PEP 2nd Level Approver Instructions

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

**Step 1: Own the Process, Monitor Status.**

You can view any employee or manager document in your hierarchy throughout the process. You can also monitor the status of all documents.

Go to MyHR.FIU.edu and login using your My Accounts credentials.

To access your View-Only documents, using the Manager Self-Service path from the Main Menu.

Last Updated 6/23/17
Once you are in the View-Only menu, click on the “+” next to the manager.

“Select” the employee whose evaluation you would like to review.

Select 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.
Step 2: 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.

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

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

Submitted Request
Employee Id: 0000000
Employee Name: Kathryn Lopez
Transaction: Performance Document

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

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
You can access performance documents that have been submitted for your approval at any time by going through: Human Resources Self Service → Manager Self Service → Performance Management → Approve Documents.

**Approve Document**

Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.

**Kathryn Lopez**  
Empl ID: 000000

<table>
<thead>
<tr>
<th>Performance Document</th>
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- **Doc Type**: Assessment and Planning
- **Author**: Eran Arbel
- **Period Begin Date**: 07/01/2016
- **Period End Date**: 09/30/2017
- **Rating**: 3 - Fully Meets

**Performance Document Details**  
To view manager evaluation

**Approve Performance Document**

- **Path**: Pending
  - **Pending**: Maureen Hansen  
  - **Second Level Approver**:

**Comment History**

- **Comment**:

  ![Image](image.png)

  ![Image](image.png)

- **Approve**  
- **Deny**

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

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 23, 2017