



EmpowHR: Section 10 - Manage Performance



PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
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. Human Resources (HR) personnel can view and edit the performance documents and monitor the performance process via queries and reports.

Below is an example of a Manage Performance Workflow:

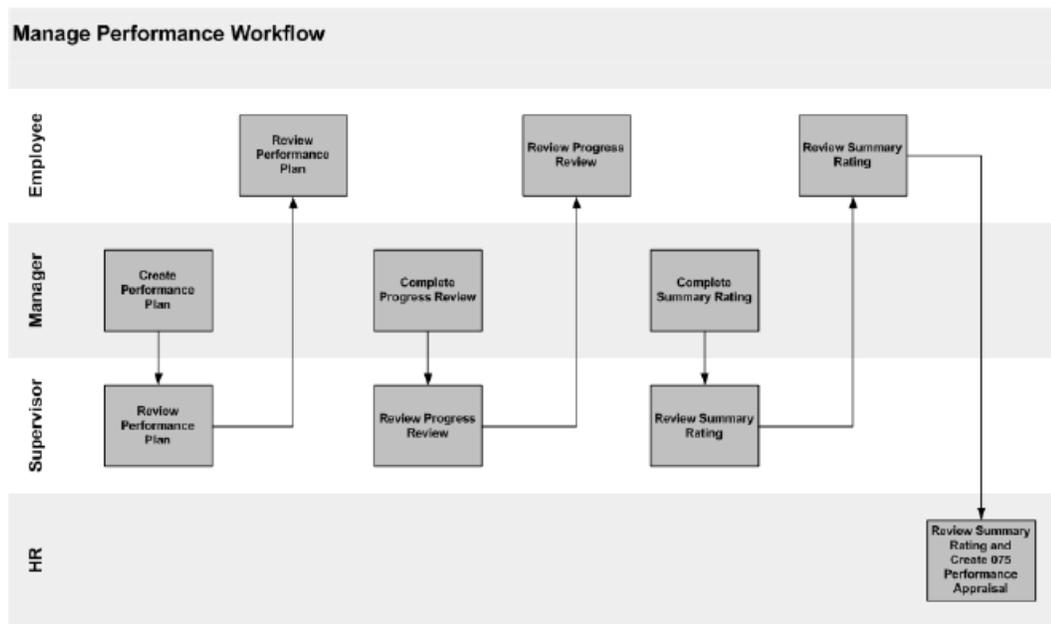


Figure 1: Manage Performance Workflow Chart

Below is an example of the Manage Performance Data Flow:

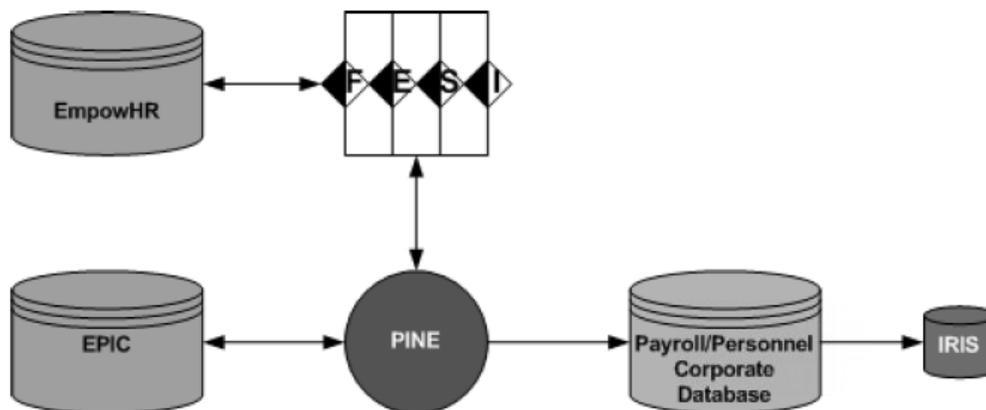


Figure 2: Manage Performance Data Flow Chart

This section includes the following topics:

Use	2
Inquire	18
Setup	23
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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
- Performance Appraisals

This menu group also permits the deletion of performance appraisals in case of a mistakenly created record.

Performance Plan

A performance plan is a written document that identifies the employee’s critical elements and performance standards by which he/she 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.

The **HR Views/Edits Performance Plan** option allows HR personnel to view and edit individual employee performance plans; reset the status flags to **Transmit** performance ratings to the National Finance Center (NFC); view performance plan start and end dates, next performance plan date, and rating scale and employment information; and view and edit the Elements and Standards tab.

Viewing/Editing Performance Plan Data

To View/Edit 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 HR Views/Edits Performance Plan page - Find an Existing Value tab is displayed.

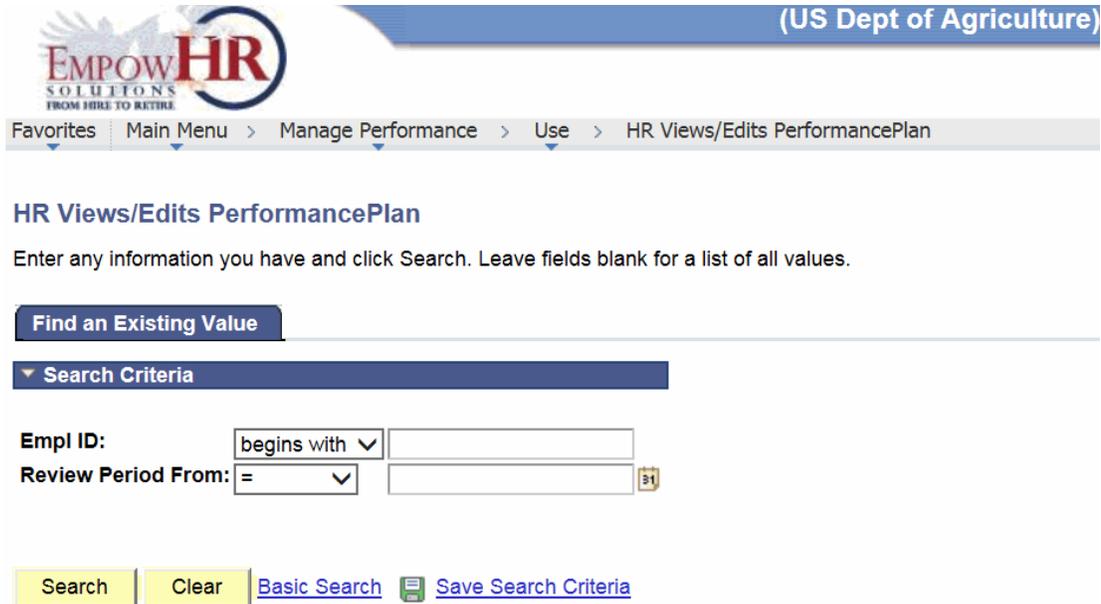


Figure 3: HR Views/Edits Performance Plan Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Empl ID	Enter the employee identification (ID).
Review Period From	Enter the review period begin date or select a date from the calendar icon.

