NFC Procedures

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EmpowHR – Version 9.0 Section 10 – Manage Performance

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 10
Manage Performance

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Manage Performance

Manage Performance,which includes performance plans, progress reviews, and performance appraisals, is a guide to recognize and reward quality of work performance and develop those employees that are not performing proficiently by providing training and counseling. These transactions are processed for all employees. HR can view and edit the performance documents, and monitor the performance process through queries and reports.

The HR Performance Plan option allows HR personnel to view and edit individual employee performance plans; reset the status flags to transmit performance ratings to NFC; view Performance Plan start and end dates, Next Performance Plan date, rating scale and their employment information; and view and edit the Elements and Standards tab.

Below is an example of a Manage Performance Workflow:

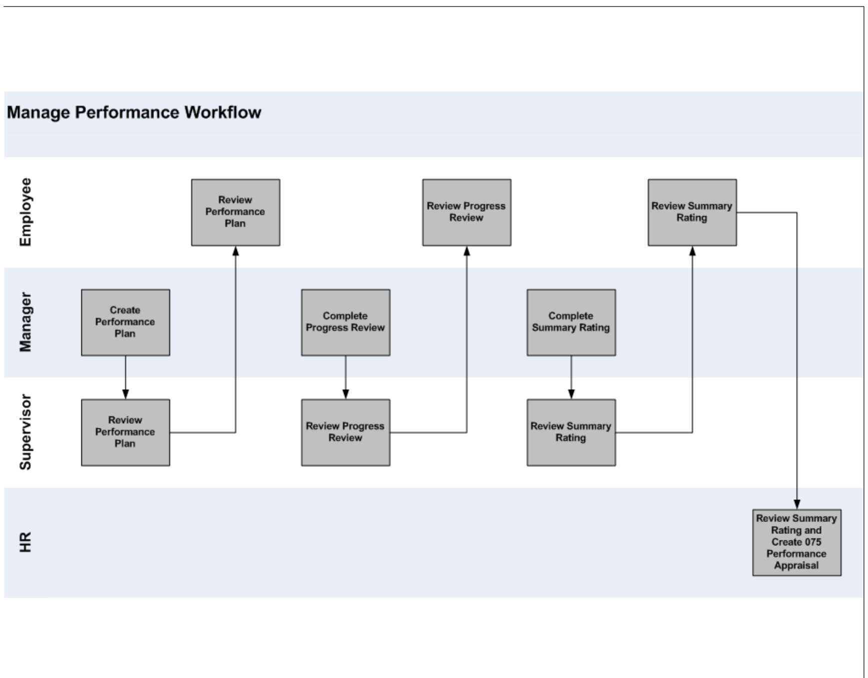

Figure 1. Manage Performance Workflow

Below is an example of the Manage Performance Data Flow:

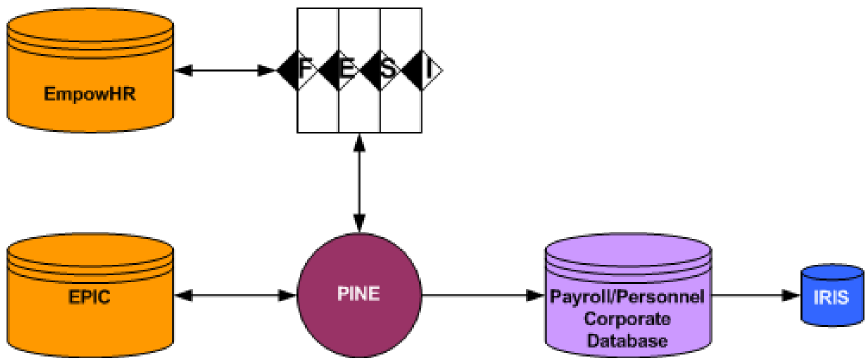

Figure 2. Manage Performance Data Flow

Use

EmpowHR administrators have access to the Manage Performance menu group. This menu group allows authorized users to review and edit existing performance documents such as: Performance Plans, Progress Reviews, Summary Ratings, and Performance Appraisals. This menu group also permits the deletion of Performance Appraisals in case of a mistakenly created record.

This section contains information on the following topics:

Performance Plan

Progress Review

Summary Rating

075 Performance Appraisal

Performance Deletion

Performance Plan

A Performance Plan is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance plan for a new appraisal period. A performance plan must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

A minimum of three (3) elements with at least only being critical and a maximum of seven (7) elements are required in a Performance Plan.

HR can view Performance Plan start and end dates, Next Performance Plan date, rating scale and employment information. HR can also view and edit the Elements and Standards tab.

This section contains the following topic:

Viewing/Editing Performance Plan Data

Viewing/Editing Performance Plan Data

To view/editing Performance Plan data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***HR Views/Edit Performance Plan*** component. The Find An Existing Value tab - HR Views/Edits Performance Plan page (**Figure 3**) is displayed.

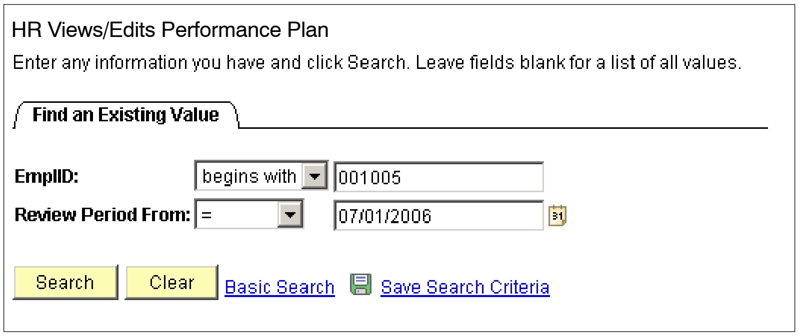

Figure 3. Find An Existing Value tab - HR Views/Edits Performance Plan page

4. Complete the fields as follows:

EmplID	Enter the employee ID.
Review Period From	Enter the review period begin date or select a data from the calendar icon.

5. Click **Search**. The Performance Plan tab - HR Views/Edits Performance Plan page (**Figure 4**) is displayed. If an EmplID is entered and a message is received **`No Matching Values Found`**, then there may not be a plan set up for the employee or the EmplID was entered incorrectly.

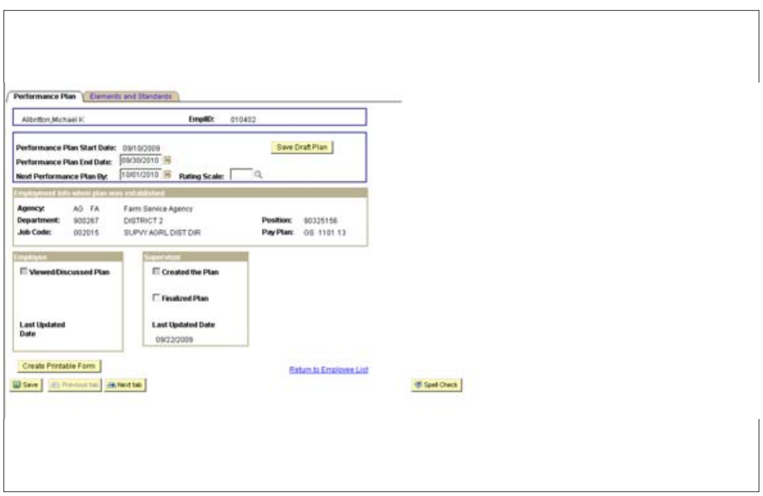

Figure 4. Performance Plan tab - HR Views/Edits Performance Plan page

6. Complete the fields as follows:

Performance Plan Start Date	This field is populated with the performance plan start date.
Performance Plan End Date	Enter the performance plan end date or select a date from the calendar icon.

Next Performance Plan By	Enter the the date when the next performance plan is due or select a date from the calendar icon.

The Performance Plan window (**Figure 4**) identifies that the Rating Official or the employee created the plan. Since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are system-generated based on those dates. Fields on the Performance Plan and the Elements and Standards window can be viewed, modified, printed, or deleted based on Agency policy.

The Employment Information portion of the Performance Plan window displays the position information of the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Position and/or PARs, whichever is appropriate.

The Viewed portion of the window displays the dates when the Rating Official and employee viewed, last updated, and/or finalized the plan. The employee **must** check this box whether the plan was created by the Rating Official or by the employee. The Rating Official must finalize the plan before a progress review or summary rating can be entered.

7. Click **Save**. Complete one of the following steps as applicable:

Step	Description
Click **Return To Search**	To return for another performance plan.
Click **Next Tab**	To view the next tab.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.
Click **Create Printable Form**	This bulletin displays the information from the Performance Plan tab and Elements and Standards tab in a printable form.
Click **Save Draft Plan**	To save the draft performance plan.

8. Click the ***Elements and Standards*** tab. the Elements and Standards tab - HR Views/Edits Performance Plan page (**Figure 5**) is displayed.

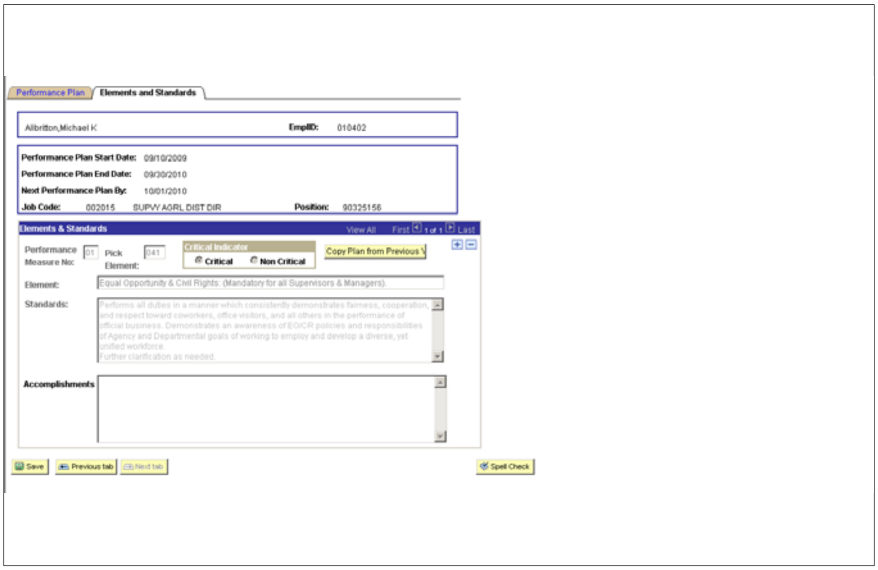

Figure 5. Elements And Standards tab - HR Views/Edits Performance Plan page

9. The portions on this window are explained below.

   Critical Element - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee’s overall performance is unacceptable.

