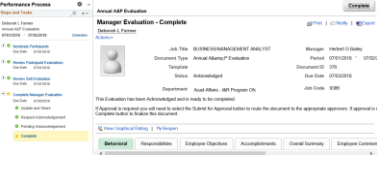
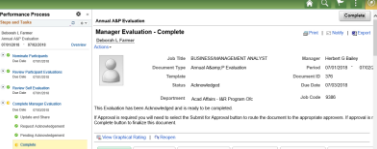
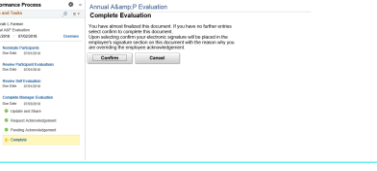





<b>Process</b>	<b>Manager Completes Evaluation</b>	<b>Module: ePerformance</b> <b>Business Process: 8.00</b> <b>Date Created: 05/13/2018</b> <b>Date Revised: 11/06/2019</b>
<b>Purpose</b>	Manager Completes Evaluation	
<b>Navigation</b>	Manager Self Service > Performance Management > Performance Documents > Current Documents	
<b>Prerequisites</b>	Employee Must Acknowledge Evaluation or Manager must Override Acknowledgemnet	
<b>Helpful Hints</b>		

STEP	DESCRIPTION	EXPECTED RESULTS	COMM ENTS/ ACTUAL RESULTS
1.	Log in as Manager: Manager Self Service > Performance Management > Performance Documents > Current Documents  Option 2: Log in As A Manager, Click on the Manager Self Service Tile. Click on Team Performance Tile Click on Current Documents Click on Evaluation for the Employee	Document Selection Page Displays	
2.	Manager clicks on the name of	Evaluation Displays	



STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
	the employee to be completed.		
3.	Manager Clicks Complete (Top Right)	<p>Confirmation Page Displays</p> 	
4.	Click Confirm	<p>Evaluation Complete Confirmation</p> 	
5.	View Completion Confirmation	<p>Completion Confirmation</p> 	
6.	(Optional) Manager may click Print in upper right-hand corner	<p>PDF version Of Evaluation Displays for Printing.</p>	