

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.

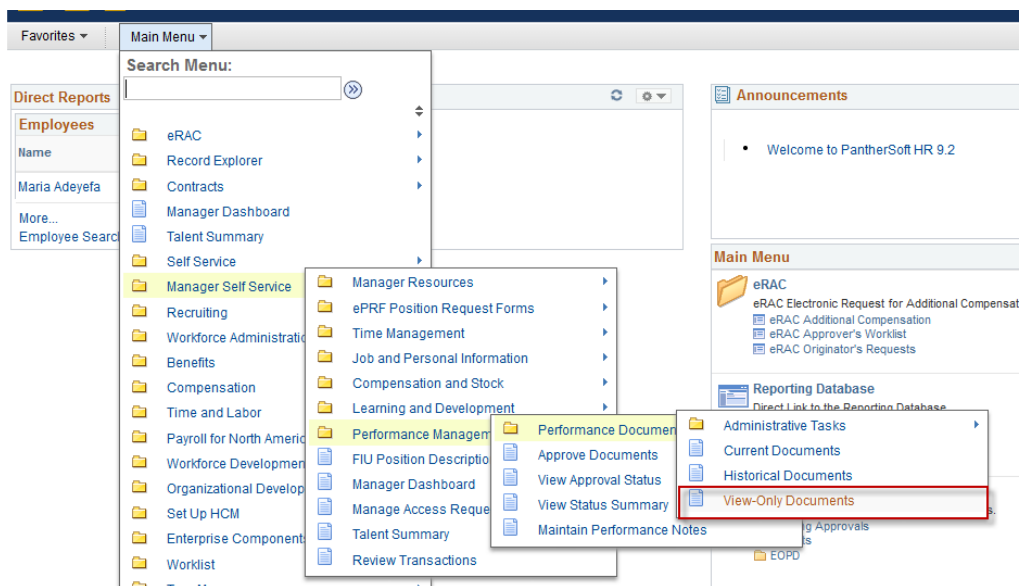
Step 1: Own the Process, Monitor Status.

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](https://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.



Once you are in the View-Only menu, click on the “+” next to the manager.

View-Only Documents

Employee Selection Criteria

Select the employee you would like to view documents for.

As Of Date

Gail Hansen's employees						Personalize ?	First 1-4 of 4 Last
Select	Name	Empl ID	HR Status	Job Title	Department		
<input type="button" value="Select"/>	<input checked="" type="checkbox"/> Eran Arbel	1111111	Active	Asst Director Talent Mgmt Dev	Talent Management and Develop		
<input type="button" value="Select"/>	<input type="checkbox"/> Joliett Vega-Klucevsek	2222222	Active	Human Resources Mgr	Talent Management and Develop		

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

Gail Hansen's employees						Personalize ?	First 1-5 of 5 Last
Select	Name	Empl ID	HR Status	Job Title	Department		
<input type="button" value="Select"/>	<input type="checkbox"/> Eran Arbel	1111111	Active	Asst Director Talent Mgmt Dev	Talent Management and Develop		
<input checked="" type="button" value="Select"/>	<input type="checkbox"/> Kathryn Lopez	0000000	Active	Project Manager	Talent Management and Develop		

Select current document.

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

Performance Documents								Personalize Find ? ?
Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manager	
2670386	Kathryn Lopez	<input checked="" type="checkbox"/> Assessment and Planning	Acknowledged	07/01/2016	06/30/2017	Project Manager	Eran Arbel	
2670386	Kathryn Lopez	Assessment and Planning	Completed	07/01/2015	06/30/2016	Project Manager	Eran Arbel	

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

Performance Process <<

Steps and Tasks

Kathryn Lopez
Assessment and Planning
07/01/2016 - 06/30/2017 [Overview](#)

- Review Self Evaluation
Due Date 07/28/2017
- Review Manager Evaluation
Due Date 09/08/2017
Complete

[Assessment and Planning](#)