   Additional Performance Element - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.

   Performance Standard - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance, A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.

   Accomplishments - Accomplisments is information that is entered during the year or at the end of the performance year to to list the employees accomplishment for the each selected element.

10. Click **Save**. Complete one of the following steps, as applicable:

Step	Description
Click **Return To Search**	To search for another performance plan.
Click **Previous Tab**	To view the previous tab.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.
Click **Copy Plan From Previous**	To copy a plan from the previous plan.

Progress Review

The Progress Review is a joint discussion between the Rating Official and the employee regarding the Employee’s progress toward achieving the performance standards. It does not involve the issuance of a rating of record. Progress reviews are conducted as least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comment may be entered by the Rating Official and/or employee. The Rating Official must finalize the plan before a progress review can be added.

The HR Views/Edits Progress Review is a custom option where HR personnel can view and edit Progress Reviews. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment information, and the information on the Elements and Standards tab.

This section contains the following topic:

[Viewing/Editing Progress Review Data](#)

Viewing/Editing Progress Review Data

To view/edit Progress Review data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***HR Views/Edit Progress Review*** component.
4. The Find An Existing Value tab - HR Views/Edits Progress Review page (**Figure 6**) is displayed.

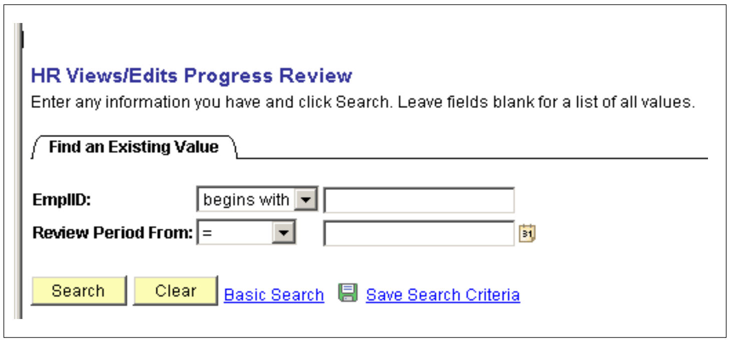

Figure 6. Find An Existing Value tab - HR Views/Edits Progress Review page

5. Complete the fields as follows:

EmplID	Enter the employee ID.
Review Period From	Enter the date the progress review started or select a date from the calendar icon.

6. Click **Search**. The Progress Review tab - HR Views/Edits Progress Review page (**Figure 7**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

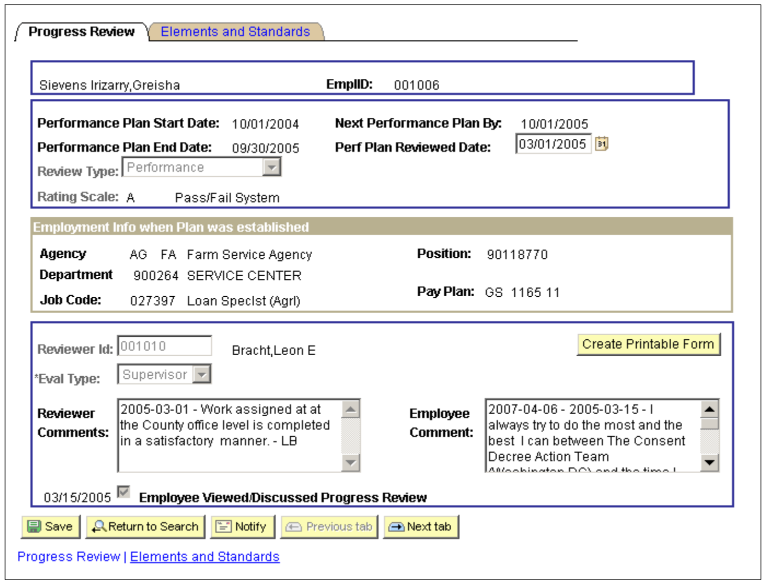

Figure 7. Progress Review tab - HR Views/Edits Progress Review page

7. Click the ***Elements and Standards*** tab. the Elements and Standards tab - HR Views/Edits Progress Review page (**Figure 8**) is displayed.

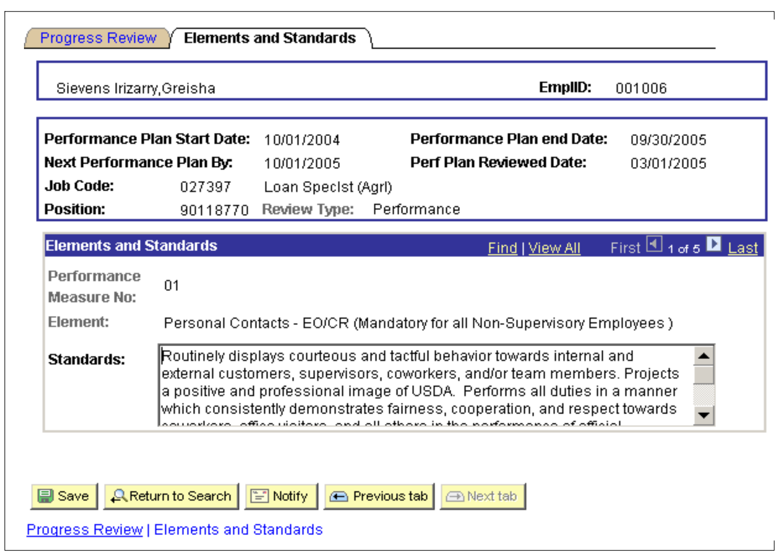

Figure 8. Elements And Standards tab - HR Views/Edits Progress Review page

8. Click **Save**. At this point, the following options are available:

Step	Definition
Click **Return To Search**	To search for another performance plan.
Click **Previous Tab**	To view the previous tab.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.

Summary Rating

The HR Views/Edits Summary Rating is a custom option where HR personnel can view or edit Summary Ratings. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment information, Overall Summary Rating and the information on the Elements and Standards tab.

This section contains the following topic:

[Viewing/Editing Summary Rating Data](#)

Viewing/Editing Summary Rating Data

To view/edit Summary Rating data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***HR Views/Edits Summary Rating*** component. The Find An Existing Value tab - HR Views/Edits Summary Rating page (**Figure 9**) is displayed.

Figure 9. Find An Existing Value tab - HR Views/Edits Summary Rating page

4. Complete the fields as follows:

Search By	Select the applicable data from the drop-down list. Valid values are: **`EmplID`** and **`Review Period From`**.
Begins With	Enter the data that corresponds to the search criteria.

5. Click **Search**. The Summary Rating tab - HR Views/Edits Summary Rating page (**Figure 10**) is displayed.

   OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

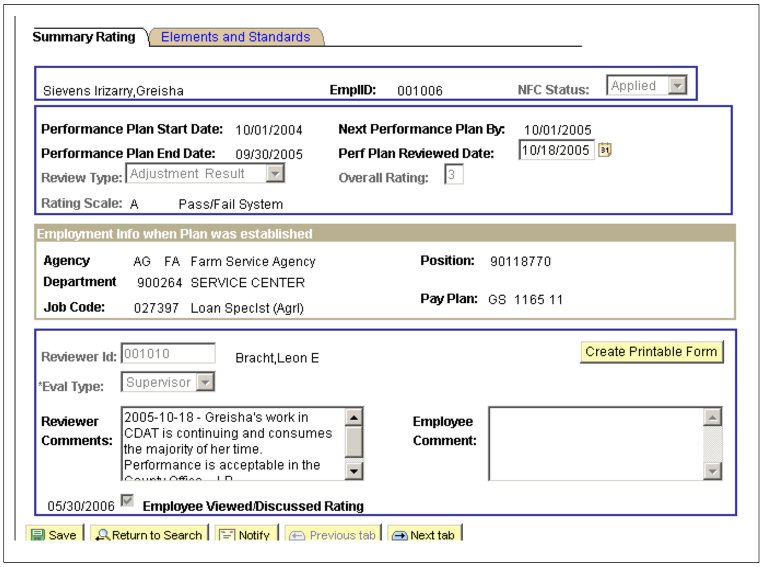

Figure 10. Summary Rating tab - HR Views/Edits Summary Rating page

6. Click the ***Elements and Standards*** tab. The Elements and Standards tab - HR Views/Edits Summary Rating page (**Figure 11**) is displayed.

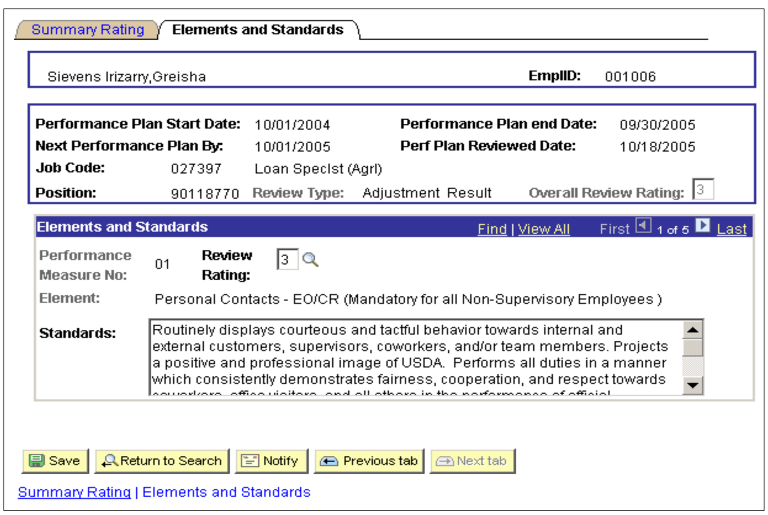

Figure 11. Elements And Standards tab - HR Views/Edits Summary Rating page

7. Click **Save**. At this point, the following options are available:

Step	Definition
Click **Return To Search**	To search for another performance plan.
Click **Previous Tab**	To view the previous tab.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.

