

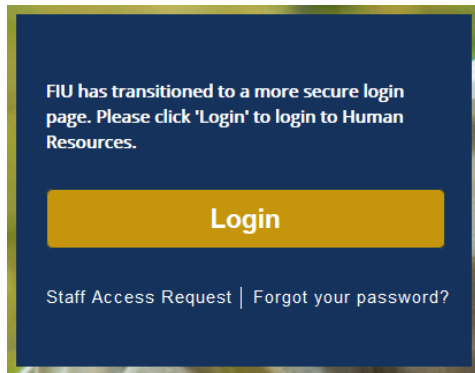
PEP 2nd Level Approver Instructions


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

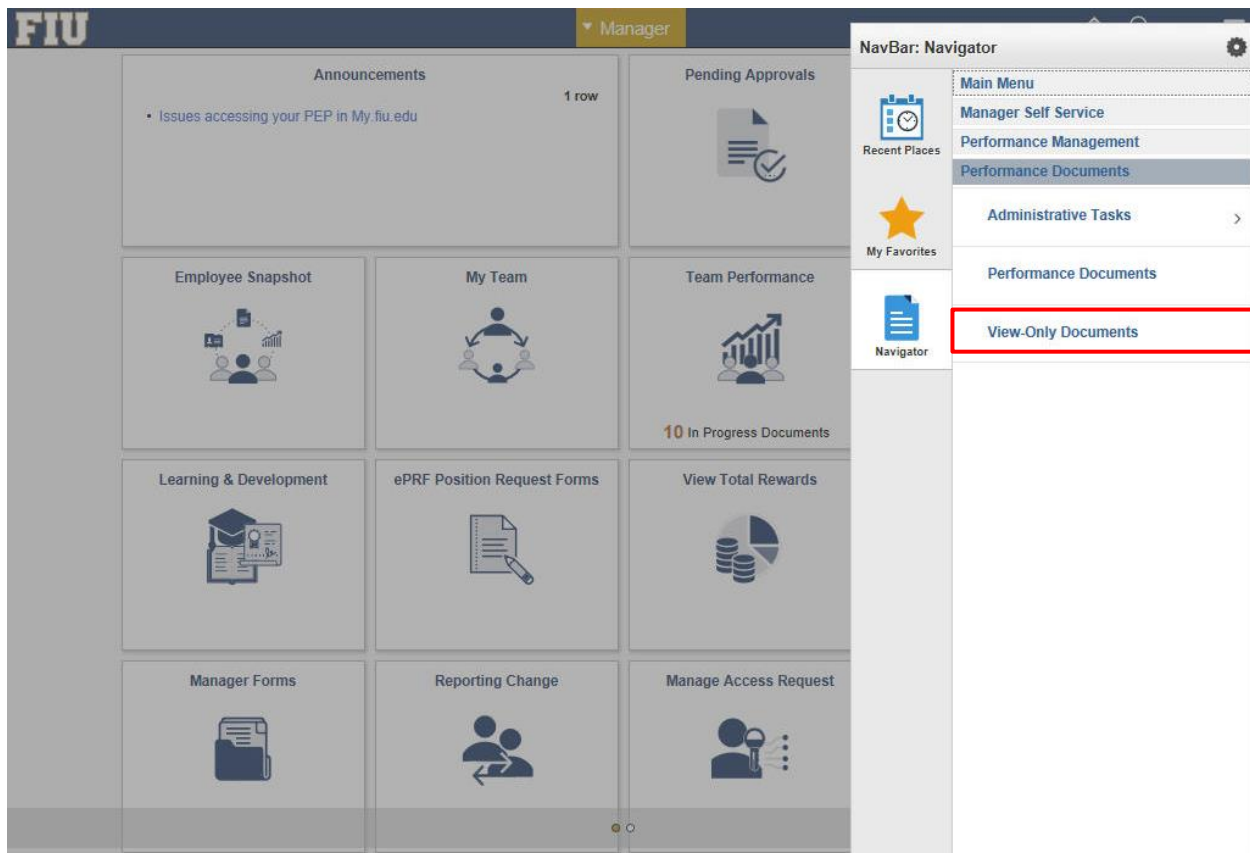
Step 1: Own the Process, Monitor Status.