5. Click **Search**. The HR Views/Edits Performance Plan page - Performance Plan tab is displayed.

Note: If an Empl ID is entered and the message, *No Matching Values Found*, is received, there may not be a plan set up for that employee or the Empl ID was entered incorrectly.



(US Dept of Agriculture)

Favorites | Main Menu > Manage Performance > Use > HR Views/Edits PerformancePlan

Performance Plan | Elements and Standards

Doe, John Empl ID: xxxxxxx

Performance Plan Start Date: 07/01/2006
 Performance Plan End Date: 09/30/2006
 Next Performance Plan By: 10/01/2006 Rating Scale: H 5 Tier Performance

Employment Info when plan was established

Agency: AG FA Farm Service Agency
 Department: xxxxxxx Position:
 Job Code: xxxxxxx Pay Plan:

Employee	Supervisor	Reviewer
<input checked="" type="checkbox"/> Viewed/Discussed Plan 06/29/2006 <input type="checkbox"/> Refused to Sign Last Updated Date 06/29/2006	<input checked="" type="checkbox"/> Created the Plan 06/29/2006 <input checked="" type="checkbox"/> Finalized Plan Last Updated Date 06/29/2006	<input checked="" type="checkbox"/> Concurred 11/22/2006 Last Updated Date 11/22/2006

Create Printable Form

Save | Return to Search | Notify | Previous tab | Next tab

[Performance Plan](#) | [Elements and Standards](#)

Figure 4: HR Views/Edits Performance Plan Page - Performance Plan Tab

6. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the employee ID.
Performance Plan Start Date	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	Enter the date when the next performance plan is due or select a date

Field	Description/Instruction
By	from the calendar icon.
Rating Scale	Populated with the code for the rating scale. The literal is displayed to the right of the field.
Employment Info when plan was established	Description
Agency	Populated with the Department and Agency codes. The Agency literal is displayed to the right of the codes.
Department	Populated with the numeric Department information. The literal is displayed to the right of the number.
Position	Populated with the position number.
Job Code	Populated with the job code. The literal is displayed to the right of the code.
Pay Plan	Populated with the pay plan information.
Employee	Description
Viewed/Discussed Plan	Checked if the plan has been viewed and discussed by the employee. If this box is checked, the date is displayed.
Refused to Sign	Check if the employee refused to sign the plan.
Last Updated Date	Populated with the last date that the plan was updated.
Supervisor	Description
Created the Plan	Checked if the supervisor created the plan. If this box is checked, the date is displayed.
Finalized Plan	Checked if the plan has been finalized. If this box is checked, the date is displayed.
Last Updated Date	Populated with the last date that the plan was updated.
Reviewer	Description
Concurred	Checked if the reviewer has concurred with the plan. If this box is checked, the date is displayed.
Last Updated Date	Populated with the last date that the plan was updated.

The Performance Plan page identifies the rating official or the employee that 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 pages can be viewed, modified, printed, or deleted based on Agency policy.

The Employment Information portion of the Performance Plan page 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 Management and/or Personnel Action Requests (PAR), whichever is appropriate.

The Viewed portion of the page 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.

The following options are available:

Step	Description
Click Create Printable Form	Displays a bulletin containing the information from the Performance Plan tab and Elements and Standards tab in a printable form.
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for another performance plan.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Previous Tab	Returns to the previous tab.
Click Next Tab	Advances to the next tab.

7. Select the **Elements and Standards** tab. The HR Views/Edits Performance Plan page - Elements and Standards tab is displayed. This is a read-only page. No changes may be made to the portions on this page explained below:
 - Critical Element - a work assignment or responsibility 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. Refer to your Agency policy for additional guidance.

- Performance Standard - 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.

(US Dept of Agriculture)

Favorites | Main Menu > Manage Performance > Use > HR Views/Edits PerformancePlan

Performance Plan

Elements and Standards

Doe, John
Empl ID: XXXXXX

Performance Plan Start Date: 07/01/2006

Performance Plan End Date: 09/30/2006

Next Performance Plan By: 10/01/2006

Job Code: XXXXXXXX **Position:** XXXXXXXX

Elements & Standards
Find | View All First 1 of 5 Last

Performance Measure 01
No:

Element: Equal Opportunity & Civil Rights: (Mandatory for all Supervisors & Managers).

Standards:

Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect towards coworkers, office visitors, and all others in the performance of official business. Demonstrates an awareness of EO/CR policies and responsibilities of Agency and Departmental goals of valuing a

Accomplishments

Save

Return to Search

Notify

Previous tab

Next tab

[Performance Plan](#) | [Elements and Standards](#)

Figure 5: HR Views/Edits Performance Plan Page - Elements and Standards Tab

The following options are available:

Step	Description
Click Save	Saves the documents.
Click Return to Search	Returns to the applicable page to searches for another performance plan.

Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Previous Tab	Returns to the previous tab.
Click Next Tab	Advances to the next tab.

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 at least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comments 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.

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/Edits Progress Review** component.

- The HR Views/Edits Progress Review page - Find an Existing Value tab is displayed.



Figure 6: HR Views/Edits Progress Review Page - Find an Existing Value Tab

- Complete the fields as follows:

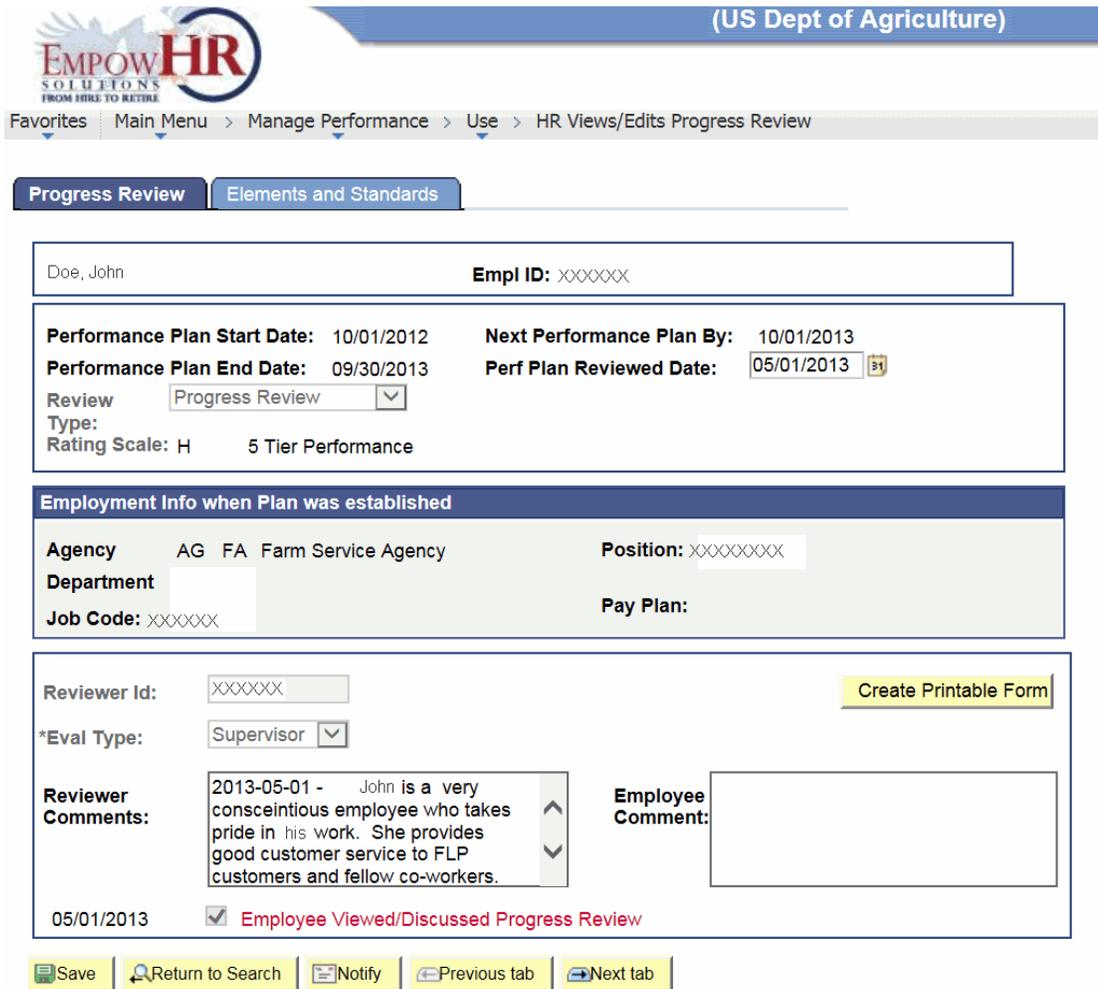
Field	Instruction
Empl ID	Enter the employee ID.
Review Period From	Enter the date the progress review started or select a date from the calendar icon.

- Click **Search**. The HR Views/Edits Progress Review page - Progress Review tab is displayed.

OR

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

- Select the **Elements and Standards** tab. The HR Views/Edits Progress Review page - Elements and Standards tab is displayed.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Manage Performance > Use > HR Views/Edits Progress Review

Progress Review | **Elements and Standards**

Doe, John Empl ID: xxxxxxx

Performance Plan Start Date: 10/01/2012 Next Performance Plan By: 10/01/2013
 Performance Plan End Date: 09/30/2013 Perf Plan Reviewed Date: 05/01/2013

Review: Progress Review (dropdown)
 Type:
 Rating Scale: H 5 Tier Performance

Employment Info when Plan was established

Agency: AG FA Farm Service Agency Position: xxxxxxx
 Department: Pay Plan:
 Job Code: xxxxxxx

Reviewer Id: xxxxxxx Create Printable Form

*Eval Type: Supervisor (dropdown)

Reviewer Comments: 2013-05-01 - John is a very conscientious employee who takes pride in his work. She provides good customer service to FLP customers and fellow co-workers.

Employee Comment:

05/01/2013 Employee Viewed/Discussed Progress Review

Save Return to Search Notify Previous tab Next tab

[Progress Review](#) | [Elements and Standards](#)

Figure 7: HR Views/Edits Progress Review Page - Progress Review Tab

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to searches for another performance plan.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Previous Tab	Returns to the previous tab.
Click Next Tab	Advances to the next tab.

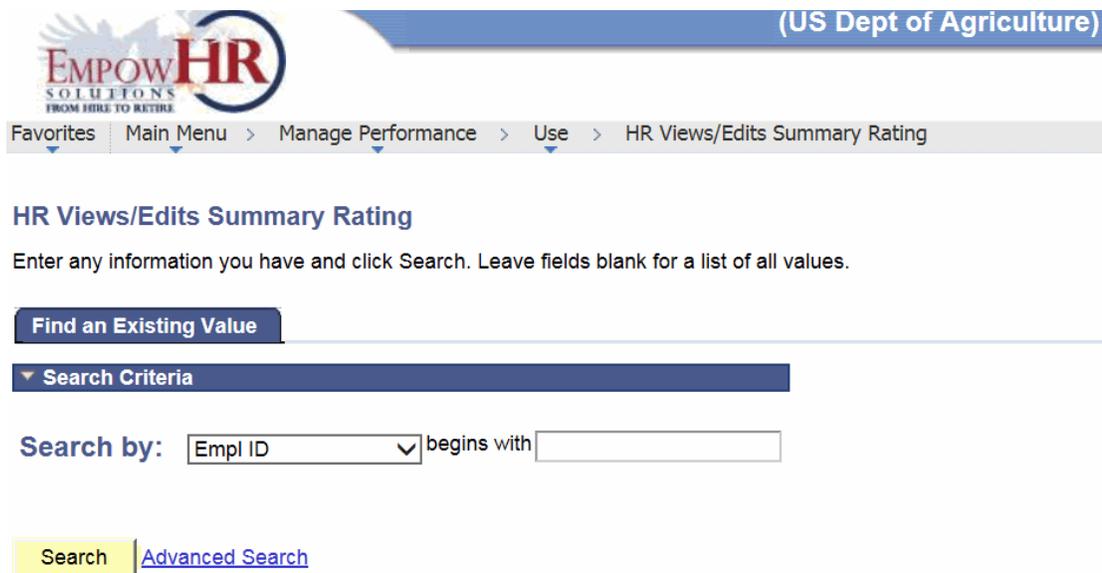
Summary Rating

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.