075 Performance Appraisal

The 075 Performance Appraisal component is used by HR to enter historical ratings and to enter performance ratings for employees in grades higher than GS1–13. The ratings are entered and transmitted to NFC.

HR must enter the following information on the page. Once the information is saved on the page, the transaction will be picked up by the interface and sent to NFC.

Appraisal transactions are sent to the mainframe and are run through the PINE process for editing. Transactions that pass the PINE edits are applied to the Payroll/Personnel database and sent to ***EmpowHR***. The **Transaction Status** on the Performance Appraisal transaction will reflect **`Applied`**. Transactions that reject to suspense with errors, will reflect **`Not Applied`** with an error number and message. If the error is invalid, a user is able to enter an **Override Code** that tells PINE to let the document pass with the error, thereby forcing the document to apply. The **Override Code** field 

and description is located on the ***Manage Performance*** > ***075 Performance Appraisal*** > ***Perforamnce Appraisal*** page. If the error is valid, make the modification(s) to the rejected personnel document, click **Save**. The **Transaction Status** will change to **`NFC Ready`**.

This section contains the following topic:

[Viewing/Editing 075 Performance Appraisal Data]

Viewing/Editing 075 Performance Appraisal Data

To view or editing 075 Performance Appraisal data:

1. Select the ***Manage Performance*** menu group.

2. Select the ***Use*** menu.

3. Select the ***075 Performance Appraisal*** component. The Find An Existing Value tab - 075 - Performance Document page (**Figure 12**) is displayed.

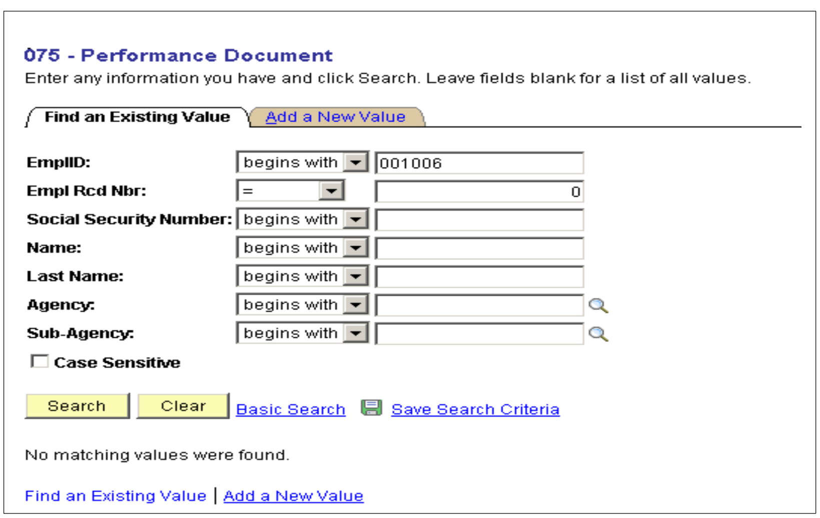

Figure 12. Find An Existing Value tab - 075 - Performance Document page

4. Complete the fields as follows:

EmplID	Enter the employee ID.
Empl Rcd Nbr	Enter the number of the employee record.
Social Security Number	Enter the full social security number (9 positions).
Name	Enter the first name of the employee.
Last Name	Enter the last name of the employee.
Agency	Enter the agency of the employee.
Sub-Agency	Enter the sub agency for the employee.
Case Sensitive	Click this field if the information is case sensitive.

5. Click **Search**. The 075 – Performance Document page (**Figure 14**)is displayed.

   OR

   Click **Clear** to clear the entry on the page. Another entry can be made at this time.

   OR

6. Click the ***Add a New Value*** tab. The Add a New Value tab - 075 Performance Document page (**Figure 13**) is displayed.

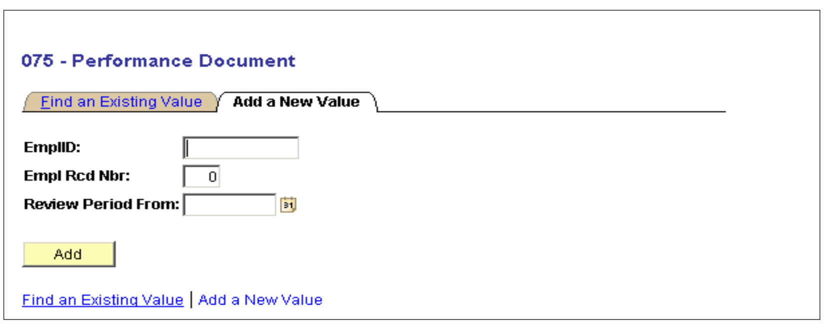

Figure 13. Add A New Value tab - 075-Performance Document page

7. Complete the fields as follows:

EmplID	Enter the employee ID.
Empl Rcd Nbr	Enter the employee record number.

Review Period From	Enter the date the review started or select a date from the calendar icon.

8. Click **Add**. The 075 - Performance Document page (**Figure 14**) is displayed.

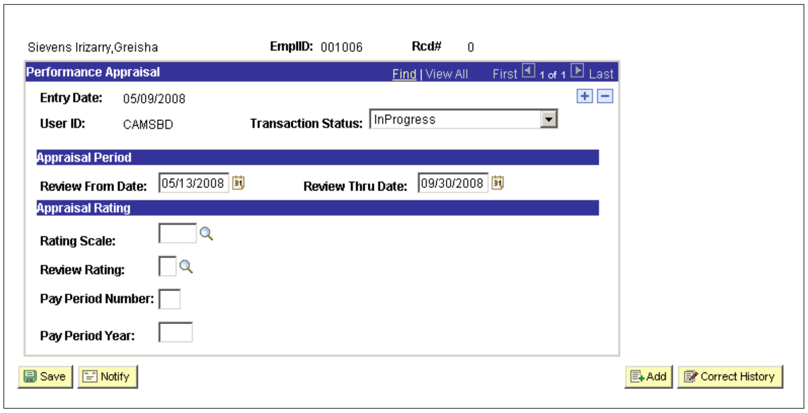

Figure 14. 075-Performance Document window

9. Complete the fields as follows:

EmplID	This field is populated with the employee ID.
Name	This field is populated with the name of the employee from the EmplID.
Rcd#	This field is populated with the record number of the transaction.
User ID	This field is populated with the the user’s ID.
Transaction Status	This field is populated with the status of the transaction. The transaction status changes when the transaction is saved.
Review From Date	Enter the date the review started.
Review Thru Date	Enter the date the review ended.
Rating Scale	Enter the applicable rating scale or select from the icon.
Review Rating	Enter the applicable review rating or select from the icon.

Pay Period Number	Enter the pay period number.
Pay Period Year	Enter the pay period year.

10. Click **Save**.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Performance Deletion

This option allows HR to delete an existing Performance Plan, Progress Review and/or Summary Rating.

This section contains information on the following topics:

Existing Performance Plan
Existing Progress Review
Existing Summary Rating

Existing Performance Plan

This section contains information on the following topic:

Deleting Existing Performance Plan Data

Deleting Existing Performance Plan Data

To delete Existing Performance Plan data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***Performance Deletion*** component. The Performance Deletion page (**Figure 15**) is displayed.

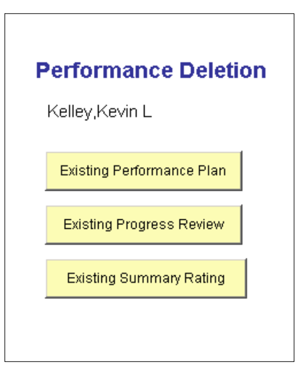

Figure 15. Performance Deletion page

4. Click **Existing Performance Plan**. The Find An Existing Value tab - HR Performance Plan Deletion page (**Figure 16**) is displayed.

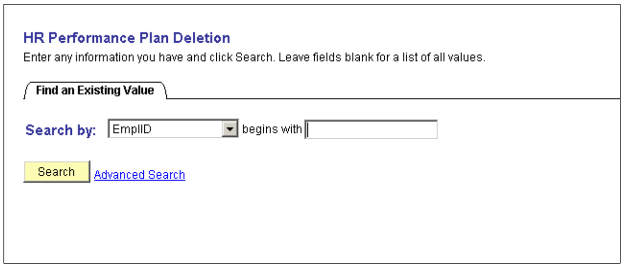

Figure 16. Find An Existing Value tab - HR Performance Plan Deletion page

5. Complete the fields as follows:

Search By	Select data from the drop-down list. Valid values are **`EmplID`** and **`Review Period From`**.
Begins with	Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.

7. Select the Performance Plan intended to be deleted. The HR Performance Plan Deletion page (**Figure 17**) is displayed.