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.



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.

< Manager View-Only Documents   




View-Only Documents

Employee Selection Criteria
Select the employee you would like to view documents for.

As Of Date 


[Find Employee](#)

Gail Hansen's employees

Select	Name	Empl ID	HR Status	Job Title	Department
<input type="button" value="Select"/>	Emmanuele Archange Bowles	1111111	Active	Assistant Director Recruitment	Talent Acquisition Management
<input type="button" value="Select"/>	 Eran Arbel	2222222	Active	Asst Director Talent Mgmt Dev	Talent Management and Develop
<input type="button" value="Select"/>	 Joliett Vega-Klucvsek	3333333	Active	Human Resources Mgr	Talent Management and Develop
<input type="button" value="Select"/>	Nathalia Mateo	4444444	Active	HR Assistant	Talent Acquisition Management
<input type="button" value="Select"/>	 Stephanie Felisme	5555555	Active	Human Resources Mgr	Talent Acquisition Management

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

Gail Hansen's employees

Select	Name	Empl ID	HR Status	Job Title	Department
<input type="button" value="Select"/>	Emmanuele Archange Bowles	1111111	Active	Assistant Director Recruitment	Talent Acquisition Management
<input type="button" value="Select"/>	 Eran Arbel	2222222	Active	Asst Director Talent Mgmt Dev	Talent Management and Develop
<input type="button" value="Select"/>	Adele Mann	3333333	Active	Recruiter	Talent Acquisition Management
<input type="button" value="Select"/>	Jaede Brereton	4444444	Active	Coordinator Admin. Services	Talent Management and Develop
<input type="button" value="Select"/>	 Kathryn Lopez	5555555	Active	Project Manager	Talent Management and Develop

Select current document.

View Performance Documents

Listed are all the performance documents for the employee you selected.

Performance Documents

Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manager	Rating
555555	Kathryn Lopez	Assessment and Planning	Evaluation in Progress	07/01/2017	06/30/2018	Project Manager	Eran Arbel	3 - Fully Meets
555555	Kathryn Lopez	Assessment and Planning	Completed	07/01/2016	06/30/2017	Project Manager	Eran Arbel	5 - Far Exceeds
555555	Kathryn Lopez	Assessment and Planning	Completed	07/01/2015	06/30/2016	Project Manager	Eran Arbel	4 - Consistently Exceeds
555555	Kathryn Lopez	Assessment and Planning	Completed	07/01/2014	06/30/2015	Coordinator Admin. Services	Eran Arbel	
555555	Kathryn Lopez	Assessment and Planning	Completed	07/01/2013	06/30/2014	Coordinator Admin. Services	Eran Arbel	
555555	Kathryn Lopez	Assessment and Planning	Completed	07/01/2012	06/30/2013	Coordinator Admin. Services	Eran Arbel	

[Return to Select Employees](#)

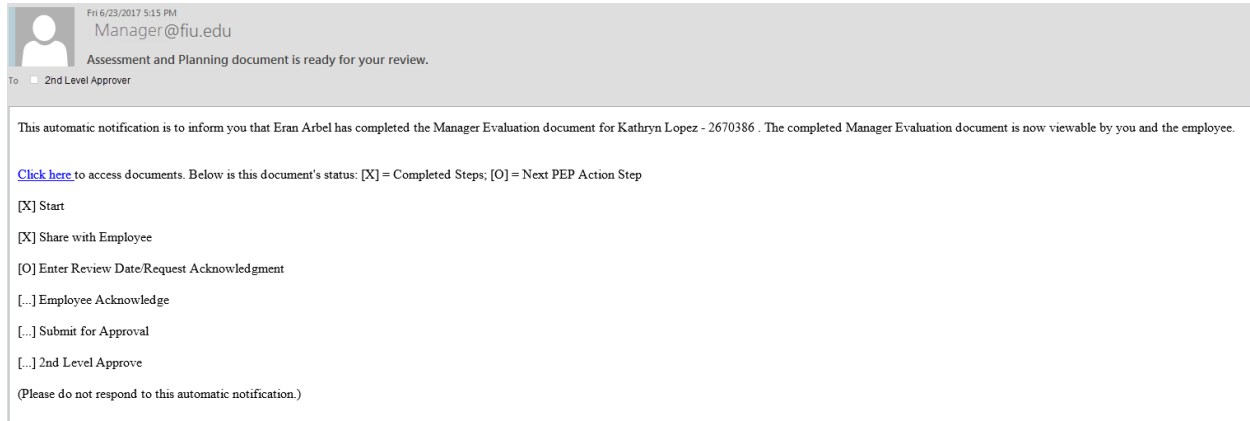
Note: Prior year evaluations may appear. Be certain to select the most recent Assessment and Planning Document.

