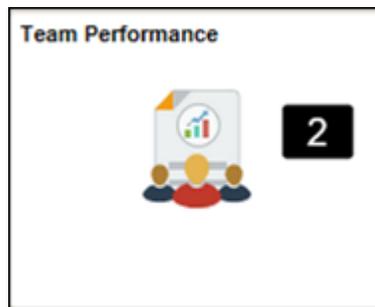


NEXT LEVEL SUPERVISOR-APPROVE/DENY

ePerformance

Once Managers have completed the employee appraisal, the Next Level Supervisor will review the document and can approve or deny the document. Denying the document will simply send it back for modification.

Follow these steps to complete this process.

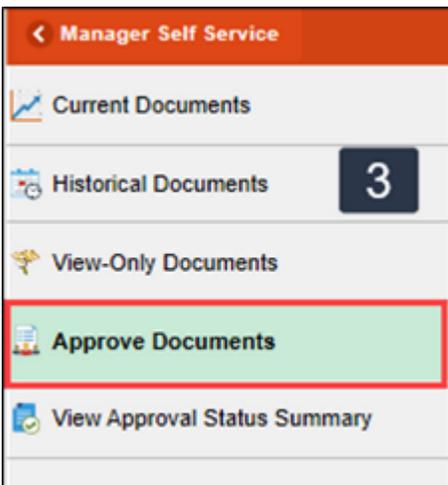


1. Select the **Manager Self Service** option from the dropdown from the PeopleSoft homepage.

2. Select the **Team Performance** tile.

3. Select **Approve Documents**.

4. A list of available employee documents submitted will appear. Click on employee's name to continue.



Select Transaction to Approve

The following hyperlinks indicate employees which require your participation in an approval process. Select on a hyperlink to see details about what needs to be approved for each employee

► [Filter Criteria](#)

Performance Document

Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Document Type
John Doe	12/01/2019	12/01/2019	Approval	Submitted	Carl Davis	UTRGV Performance Evaluation

A '4' in a black box is located to the right of the table.

NEXT LEVEL SUPERVISOR-APPROVE/DENY

ePerformance

John Smith
Dir Human Resources

Performance Summary

Document Type **UTRGV Performance Evaluation**

Period Begin Date **12/01/19**

Rating 3- Satisfactory

Approver Comments

Approval Chain >

Manager **Carl Davis**

Period End Date **12/01/19**

[View Performance Detail](#) **5**

5. The **Performance Summary** will display the overall rating for the employee. Select the **View Performance Detail** link to review the evaluation.

6. Click **Expand** to review all competencies. **Review Manager Comments & Criteria Rating** under the summary section.

Quality of Work | Employee Performance | Manager Performance | Additional Questions | Development Plan | Overall Summary | EE Acknowledgement

▼ **Section 1 - Quality of Work Analysis: Essential Functions**

▼ **Expand** | Collapse **6**

▼ **Essential Function #1**

Description : Identify and describe an essential job responsibility of the position.
In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

Manager Rating **3- Satisfactory** 3.00

Manager Comments

Employee Rating **3- Satisfactory**

Employee Comments

Created By **Template** 12/20/2019 11:42AM
Last Modified By **Carl Davis** 02/04/2020 2:21PM

NEXT LEVEL SUPERVISOR-APPROVE/DENY

ePerformance

UTRGV Performance Evaluation

Manager Evaluation - Pending Approval

John Smith
Actions

Job Title: Dir Human Resources Manager: Carl Davis
Document Type: UTRGV Performance Evaluation Period: 12/01/2019 - 12/01/2019
Template: Supervisor Evaluation: 2019 Document ID: 1013
Status: Approval - Submitted Due Date: 12/01/2019

Quality of Work Employee Performance Manager Performance Additional Questions Development Plan Overall Summary EE Acknowledgement

7 A B C D E F

Section 1 - Quality of Work Analysis: Essential Functions

Expand Collapse

Essential Function #1

Description: Identify and describe an essential job responsibility of the position.
In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

Manager Rating: 3- Satisfactory 3.00

Manager Comments: [Text Area]

Employee Rating: 3- Satisfactory

Employee Comments: [Text Area]

Created By: Template 12/20/2019 11:42AM
Last Modified By: 02/04/2020 2:21PM

Essential Function #2
Essential Function #3
Essential Function #4
Essential Function #5

Quality of Work Analysis: Essential Functions Summary

7. Repeat steps 6 for the following tabs A– F.

8. Select Approval button on the top left of the screen to return to the approval screen.

9. You have the option to Approve the document or Deny to send back for modification.

Note: Comments are required if you are sending back the document.

Click **Submit** to complete this process.

Approval

UTRGV Performance Evaluation **8**

Manager Evaluation - Pending Approval

John Smith
Actions

Job Title: Dir Human Resources Manager: Carl Davis
Document Type: UTRGV Performance Evaluation Period: 12/01/2019 - 12/01/2019
Template: Supervisor Evaluation: 2019 Document ID: 1013
Status: Approval - Submitted Due Date: 12/01/2019

Quality of Work Employee Performance Manager Performance Additional Questions

Team Performance Performance

John Smith
Dir Human Resources **9** Approve Deny

Performance Summary

Document Type: UTRGV Performance Evaluation Manager: Carl Davis
Period Begin Date: 12/01/19 Period End Date: 12/01/19
Rating: 3- Satisfactory View Performance Detail

Approver Comments: [Text Area]

Approval Chain: [Dropdown]

Approve Submit

You are about to approve this request.
Approver Comments: [Text Area]