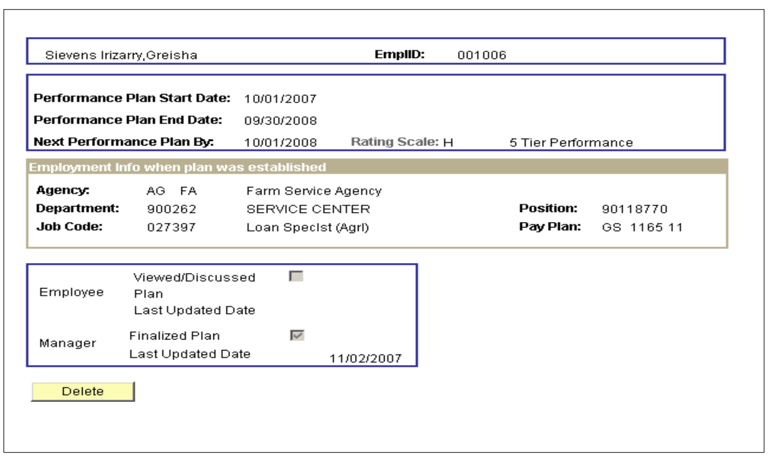

Figure 17. HR Performance Plan Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 18**) is displayed.

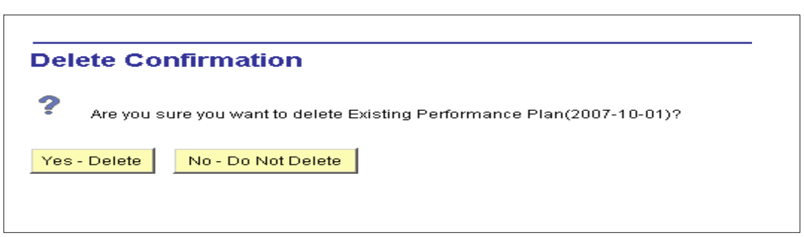

Figure 18. Delete Confirmation page

9. Click **Yes - Delete**. The selected Performance Plan is deleted.

   OR

   Click **No - Do Not Delete**. The action is canceled.

Existing Progress Review

This section contains information on the following topic:

[Deleting Existing Progress Review Data]

Deleting Existing Progress Review Data

To delete existing Progress Review data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***Performance Deletion*** component. The Performance Deletion page (**Figure 15**) is displayed.
4. Click **Existing Progress Review**. The Find An Existing Value tab - HR Progress Review Deletion page (**Figure 19**) is displayed.

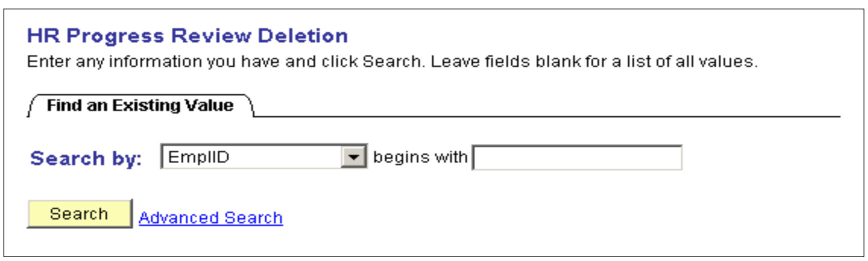

Figure 19. Find An Existing Value tab - HR Progress Review Deletion page

5. Complete the fields as follows:

Search By	Select data from the drop-down list. Valid values are **`EmplID`** and **`Review Period From`**.
Begins with	Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.
7. Select the Progress Review to be deleted. The HR Progress Review Deletion page (**Figure 20**) is displayed.

Figure 20. HR Progress Review Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 21**) is displayed.

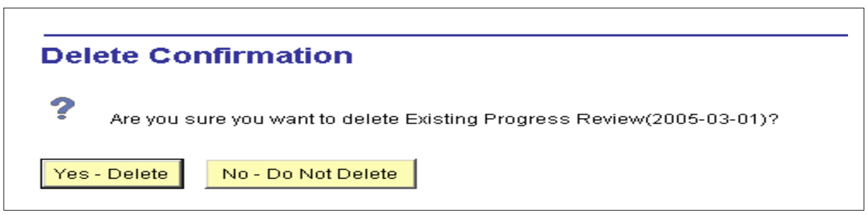

Figure 21. Delete Confirmation page

9. Click **Yes - Delete**. The selected Progress Review is deleted.

   OR

   Click **No - Do Not Delete**. The action is canceled.

Existing Summary Rating

This section contains information on the following topic:

[Deleting Existing Summary Rating Data](#)

Deleting Existing Summary Rating Data

To delete Existing Summary Rating data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***Performance Deletion*** component. The Performance Deletion page (**Figure 15**) is displayed.
4. Click **Existing Summary Rating**. The Find An Existing Value tab - HR Summary Rating Deletion page (**Figure 22**) is displayed.

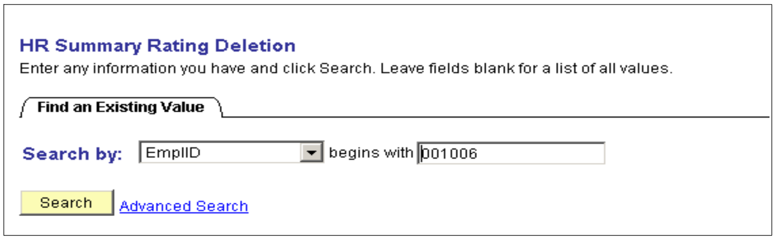

Figure 22. Find An Existing Value tab - HR Summary Rating Deletion page

5. Complete the fields as follows:

Search By	Select data from the drop-down list. Valid values are **EmplID** and **Review Period From**.
Begins with	Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.

7. Select the Summary Rating to be deleted. The HR Summary Rating Deletion page (**Figure 23**) is displayed.

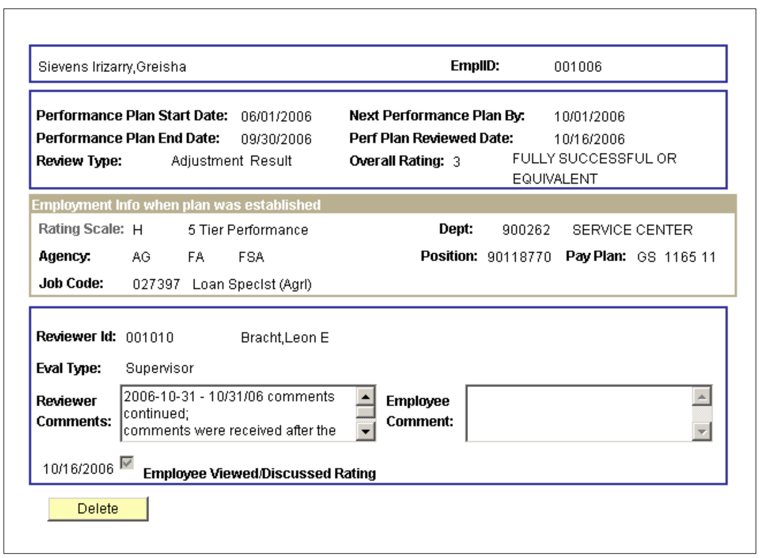

Figure 23. HR Summary Rating Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 24**) is displayed.

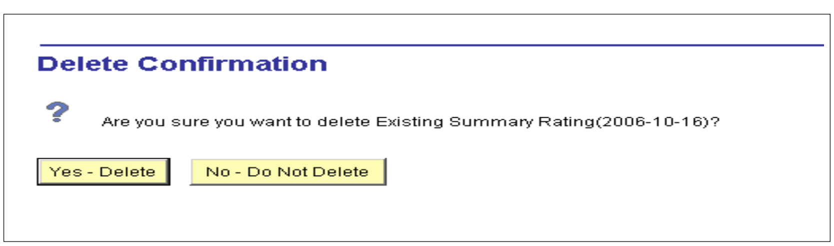

Figure 24. Delete Confirmation page

9. Click **Yes - Delete**. The selected Summary Rating is deleted.

   OR

   Click **No - Do Not Delete**. The action is canceled.

Inquire

The Human Resources Staff can run queries to determine the status of performance documents. HR can inquire on the Supervisor (Reports To), Name, Agency, Sub-agency and Personnel Office Identifier (POI).

This section contains information on the following topics:

[Missing Performance Plans](#)

[Late Performance Plans](#)

[Missing Appraisals](#)

[Late Appraisals](#)

Missing Performance Plans

This section contains information on the following topic:

[Inquiring Missing Performance Plan Data](#)

Inquiring Missing Performance Plan Data

This option allows HR to inquire on missing performance plans.

To inquire Missing Performance Plan Data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu
3. Select the ***Missing Performance Plans*** component. The Missing Performance Plans page (**Figure 25**) is displayed.

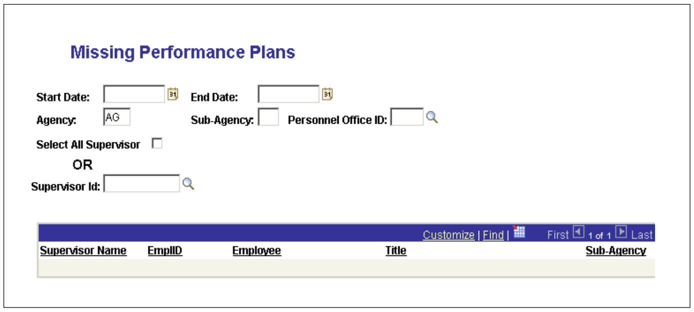

Figure 25. Missing Peformance Plans page

4. Complete the fields as follows:

Start Date	Enter the start date of the missing performance plan or select a date from the calendar icon.

End Date	Enter the end date of the missing performance plan or select a date from the calendar icon.
Agency	Enter the two position alpha agency code.
Sub-Agency	Enter the sub agency.
Personnel Office ID	Enter the POI or select data by clicking on the search icon.
Select All Supervisor	Check this box if you want to view all missing performance plans for all supervisors for the selected criteria.
Supervisor ID	Enter a specific supervisor Id or select data by clicking on the search icon.

A list of missing performance plans will display for the criteria entered.

Late Performance Plans

This section contains the following topic:

[Late Performance Plan Data]

Late Performance Plan Data

To inquire Late Performance Plan data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu.
3. Select the ***Late Performance Plans*** component. The Late Performance Plans page (**Figure 26**) is displayed.

