PEP 2\textsuperscript{nd} 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](http://MyHR.FIU.edu) and login using your My Accounts credentials.

Access your View-Only documents by using the Main Menu Navigator. Click Manager Self Service > Performance Management > View-Only Documents.
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.

![Email notification example]

This automatic notification is to inform you that Etan Arbel has completed the Manager Evaluation document for Kathryn Lopez - 287086. 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

[X] Enter Review Date/Request Acknowledgment
[X] 1st Level Approve
[X] 2nd Level Approve

(Feel free to 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

![Email notification example]

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

Submitted Request
Employee ID: 0090000
Employee Name: Kathryn Lopez
Transaction: Performance Document

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

[URL]

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.

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