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 HR Views/Edits Summary Rating page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > Manage Performance > Use > HR Views/Edits Summary Rating

HR Views/Edits Summary Rating

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: begins with

Search [Advanced Search](#)

Figure 8: HR Views/Edits Summary Rating Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Search by	Select the applicable data from the drop-down list. Valid values are: Empl ID and Review Period From .
begins with	Enter the data that corresponds to the search criteria.

- Click **Search**. The HR Views/Edits Summary Rating page - Summary Rating tab is displayed.

(US Dept of Agriculture)



[Favorites](#) | [Main Menu](#) > [Manage Performance](#) > [Use](#) > [HR Views/Edits Summary Rating](#)

Summary Rating

Elements and Standards

Doe, John	Empl ID: xxxxxxx	NFC Status: Applied ▼
-----------	------------------	--

Performance Plan Start Date: 10/01/2004	Next Performance Plan By: 10/01/2005
Performance Plan End Date: 09/30/2005	Perf Plan Reviewed Date: 12/13/2005 <small>BT</small>
Review Type: Summary Rating ▼	Overall Rating: 3
Rating Scale: A Pass/Fail System	

Employment Info when Plan was established

Agency: AG FA Farm Service Agency	Position: xxxxxxxx
Department: _____	Pay Plan: _____
Job Code: xxxxxxx	

Reviewer Id: xxxxxxx		Create Printable Form
*Eval Type: Supervisor ▼		
Reviewer Comments: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Employee Comment: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
12/13/2005 <input checked="" type="checkbox"/> Employee Viewed/Discussed Rating		

Save
Return to Search
Notify
Previous tab
Next tab

[Summary Rating](#) | [Elements and Standards](#)

Figure 9: HR Views/Edits Summary Rating Page - Summary Rating Tab

- Select the **Elements and Standards** tab. The HR Views/Edits Summary Rating page - Elements and Standards tab is displayed.

[Summary Rating](#) | [Elements and Standards](#)

Figure 10: HR Views/Edits Summary Rating Page - Elements and Standards Tab

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for another performance plan.
Click Notify	Notifies the next person in the workflow that the transaction is in their workload.

Click Previous Tab	Returns to the previous tab.
Click Next Tab	Advances to the next tab.

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 General Schedule (GS) 1-13. 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.

Viewing/Editing 075 Performance Appraisal Data

To View or Edit 075 Performance Appraisal Data:

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

3. Select the **075 Performance Appraisal** component. The 075 - Performance Document page - Find an Existing Value tab is displayed.

075 - Performance Document

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Empl ID: begins with []

Empl Record: = []

Social Security Number: = []

Name: begins with []

Last Name: begins with []

Agency: begins with []

Sub-Agency: begins with []

Case Sensitive

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 11: 075 - Performance Document Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Empl ID	Enter the employee ID.
Empl Record	Enter the number of the employee record.
Social Security Number	Enter the full Social Security number (SSN).
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.

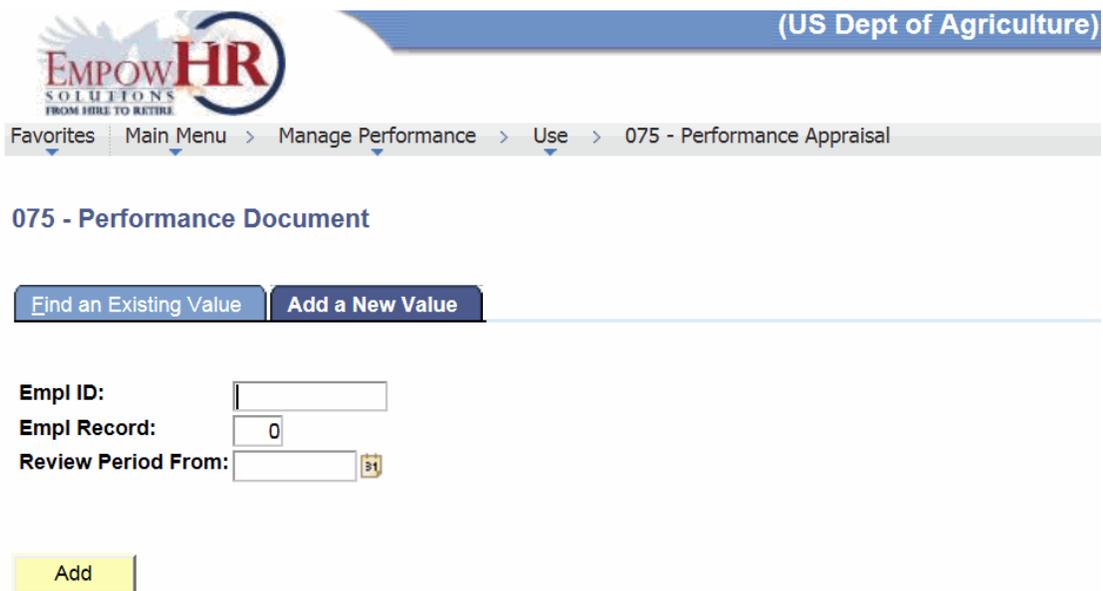
Field	Instruction
Case Sensitive	Click this field if the information is case sensitive.

- Click **Search**. The Performance Appraisal page is displayed.

OR

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

- Select the **Add a New Value** tab. The 075 - Performance Document page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR web application interface. At the top left is the EmpowHR logo. At the top right, it says "(US Dept of Agriculture)". Below the logo is a navigation menu with "Favorites", "Main Menu", "Manage Performance", "Use", and "075 - Performance Appraisal". The main heading is "075 - Performance Document". There are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs are three input fields: "Empl ID:" (empty), "Empl Record:" (containing "0"), and "Review Period From:" (empty with a calendar icon). At the bottom left is a yellow "Add" button.

Figure 12: 075 - Performance Document Page - Add a New Value Tab

- Complete the fields as follows:

Field	Instruction
Empl ID	Enter the employee ID.
Empl Record	Enter the employee record number.
Review Period From	Enter the date the review started or select a date from the calendar icon.

- Click **Add**. The Performance Appraisal page is displayed.

Figure 13: Performance Appraisal Page

- Complete the fields as follows:

Field	Description
Empl ID	Populated with the employee ID.
Record	Populated with the record number of the transaction.
SSN	Populated with the user's SSN.
Performance Appraisal	Description
Entry Date	Populated with the entry date of the appraisal.
Transaction Status	Populated with the status of the transaction. The transaction status changes when the transaction is saved.
User ID	Populated with the user ID.
Appraisal Period	Description
Review From Date	Populated with the date the review started.
Review Thru Date	Populated with the date the review ended.
Appraisal Rating	Description

Field	Description
Rating Scale	Populated with the applicable rating scale. The literal is displayed to the right of the field.
Review Rating	Populated with the applicable review rating. The literal is displayed to the right of the field.
Pay Period Number	Populated with the pay period number.
Pay Period Year	Populated with the pay period year.