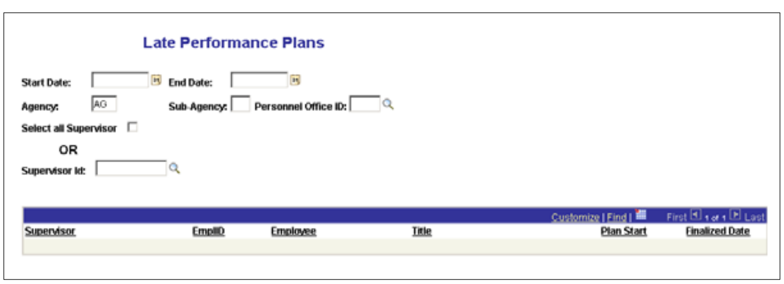

Figure 26. Late Performance Plans page

4. Complete the fields as follows:

Start Date	Enter the start date of the late performance plan or select a date from the calendar icon.
End Date	Enter the end date of the late performance plan or select a date from the calendar icon.
Agency	Enter the two position alpha agency code.
Sub-Agency	Enter the sub agency.
Personnel Office ID	Enter the POI or select data by clicking on the search icon.
Select All Supervisor	Check this box if you want to view all late performance plans for all supervisors for the selected criteria.
Supervisor ID	Enter a specific supervisor Id or select data by clicking on the search icon.

A list of missing appraisals will display for the criteria entered.

Missing Appraisals

This section contains the following topic:

Missing Appraisals Data

Missing Appraisals Data

This option allows HR to inquire on missing appraisals.

To inquire Missing Appraisals data:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu.
3. Select the ***Missing Appraisals*** component. The Missing Performance Appraisals page (**Figure 27**) is displayed.

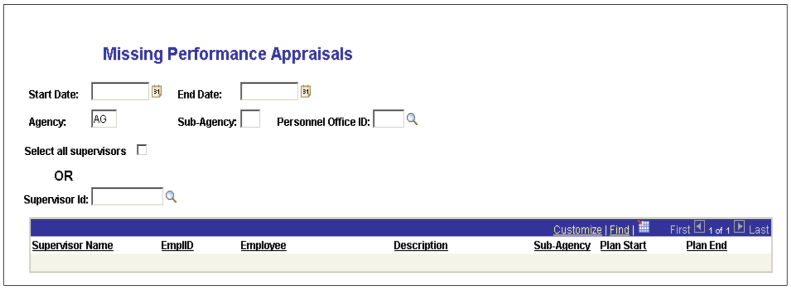

Figure 27. Missing Performance Appraisals page

4. Complete the fields as follows:

Start Date — Enter the start date of the missing performance appraisals or select a date from the calendar icon.

End Date — Enter the end date of the late missing performance appraisals or select a date from the calendar icon.

Agency — Enter the two position alpha agency code.

Sub-Agency — Enter the sub agency.

Personnel Office ID — Enter the POI or select data by clicking on the search icon.

Select All Supervisor — Check this box if you want to view all missing performance appraisals for all supervisors for the selected criteria.

Supervisor ID — Enter a specific supervisor Id or select data by clicking on the search icon.

A list of missing appraisals will display for the criteria entered.

Late Appraisals

This section contains the following topic:

Late Appraisals Data

Late Appraisals Data

To inquire Late Appraisals data:

1. Select the ***Manage Performance*** menu group.

2. Select the ***Inquire*** menu.

3. Select the ***Late Appraisals*** component. The Late Performance Appraisals page (**Figure 28**) is displayed.

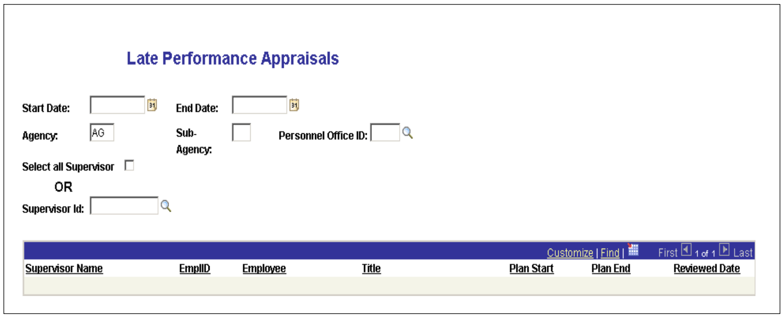

Figure 28. Late Performance Appraisals page

4. Complete the fields as follows:

Start Date	Enter the start date of the late performance appraisals or select a date from the calendar icon.
End Date	Enter the end date of the late performance appraisals or select a date from the calendar icon.
Agency	Enter the two position alpha agency code.
Sub-Agency	Enter the sub agency.
Personnel Office ID	Enter the POI or select data by clicking on the search icon.
Select All Supervisor	Check this box if you want to view all late performance appraisals for all supervisors for the selected criteria.
Supervisor ID	Enter a specific supervisor Id or select data by clicking on the search icon.

A list of late performance appraisals will display for the criteria entered.

Setup

HR Personnel can access the Setup tables for the Performance module through the Setup item under Manage Performance. HR Personnel can access Elements and Standards, elements by POI, and Review Rating Module.

This section contains information on the following topics:

[Elements And Standards]
[Elements By POI]
[Review Rating Model]

Elements And Standards

Elements and Standards is used to setup and edit the elements and standards used on performance plans.

This section contains the following topic:

[Setting Up/Edit Elements And Standards Data]

Setting Up/Edit Elements And Standards Data

To setup and edit Elements And Standards data:

1. Select the ***Manage Performance*** menu group.

2. Select the ***Setup*** menu.

3. Select the ***Elements And Standards*** component. The Find An Existing Value tab - Elements And Standards page (**Figure 29**) is displayed.

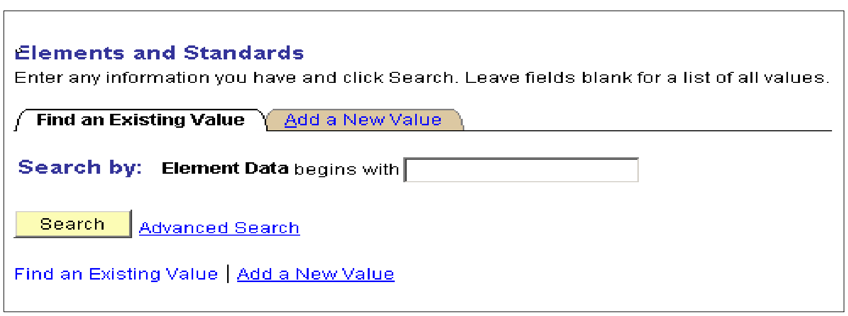

Figure 29. Find An Existing Value tab - Elements And Standards page

4. Complete the fields as follows:

Search By: Element Data Begins With	Enter the Element Data.

5. Click **Search**. The Elements And Standards tab - Elements And Standards page (**Figure 31**) is displayed.

6. Select the ***Add a New Value*** tab at the top of the window. The Add A New Value tab - Elements And Standards page (**Figure 30**) is displayed.

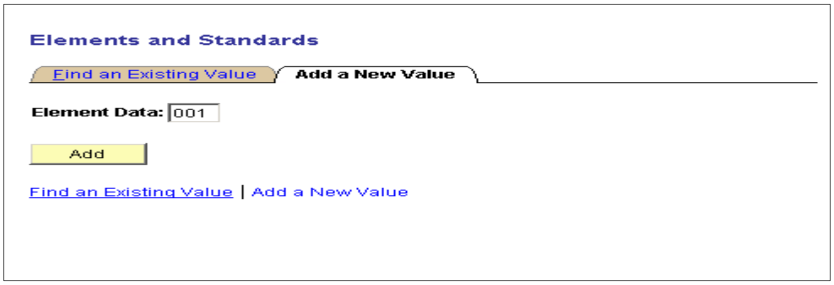

Figure 30. Add A New Value tab - Elements And Standards page

7. Complete the fields as follows:

Element Data	Enter the Element Data.

8. Click **Add**. The Elements And Standards tab - Elements And Standards page (**Figure 31**) is displayed.

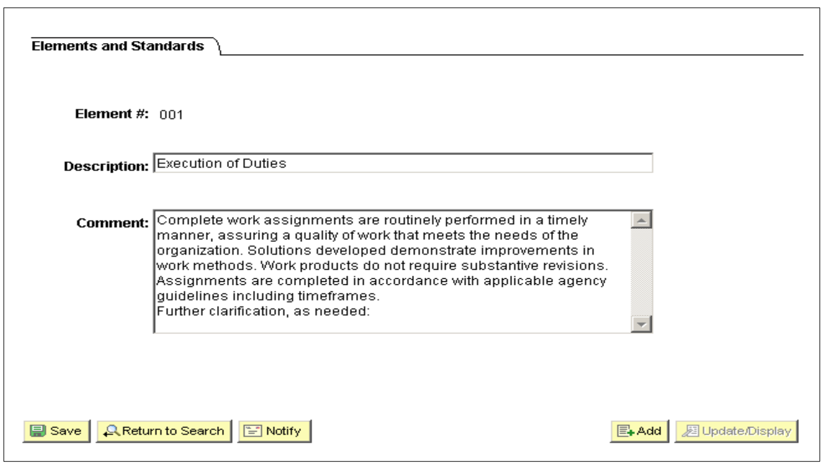

Figure 31. Elements And Standards window

9. Complete the fields as follows:

Element #	This number is populated from the search criteria entered.
Description	This field is the description of the element. Enter or edit the applicable information.
Comment	This field is how the element should be performed. Enter or edit the applicable information.

10. Click **Save**. Complete one of the following steps, as applicable:

Step	Description
Click **Return To Search**	To search for additional Elements and Standards.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.
Click **Add**	To add additional Elements and Standards.
Click **Update/Display**	To update the page.

Elements By POI

Elements By POI is used to specify which elements are used by each POI.

