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.

 Employee Self Service Employee Self Service Manager Self Service Manager Self Service Current Documents Historical Documents Historical Documents View-Only Documents Approve Documents View Approval Status Summary 	Team Performance		Select the M he dropdown age. .Select the Te .Select Appro .A list of avail nitted will app o continue.	anager Self Service option from from the PeopleSoft homep- eam Performance tile. Ave Documents. able employee documents sub- bear. Click on employee's name
Select Transaction to Approve The following hyperlinks indicate employees which rea hyperlink to see details about what needs to be approvement > Filter Criteria Performance Document 野 Q	quire your participation in a roved for each employee	in approval process. Sel	lect on	I
Name Begin Date End Date	Document Status	Approval Status	Submitted By	Document Type 4
John Doe 12/01/2019 12/01/201	9 Approval	Submitted	Carl Davis	UTRGV Performance Evaluation

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 >	
5. The Performance Summary will display the overall rating for the employee. Select the Vie	w
Approve Deny Performance Detail link to review the evaluat	ion.
Manager Carl Davis 6. Click Expand to review all competencies. Re Manager Carl Davis Manager Comments & Criteria Rating under the summary section. View Performance Detail 5	the
Quality of Work Employee Performance Manager Performance Additional Questions Development Plan Overall Summary EE Acknowledgement	ר
Section 1 - Quality of Work Analysis: Essential Functions Expand 1 Collapse	
Essential Function #1	
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 (2)	
Employee Rating 3. Satisfactory	
Employee Comments	
Counted By Template 12/20/2019 11:42AM Last Nocited By Carl Davis 02/04/2020 2:21PM	

NEXT LEVEL SUPERVISOR-APPROVE/DENY

ePerformance

UTRGV Performance Evaluation						
Manager Evaluation - Per	nding Approva	al				
Actions+						
	Job Title Dir Hu	man Resources	Man	ager Carl Davis		
Docum	ent Type UTRG	V Performance Evaluation	Pe	riod 12/01/2019 12/01/2019	1	
	Template Superv	visor Evaluation: 2019	Documer	it ID 1013		
	Status Approv	val - Submitted	Duel	Date 12/01/2019		
Quality of Work Employe	e Performance	Manager Performance	Additional Questions	Development Plan Overa	I Summary EE Acknowledge	ement
7	A	B				
 Section 1 - Quality of W 	ork Analysis: E	Essential Functions				
Expand Collapse				7. Repeat step	s 6 for the following	g tabs A– F.
 Essential Function #1 				8. Select Appr	oval button on the t	on left of the
Description : Identify and des	cribe an essential jo	ob responsibility of the positi	ion.		in to the energy of a	
In support of the rating given, o	lescribe how well th	he employee performs this d	luty and provide specific wo	k examp	n to the approval st	creen.
Manager Rating	Manager Rating 3. Satisfactory 3.			9. You have the option to Approve the docu		
Manager Comments	Manager Comme	ents		or Deny to sen	d back for modificat	tion.
				Note: Commer	nts are required if yo	ou are sending
Employee Rating	3. Satisfactory			back the docu	nent.	
Employee Comments	Employee Commer	nts		Click Submit to	complete this proc	2000
				CIICK Subinit (C	b complete this proc	.=>>.
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Created By Templat Last Modified By	e	12/20/2019 11:42AM 02/04/2020 2:21PM	Approval			
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