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for another performance plan.
Click Previous in List	Returns to the previous performance plan.
Click Next in List	Advances to the next performance plan.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the 075 - Performance Document page - Add a New Value tab.
Click Correct History	Allows the user to correct a previous performance plan.

Inquire

The HR 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).

Missing Performance Plans

This option allows HR to inquire on missing performance plans.

To Inquire about 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 is displayed.



Figure 14: Missing Performance Plans Page

4. Complete the fields as follows:

Field	Instruction
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 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. If this field is checked, the Supervisor Id field must be left blank.
Supervisor Id	Enter a specific supervisor ID or select data by clicking on the search icon. If data is entered in this field, the Select All Supervisor field must be left blank.

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

Late Performance Plans

To Inquire about 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 is displayed.

Figure 15: Late Performance Plans Page

4. Complete the fields as follows:

Field	Instruction
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. If this field is checked, the Supervisor Id field must be left blank.
Supervisor Id	Enter a specific supervisor ID or select data by clicking on the search icon. If data is entered in this field, the Select all Supervisor field must be left blank.

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

Missing Appraisals

To Inquire about 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 is displayed.

Figure 16: Missing Performance Appraisals Page

4. Complete the fields as follows:

Field	Instruction
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 the search icon.
Select all supervisors	Check this box if you want to view all missing performance appraisals for all supervisors for the selected criteria. If this field is checked, the Supervisor Id field must be left blank.
Supervisor Id	Enter a specific supervisor ID or select data by clicking the search icon. If data is entered in this field, the Select all supervisors field must be left

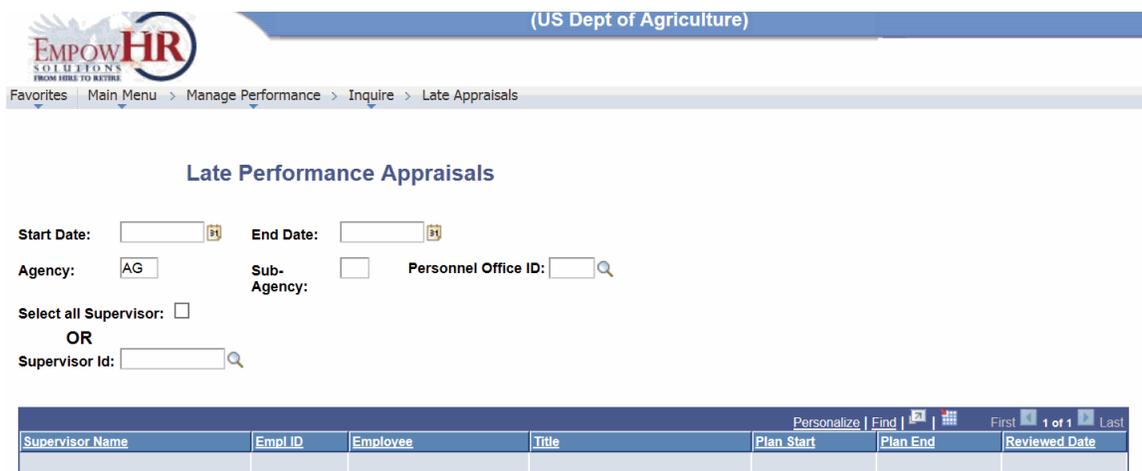
Field	Instruction
	blank.

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

Late Appraisals

To Inquire about 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 is displayed.



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Favorites | Main Menu > Manage Performance > Inquire > Late Appraisals

Late Performance Appraisals

Start Date:  End Date: 

Agency: Sub-Agency: Personnel Office ID: 

Select all Supervisor:

OR

Supervisor Id: 

Supervisor Name	Empl ID	Employee	Title	Plan Start	Plan End	Reviewed Date

Personalize | Find |  First 1 of 1 Last

Figure 17: Late Performance Appraisals Page

4. Complete the fields as follows:

Field	Instruction
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 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. If this field is checked, the

Field	Instruction
	Supervisor Id field must be left blank.
Supervisor Id	Enter a specific supervisor ID or select data by clicking the search icon. If data is entered in this field, the Select all Supervisor field must left blank.

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

Setup

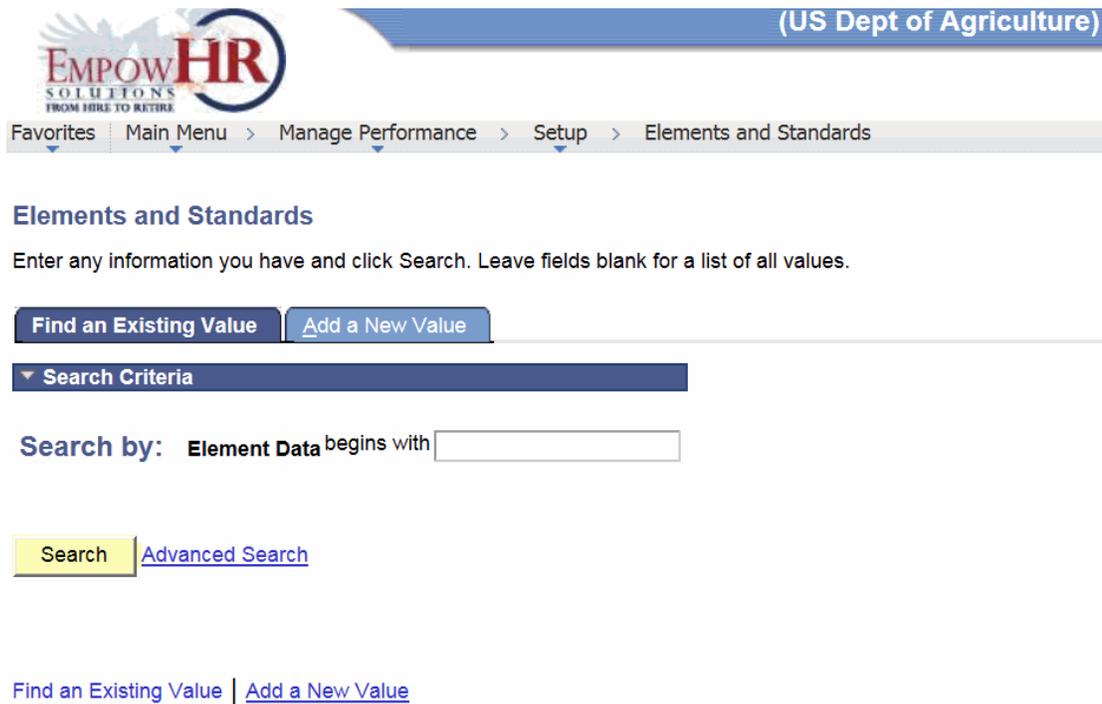
HR Personnel can access the Setup tables for the **Performance** module through the Setup item under Manage Performance. HR Personnel can access **Elements and Standards**, **Elements by POI**, and **Review Rating Module**.