This section contains the following topic:

[Setting Up/Edit Elements By POI Data](#)

Setting Up/Edit Elements By POI Data

To setup Elements By POI:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Setup*** menu.
3. Select the ***Elements By POI*** component. The Find An Existing Value tab - Elements by POI page (**Figure 32**) is displayed.

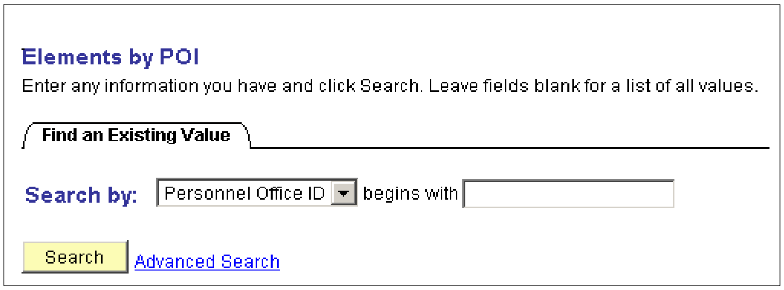

Figure 32. Find An Existing Value tab - Elements By POI page

4. Complete the fields as follows:

Search By	Select the applicable search criteria. The valid values are: **`Personnel Office ID`** and **`Description`**.
Begins With	Enter the applicable information that corresponds to the search criteria.

5. Click **Search**. The Elements By POI tab - Elements By POI page (**Figure 33**) is displayed.

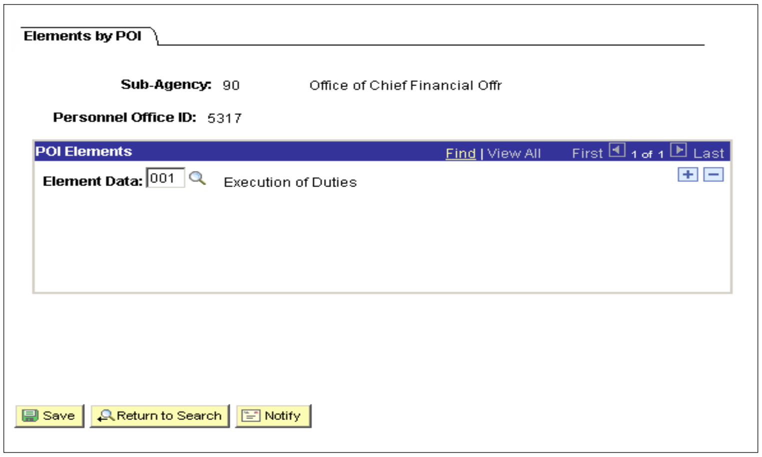

Figure 33. Elements By POI tab - Elements By POI page

6. Complete the fields as follows:

Sub-Agency	This field is populated based on the POI entered.
Personnel Office ID	This field is populated based on the search criteria entered.
Element Data	Enter the element number or select data by clicking the search icon.

7. Click **Save**.

   OR

   Click **Return To Search** to search for additional Elements By POI.

   OR

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Manage Performance Reports

The Human Resources Staff can run queries to determine the status of performance documents. HR can report on the Supervisor Name or Agency, Sub-Agency and Personnel Office Identifier (POI).

This section contains information on the following topics:

Missing Performance Plans

Late Performance Plans

Missing Appraisals

Late Appraisals

Missing Performance Plans

This option allows HR to report on missing performance plans.

To report on Missing Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Missing Performance Plans*** component. The Find An Existing Value tab - Missing Performance Plans page (**Figure 34**) is displayed.

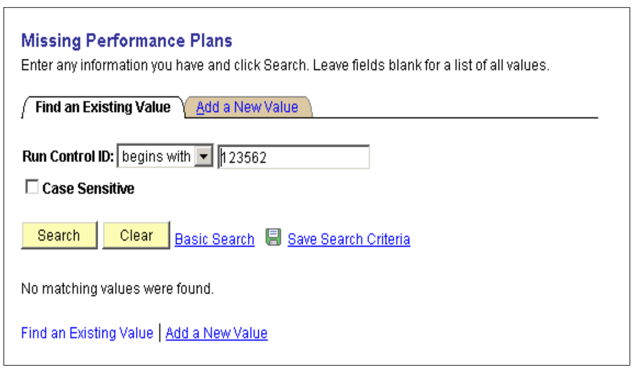

Figure 34. Find An Existing Value tab - Missing Performance Plans page

4. Complete the fields as follows:

Run Control ID	Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive	Click this field if the search criteria is case sensitive.

5. Click **Search**. The Missing Plan tab - Missing Performance Plans page (**Figure 36**) is displayed.

   OR

   Click **Clear** to clear the entry on the page. Another entry can be made at this time.

   OR

   Click the ***Add a New Value*** tab. The Add A New Value tab - Missing Performance Plans page (**Figure 35**) is displayed.

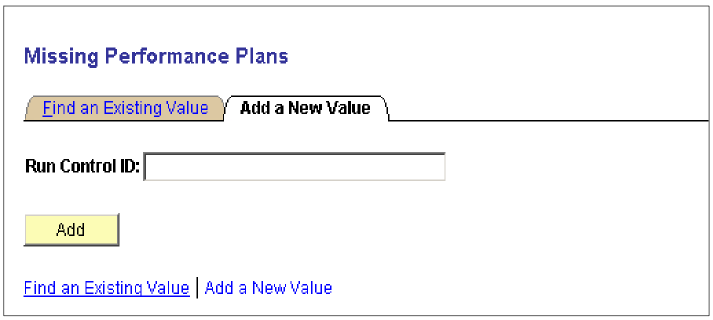

Figure 35. Add A New Value tab - Missing Performance Plans page

6. Complete the fields as follows:

Run Control ID	Enter the control ID.

7. Click **Add**. The Missing Plan tab - Missing Performance Plans page (**Figure 36**) is displayed.

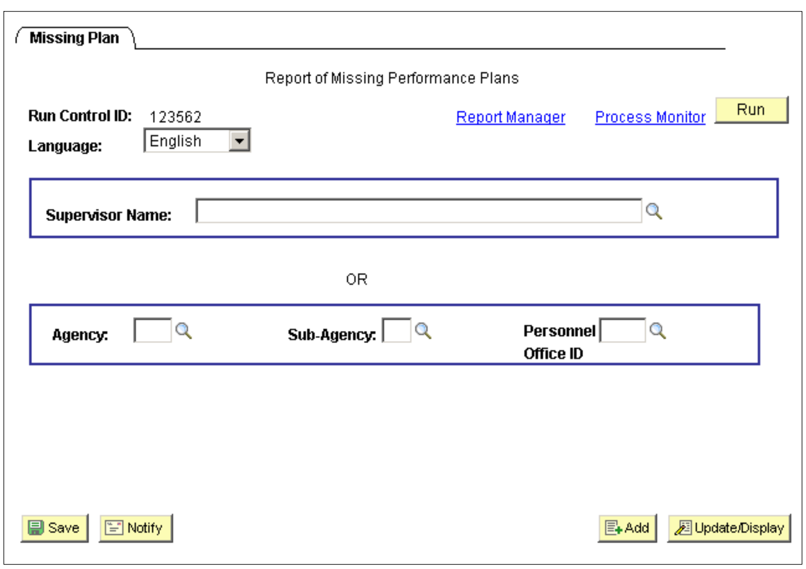

Figure 36. Missing Plan tab - Missing Performance Plans page

8. Complete the fields as follows:

Run Control ID This field is populated based on the search criteria entered.

Language Select the applicable language from the drop -down list. This field defaults to **English**. Valid values are as follows:

Languages
Arabic
Can French
Czech
Danish
Dutch
English
French
Finnish
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S. Chinese
Spanish
Swedish
TChinese
Thai
Turkish

Supervisor Name Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency Enter the two position alpha agency code or search data by clicking the search icon.

Sub-Agency Enter the sub agency.

Personnel Office ID	Enter the POI or select data by clicking on the search icon.

9. Click **Save** . At this point, the following options are available:

Step	Definition
Click **Notify**	To send an e-mail to a person in the workflow.
Click **Add**	To add information to a report.
Click **Update**/**Display**	To update the page.
Click ***Report Manager***	To access additional report options. For more information, see **Report Manager**.
Click ***Process Monitor***	To access additional report options. For more information, see **Report Manager**.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Late Performance Plans

This option allows HR to inquire on late performance plans.

To inquire on Late Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Late Performance Plans*** component. The Find An Existing Value tab - Late Performance Plans page (**Figure 37**) is displayed.

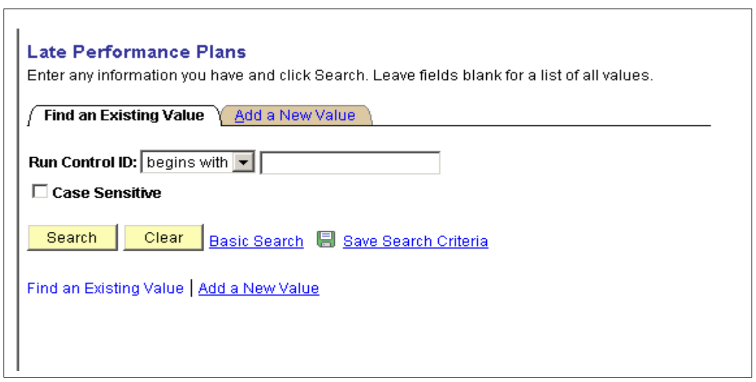

Figure 37. Find An Existing Value tab - Late Performance Plans page

4. Complete the fields as follows:

Run Control ID	Enter the Run Control ID.
Case Sensitive	Click this field if the search criteria is case sensitive.

5. Click **Search**. The Late Performance Plan page (**Figure 39**) is displayed

   OR

   Click **Clear** to clear the entry on the page. Another entry can be made at this time.

   OR

   Click the ***Add a New Value*** tab. The Add A New Value tab - Late Performance Plans page (**Figure 38**) is displayed.

