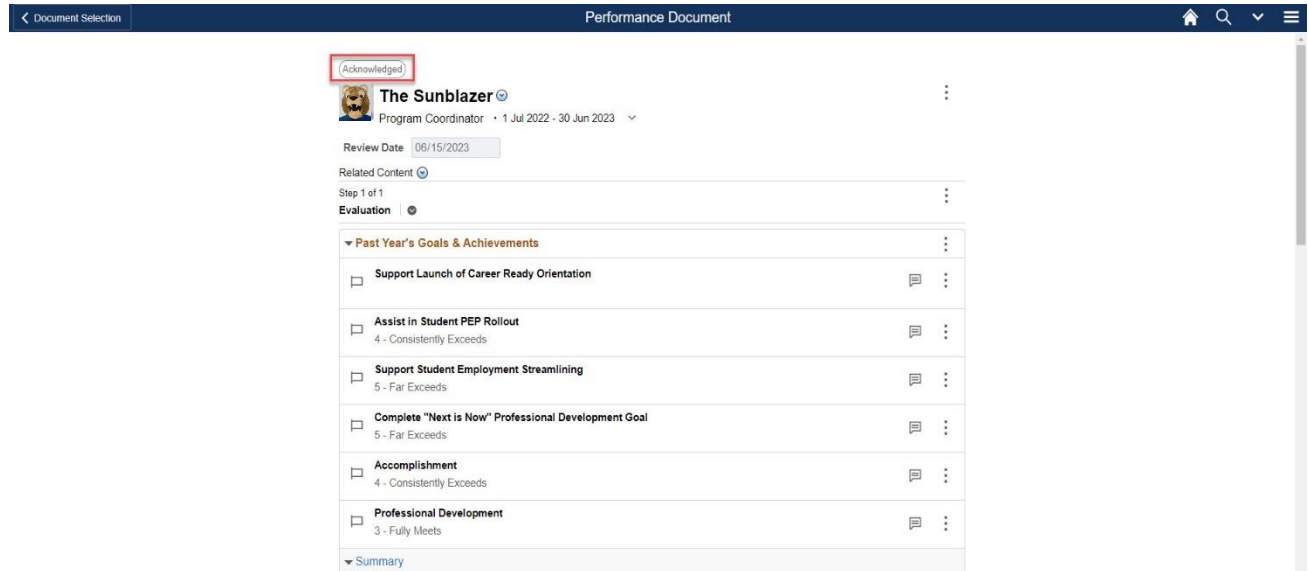


Select the current document.



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.



Last Modified June 15, 2023

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.

Assessment and Planning document is ready for your review.



This automatic notification is to inform you that Joliett Vega-Klucevsek has completed the Manager Evaluation document for Robert Ricelli - 6178649. The completed Manager Evaluation document is now viewable by you and the employee.

[Click here](#) to access documents.

(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.

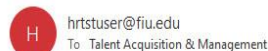
Step 3: Discussion with Direct Report

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.

Request requires approval



The following request has been submitted by Benjamin Guerrero. This request requires your approval before the performance document can be finalized.

Submitted Request
Employee Id: 2223625
Employee Name: Paul Masforroll
Transaction: Performance Document

Please visit the following URL for detailed information about the request:

https://myhrstage.fiu.edu/psp/hcm/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_APPRAISAL_XFR.GBL?Page=EP_APPRAISAL_XFR&Action=U&EP_APPRAISAL_ID=41253

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

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.