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

The screenshot shows the 'Performance Process' interface for a 'Manager Evaluation' of Kathryn Lopez. The document is titled 'Assessment and Planning' and is currently in 'Evaluation in Progress' status, which is highlighted with a red box. The evaluation period is from 07/01/2017 to 06/30/2018. The manager is Eran Arbel. The employee's job title is Project Manager. The document template is 'Managers Out of Unit'. The document ID is 18624 and the due date is 09/17/2018. The interface includes a 'Steps and Tasks' sidebar on the left with tasks like 'Review Self Evaluation' and 'Complete Manager Evaluation'. The main content area shows the employee's profile and details, and a section for entering ratings and comments.

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.)

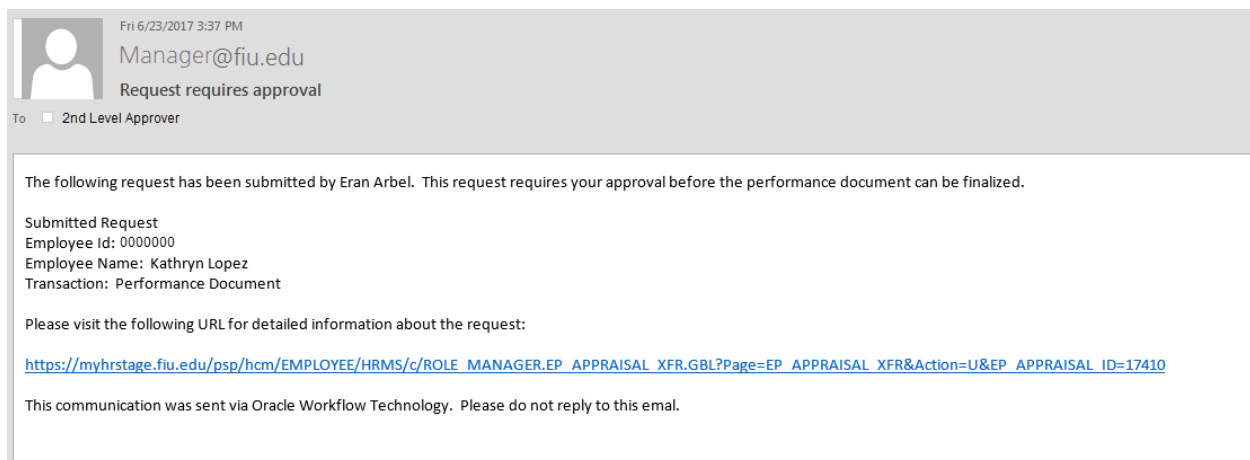
Press the Click Here link in the email, login using your My Accounts credentials and you will be taken directly to View-Only Documents. Once there you will complete the same actions as in Step 1 to get to the Document.

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](#).

The screenshot displays the 'Pending Approvals' section of the 'FIU ePerformance' system. At the top, the user is identified as Kathryn Lopez, Project Manager. A green 'Approve' button and a grey 'Deny' button are visible. Below this, the 'Performance Summary' section shows document details: Document Type: Assessment and Planning, Manager: Eran Arbel, Period Begin Date: 07/01/17, Period End Date: 06/30/18, and Rating: 3 - Fully Meets. A 'View Details' section contains a 'Details' button, which is highlighted with a red box. A red arrow points from the text 'To View Manager Evaluation' to this button. Below the 'Details' button are fields for 'Approver Comments' and 'Approval Chain'.

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.