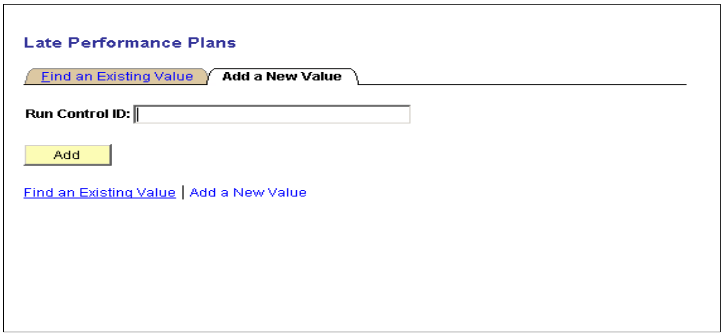

Figure 38. Add A New Value tab - Late Performance Plans page

6. Complete the fields as follows:

Run Control ID	Enter the control ID.

7. Click **Add**. The Late Performance Plans page (**Figure 39**) is displayed.

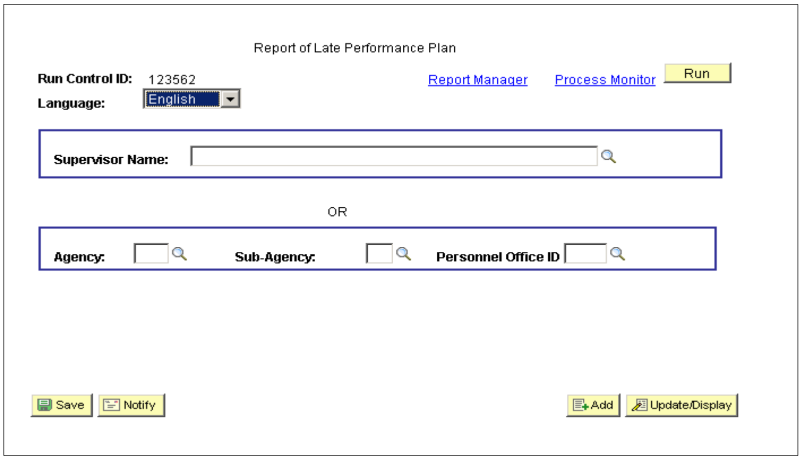

Figure 39. Late Performance Plans page

8. Complete the fields as follows:

Language	Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages
Arabic
Can French

Languages
Czech
Danish
Dutch
English
French
Finnish
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S. Chinese
Spanish
Swedish
TChinese
Thai
Turkish

Supervisor Name Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency Enter the two position alpha agency code or search data by clicking the search icon.

Sub-Agency Enter the sub agency.

Personnel Office ID Enter the POI or select data by clicking on the search icon.

9. Click **Save** . At this point, the following options are available:

Step	Definition
Click **Notify**	To send an e-mail to a person in the workflow.
Click **Add**	To add information to a report.
Click **Update**/**Display**	To update the page.

Step	Definition
Click ***Report Manager***	To access additional report options. Form more information, see **Report Manager**.
Click ***Process Monitor***	For more information, see **Report Manager**.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Missing Performance Appraisals

This option allows HR to report on missing performance appraisals.

To report on Missing Performance Appraisals:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Missing Performance Appraisal*** component. The Find An Existing Value tab - Missing Performance Appraisal page (**Figure**) is displayed.

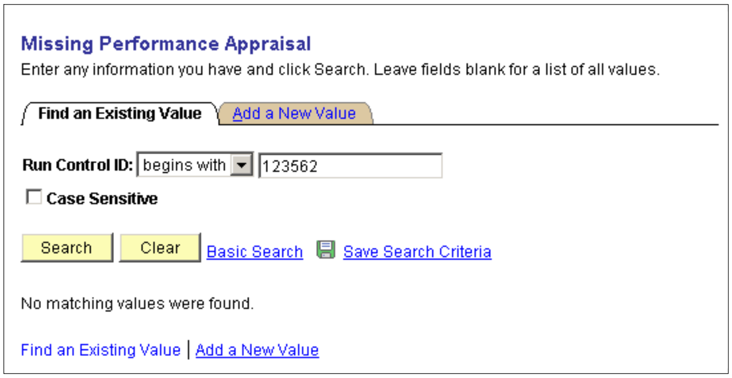

Figure 40. Find An Existing Value tab - Missing Performance Appraisal page

4. Complete the fields as follows:

Run Control ID	Click the down arrow to choose a search criteria. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.). Enter the applicable data based on the search criteria selected.
Case Sensitive	Click this field if the search criteria is case sensitive.

5. Click **Search**. The Missing Review tab - Missing Performance Appraisal page(**Figure 42**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the ***Add a New Value*** tab. The Add A New Value tab - Missing Performance Appraisal page (**Figure 41**) is displayed.

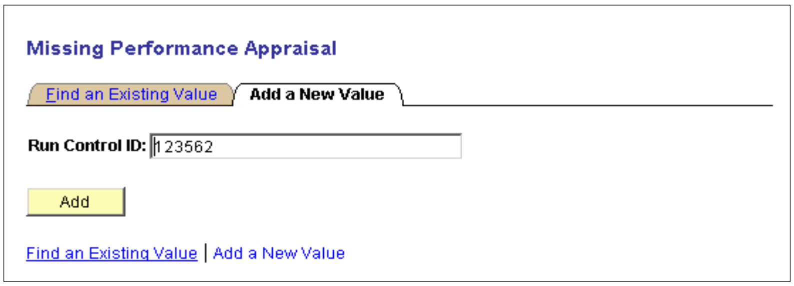

Figure 41. Add A New Value tab - Missing Performance Appraisal page

6. Complete the fields as follows:

Run Control ID	Enter the control ID.

7. Click **Add**. The Missing Review tab - Missing Performance Appraisal page(**Figure 42**) is displayed.

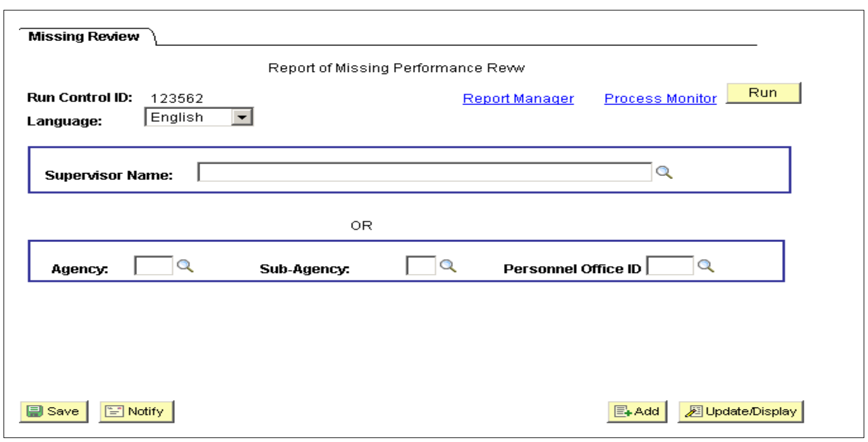

Figure 42. Missing Review tab - Missing Performance Review page

8. Complete the fields as follows:

Run Control ID	This field is populated with the search criteria entered.
Language	Select the applicable language from the drop -down list. This field defaults to `English`. Valid values are as follows:

Languages
Arabic
Can French
Czech
Danish
Dutch
English
French
Finnish
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S. Chinese
Spanish
Swedish
TChinese
Thai
Turkish

Supervisor Name Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency Enter the two position alpha agency code or search data by clicking the search icon.

Sub-Agency Enter the sub agency

Personnel Office ID Enter the POI or select data by clicking on the search icon.

9. Click **Save** . At this point, the following options are available:

Step	Definition
Click **Notify**	To send an e-mail to a person in the workflow.
Click **Add**	To add information to a report.

Step	Definition
Click **Update/Display**	To update the page.
Click ***Report Manager***	To access more report options. For more information, see **Report Manager**.
Click ***Process Monitor***	For more information, see **Report Manager**.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Late Performance Appraisals

This option allows HR to report on late performance appraisals.

To inquire on Late Performance Appraisals:

1. Select the ***Manage Performance*** menu group.

2. Select the ***Report*** menu.

3. Select the ***Late Performance Appraisal*** component. The Find An Existing Value tab - Late Performance Appraisal page (**Figure 43**) is displayed.

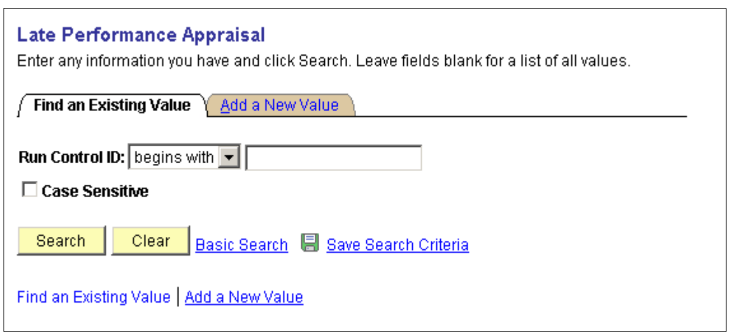

Figure 43. Find An Existing Value tab - Late Performance Appraisal page

4. Complete the fields as follows:

Run Control ID — Select a search criteria from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive — Click this field if the search criteria is case sensitive.

5. Click **Search**. The Late Review tab - Late Performance Review page (**Figure 45**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the ***Add a New Value*** tab. The Add A New Value tab - Late Performance Appraisal page (**Figure 44**) is displayed.