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

To Set Up 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 Elements and Standards page - Find an Existing Value tab is displayed.



Elements and Standards

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Element Data begins with

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 18: Elements and Standards Page - Find an Existing Value Tab

4. Complete the field as follows:

Field	Instruction
Search by: Element Data begins with	Enter the element data.

5. Click **Search**. The Elements and Standards page - Elements and Standards tab is displayed.

OR

Select the **Add a New Value** tab. The Elements and Standards page - Add a New Value tab is displayed.

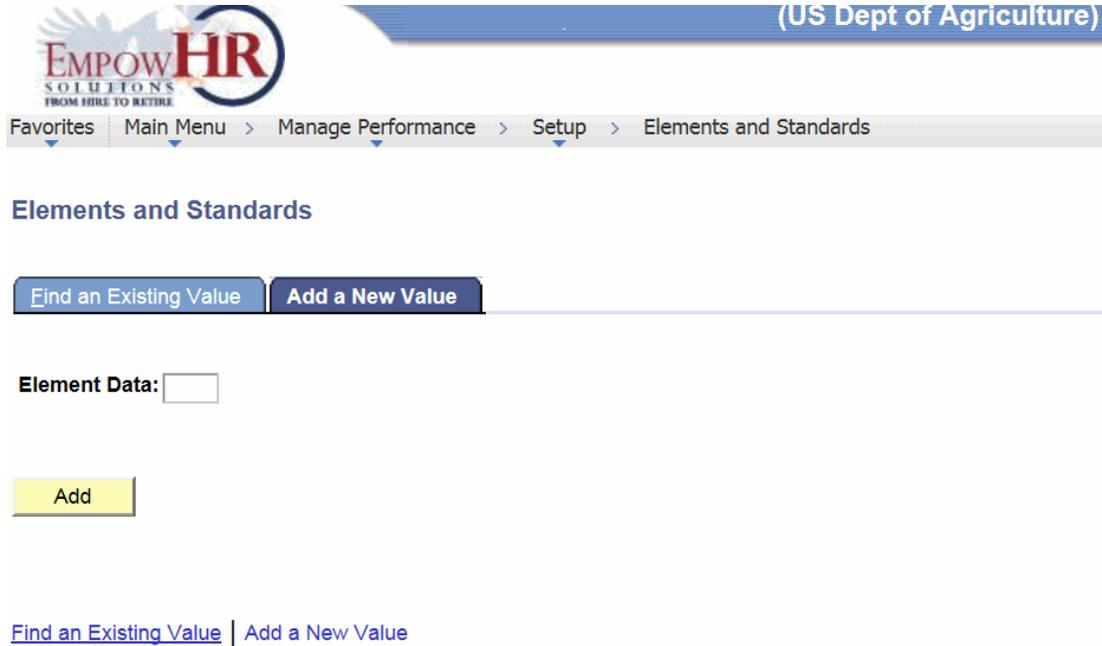


Figure 19: Elements and Standards Page - Add a New Value Tab

6. Complete the field as follows:

Field	Instruction
Element Data	Enter the element data.

7. Click **Add**. The Elements and Standards tab is displayed.



Element #: **Appraisal Points:**

Description:

Comment:

Figure 20: Elements and Standards Tab

8. Complete the fields as follows:

Field	Description/Instruction
Element #	Populated from the search criteria entered.
Description	Description of the element. Enter or edit the applicable information.
Comment	How the element should be performed. Enter or edit the applicable information.

The following options are available:

Step	Description
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for additional elements and standards.

Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Elements and Standards page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information entered.

Elements by POI

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

To Set Up Elements by POI:

1. Select the **Manage Performance** menu group.
2. Select the **Setup** menu.
3. Select the **Elements by POI** component. The Elements by POI page - Find an Existing Value tab is displayed.

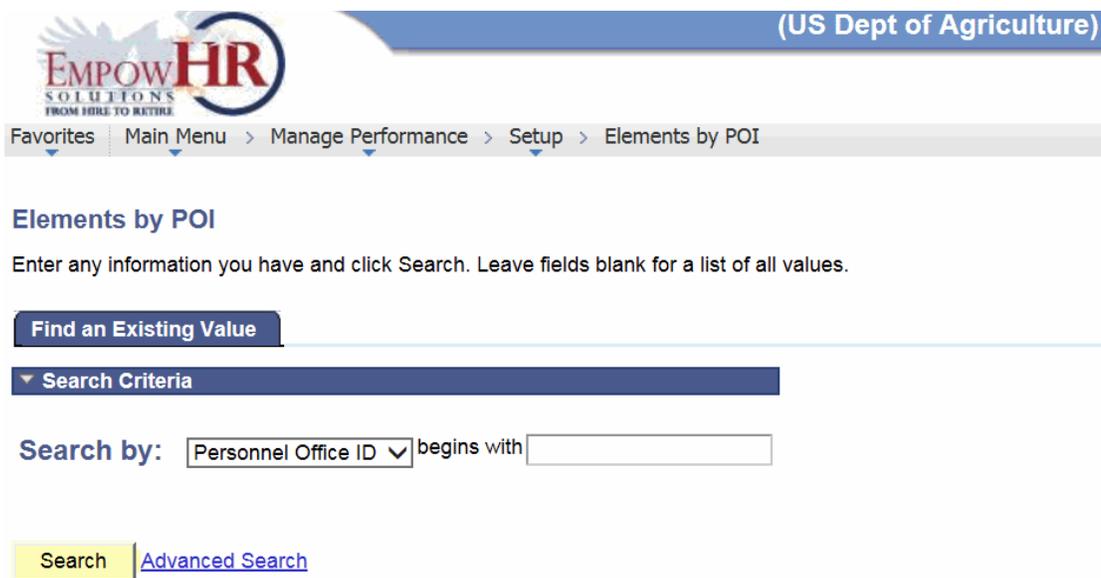


Figure 21: Elements by POI Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
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.