Manager Evaluation

Kathryn Lopez

Actions

Job Title Project Manager

Document Type Assessment and Planning

Template Employee Out of Unit

Status Evaluation in Progress

Manager Eran Arbel

Period 07/01/2016 - 06/30/2017

Document ID 17410

Due Date 09/08/2017

Employee Data

Empl ID 0000000

Department 156300000

Years of Service 8 Years

33529000 - Project Manager

Talent Management and Develop

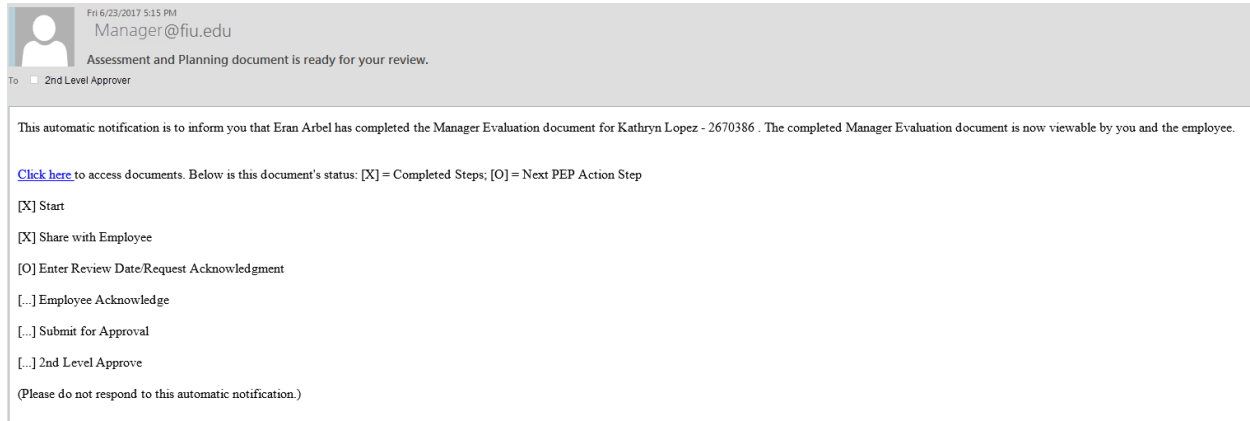
9 Months

Review Date [Related Content](#)

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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.



Fri 6/23/2017 5:15 PM
Manager@fiu.edu
Assessment and Planning document is ready for your review.
To: 2nd Level Approver

This automatic notification is to inform you that Eran Arbel has completed the Manager Evaluation document for Kathryn Lopez - 2670386. The completed Manager Evaluation document is now viewable by you and the employee.

[Click here](#) to access documents. Below is this document's status: [X] = Completed Steps; [O] = Next PEP Action Step

- [X] Start
- [X] Share with Employee
- [O] Enter Review Date/Request Acknowledgment
- [...] Employee Acknowledge
- [...] Submit for Approval
- [...] 2nd Level Approve

(Please do not respond to this automatic notification.)

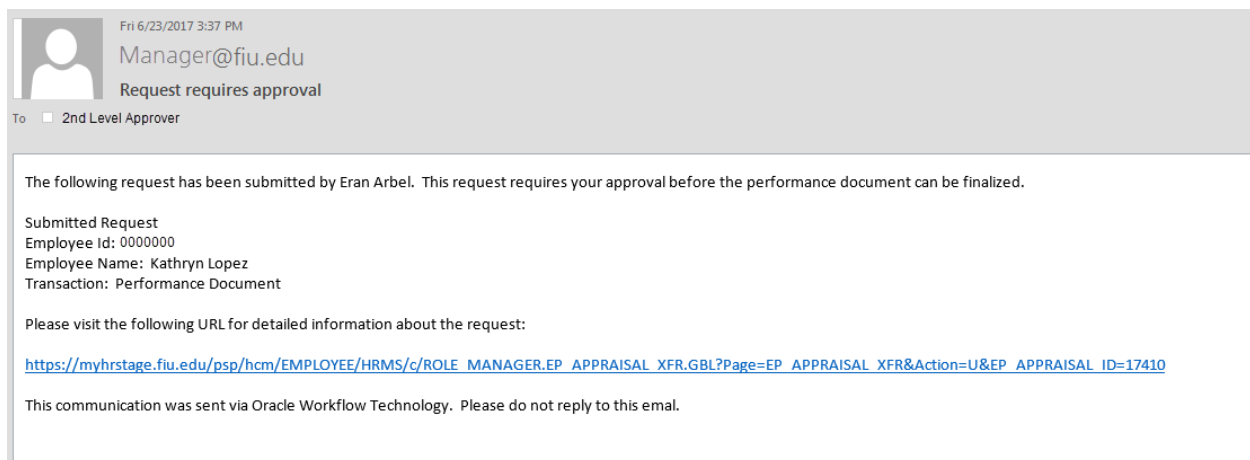
Press the Click Here link in the email, login using your My Accounts credentials and you will be taken directly to View-Only Documents. Once there you will complete the same actions as in Step 1 to get to the Document.

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



Fri 6/23/2017 3:37 PM
Manager@fiu.edu
Request requires approval
To: 2nd Level Approver

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:

https://myhrstage.fiu.edu/psp/hcm/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_APPRAISAL_XFR.GBL?Page=EP_APPRAISAL_XFR&Action=U&EP_APPRAISAL_ID=17410

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 0000000

Actions ▾

Performance Document

Doc Type Assessment and Planning

Author Eran Arbel

Period Begin Date 07/01/2016

Period End Date 06/30/2017

Rating 3 - Fully Meets

[Performance Document Details](#)

← To view
manager
evaluation

Approve Performance Document

⌵ :Pending [View/Hide Comments](#)

Path1

Pending

🕒 Gail Maureen Hansen
Second Level Approver

▶ Comment History

Comment

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.