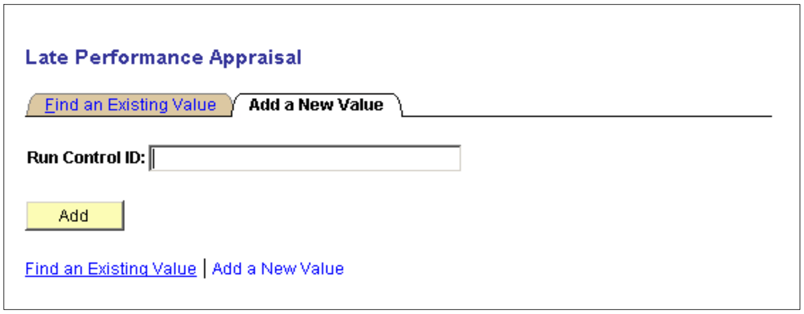

Figure 44. Add A New Value tab - Late Performance Appraisal page

6. Complete the field as follows:

Run Control ID	Enter the control ID.

7. Click **Add**. The Late Review tab - Late Performance Review page (**Figure 45**) is displayed.

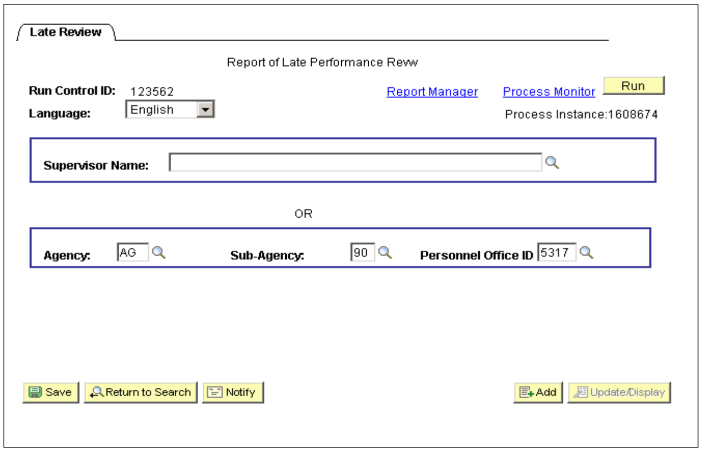

Figure 45. Late Review tab - Late Performance Review page

8. Complete the fields as follows:

Run Control ID	This field is populated with the search criteria entered.
Language	Select the applicable language from the drop -down list. This field defaults to `English`. Valid values are as follows:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
English
French
Finnish
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S Chinese
Spanish
Swedish
TChinese
Thai
Turkish

Supervisor Name — Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency — Enter the two position alpha agency code or search data by clicking the search icon.

Sub-Agency — Enter the sub agency.

Personnel Office ID — Enter the POI or select data by clicking on the search icon.

9. Click **Save** . At this point, the following options are available:

Step	Definition
Click **Notify**	To send an e-mail to a person in the workflow.
Click **Add**	To add information to a report.

Step	Definition
Update/Display	To update the page.
Report Manager	To access more report option. For more information, see **Report Manager**.
Click ***Process Monitor***	For more information, see **Report Manager**.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

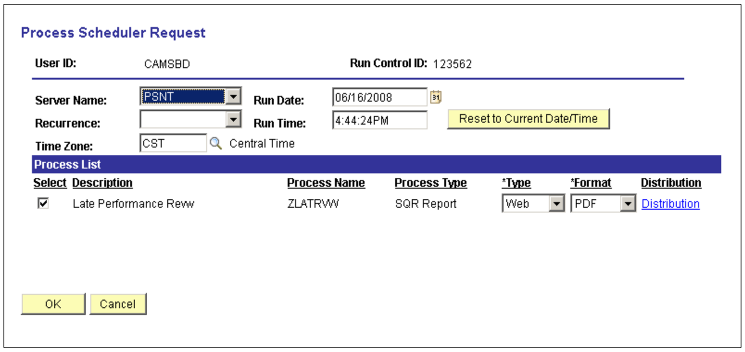

Figure 46. Project Scheduler Request page

Review Rating Model

The Review Rating Model is used to setup the ratings used on the performance documents..

To setup a Review Rating Model:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Setup*** menu.
3. Select the ***Review Rating Model*** component. The Find An Existing Value tab - Review Rating Model page (**Figure 47**) is displayed.

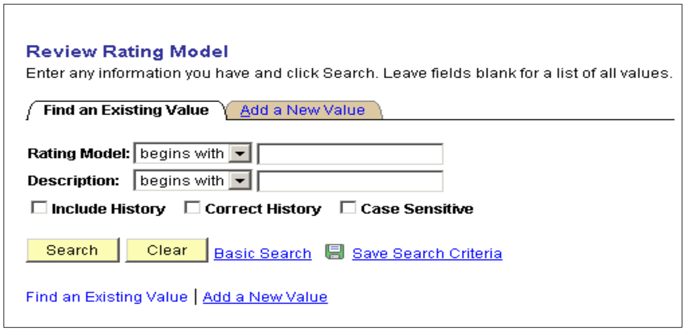

Figure 47. Find An Existing Value tab - Review Rating Model page

4. Complete the fields as follows:
5. Enter the applicable information.

6. Click **Search**. The Review Rating Model page is displayed.

OR

7. Select the ***Add a New Value*** tab. The Add A New Value tab - Review Rating Model page (**Figure**) is displayed.

Figure 48. Add A New Value tab - Review Rating Model page

8. Complete the fields as follows:

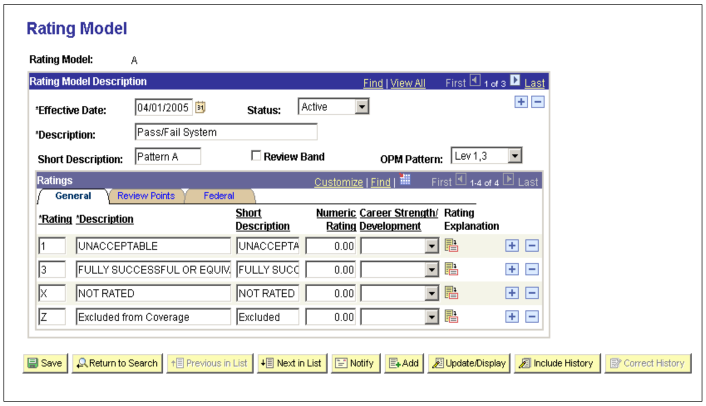

Figure 49. Rating Model page

9. Complete the fields as follows:

Rating Model	This field is populated with the search criteria entered.
***Effective Date**	Enter the applicable date or select a date from the calendar icon.

Status	This field defaults to **`Active`**. Change by selecting data from the drop-down list.
***Description**	Enter the description of the rating system.
Short Description	Enter the short description of the rating.
Review Band	When the ***Correct History*** button is selected, the review band is checked.
OPM Pattern	Enter the applicable information or select data from the drop-down list.

10. Click the ***General*** tab. General page (**Figure**) is displayed.

11. Complete the fields as follows:

***Rating**	Enter the number associated with the rating
***Description**	This field defaults to **`Active`**. Change by selecting data from the drop-down list.
***Description**	This field is the description for the Rating number
Numeric Rating	This field is the number rating associated with the Description.
Career Strength/Development	Enter the applicable information or select data from the drop-down list.
Rating Explanation	Click this icon to view or enter a rating explanation.

12. Click ***Review Point*** tab. The Review Point tab (**Figure 50**) is displayed.

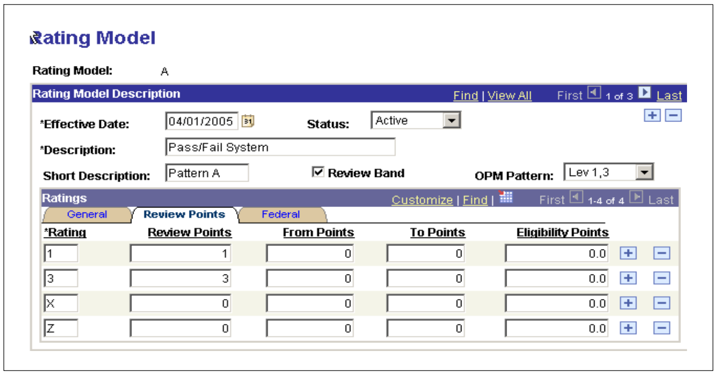

Figure 50. Review Point tab

13. Complete the fields as follows.

***Rating**	Enter the rating number.
Review Points	Enter the applicable amount of points to be given during a review.
From Points	Enter the minimum number of points for a review.
To Points	Enter the maximum number of points for a review.
Eligibility Points	Enter the applicable eligibility point for a review.

14. Click ***Federal*** tab. The Federal page (**Figure 51**) is displayed.

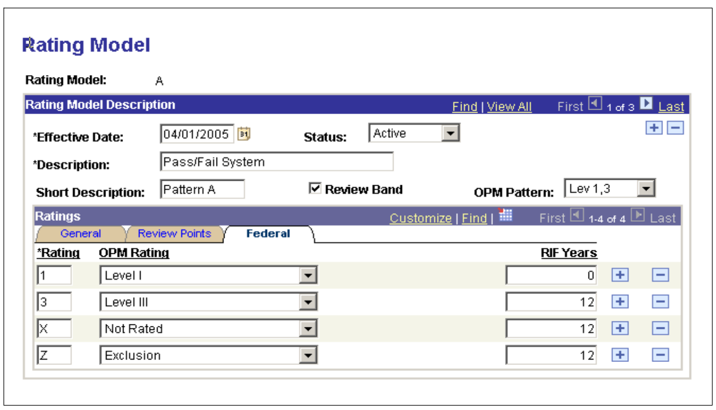

Figure 51. Federal page

15. Complete the following information:

***Rating**	Enter the rating number
OPM Rating	This field is the OPM rating explanation.
RIF Years	Enter the applicable years for each OPM Rating.

16. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To search for another Review Rating Model.
Click **Previous In List**	To view the previous Review Rating Model.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.

Step	Description
Click **Add**	To add an additional Review Rating Model.
Click **Update**/**Display**	To update the page.
Click **Include History**	To include the transaction in history.
Click **Correct History**	To correct the transaction in history.

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This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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