- Click **Search**. The Elements by POI tab is displayed.



Figure 22: Elements by POI Tab

- Complete the fields as follows:

Field	Description/Instruction
Sub-Agency	Populated based on the POI entered.
Personnel Office ID	Populated based on the search criteria entered.
POI Elements	Instruction
Element Data	Enter the element number or select data by clicking the search icon.

The following options are available:

Step	Description
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for additional elements and standards.
Click Previous in List	Returns to the previous document.
Click Next in List	Advances to the next document.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.

Report

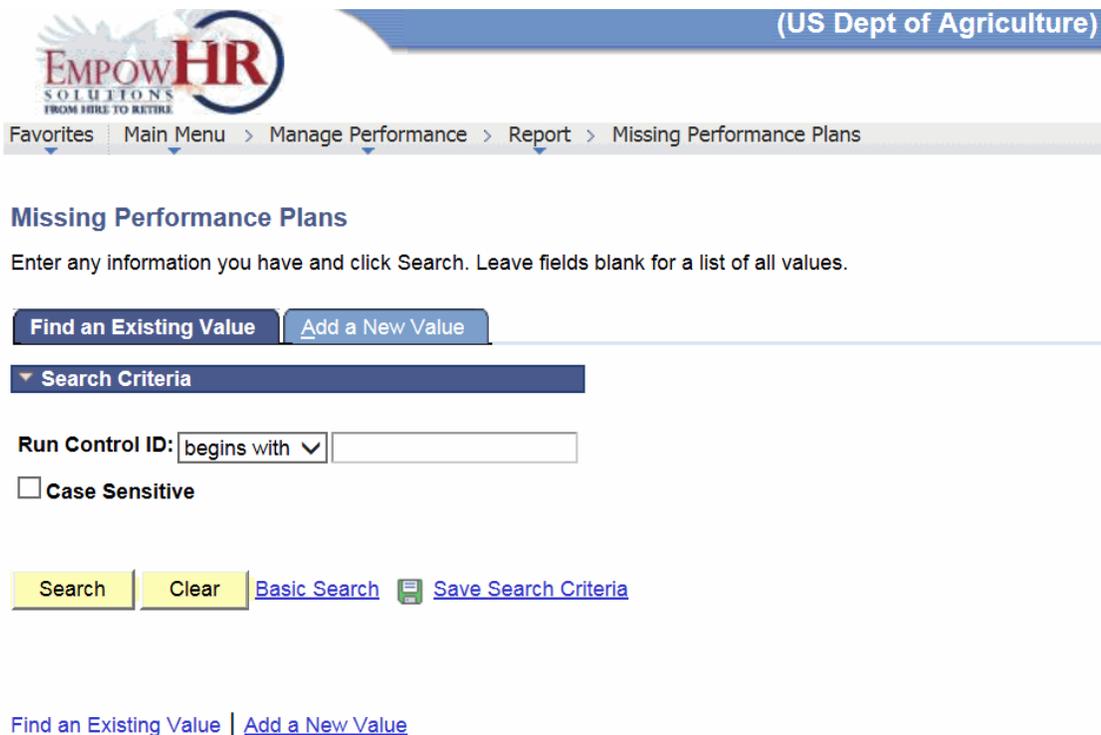
The HR personnel can run queries to determine the status of performance documents. HR can report on the Supervisor Name or Agency, sub-Agency, and POI.

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 Missing Performance Plans page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > Manage Performance > Report > Missing Performance Plans

Missing Performance Plans

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Figure 23: Missing Performance Plans Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Run Control ID	Select data from the drop-down list.

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

5. Click **Search**. The Missing Plan tab is displayed.

OR

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

OR

Select the **Add a New Value** tab. The Missing Performance Plans page - Add a New Value tab is displayed.

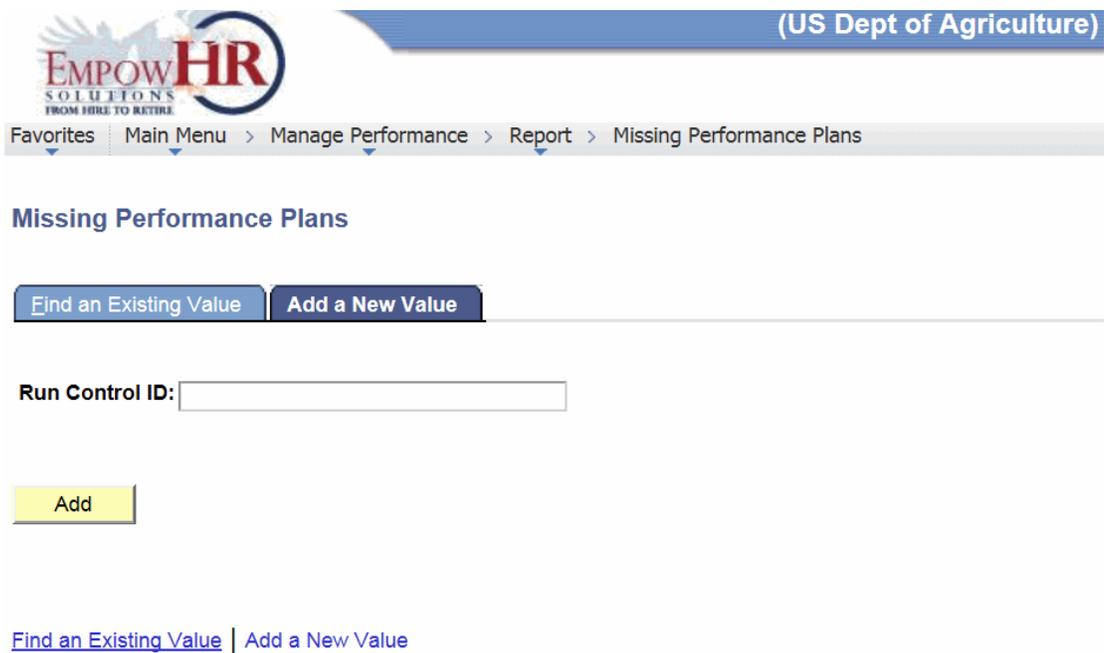


Figure 24: Missing Performance Plans Page - Add a New Value Tab

6. Complete the field as follows:

Field	Instruction
Run Control ID	Enter the control ID.

- Click **Add**. The Missing Plan tab is displayed.

Figure 25: Missing Plan Tab

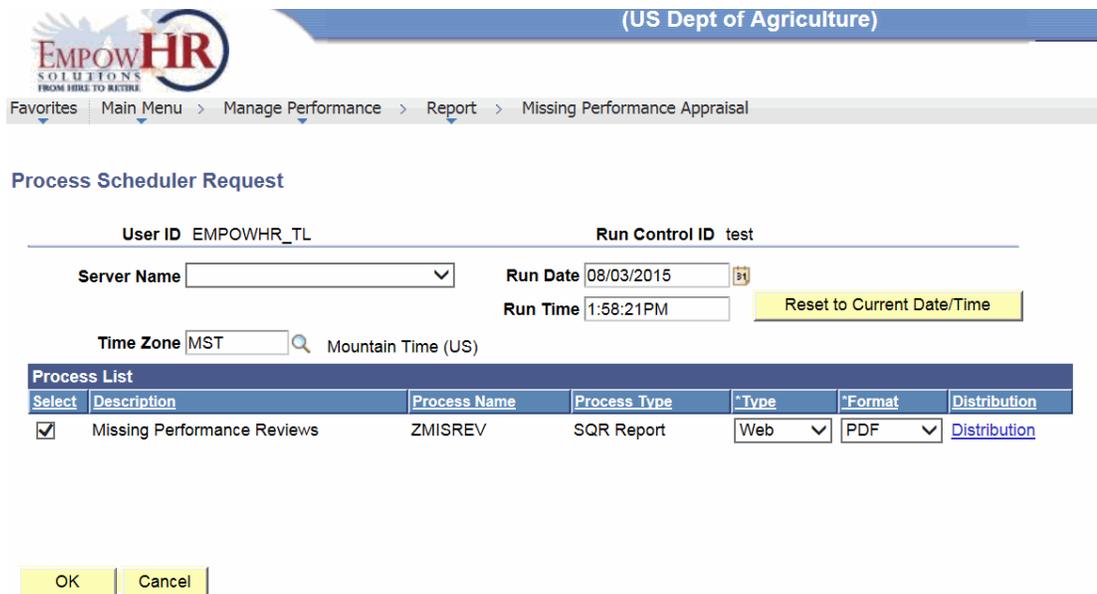
- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based on the search criteria entered.
Language	Defaults to English or select the applicable language from the drop-down list.
Supervisor Name	Enter the name of the supervisor or select data by clicking the search icon. If data is entered in this field, the Agency, Sub-Agency, and Personnel Office ID fields must be left blank.
Agency	Enter the two-position alpha Agency code or select data by clicking the search icon. If data is entered in this field, the Sub-Agency and Personnel Office ID fields must be completed, and the Supervisor Name field must be left blank.
Sub-Agency	Enter the sub-Agency or select data by clicking the search icon. If data is entered in this field, the Agency and Personnel Office ID fields must be completed, and the Supervisor Name field must be left blank.
Personnel Office ID	Enter the POI or select data by clicking the search icon. If data is entered in this field, the Agency and Sub-Agency fields must be completed, and the Supervisor Name field must be left blank.

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Missing Performance Plans page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.

- Click **Run**. The Process Scheduler Request page is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > Manage Performance > Report > Missing Performance Appraisal

Process Scheduler Request

User ID EMPOWHR_TL Run Control ID test

Server Name Run Date 08/03/2015

Run Time 1:58:21PM

Time Zone MST Mountain Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Missing Performance Reviews	ZMISREV	SQR Report	Web	PDF	Distribution

Figure 26: Process Scheduler Request Page (Missing Performance Appraisals)

- Click **OK** or **Cancel** to return to the Missing Plan tab.

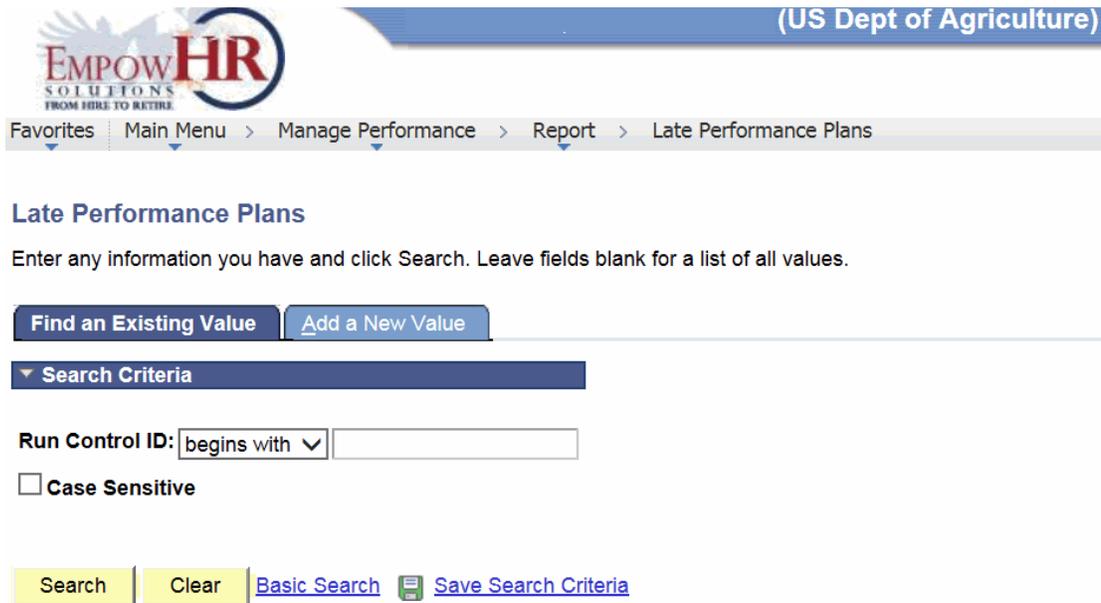
Late Performance Plans

This option allows HR to inquire on late performance plans.

To Inquire on Late Performance Plans:

- Select the **Manage Performance** menu group.
- Select the **Report** menu.

3. Select the **Late Performance Plans** component. The Late Performance Plans page - Find an Existing Value tab is displayed.



[Find an Existing Value](#) | [Add a New Value](#)

Figure 27: Late Performance Plans Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Run Control ID	Enter the Run Control ID.
Case Sensitive	Check this box if the search criteria is case sensitive.

5. Click **Search**. The Late Performance Plans page is displayed

OR

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

OR

Select the **Add a New Value** tab. The Late Performance Plans page - Add a New Value tab is displayed.

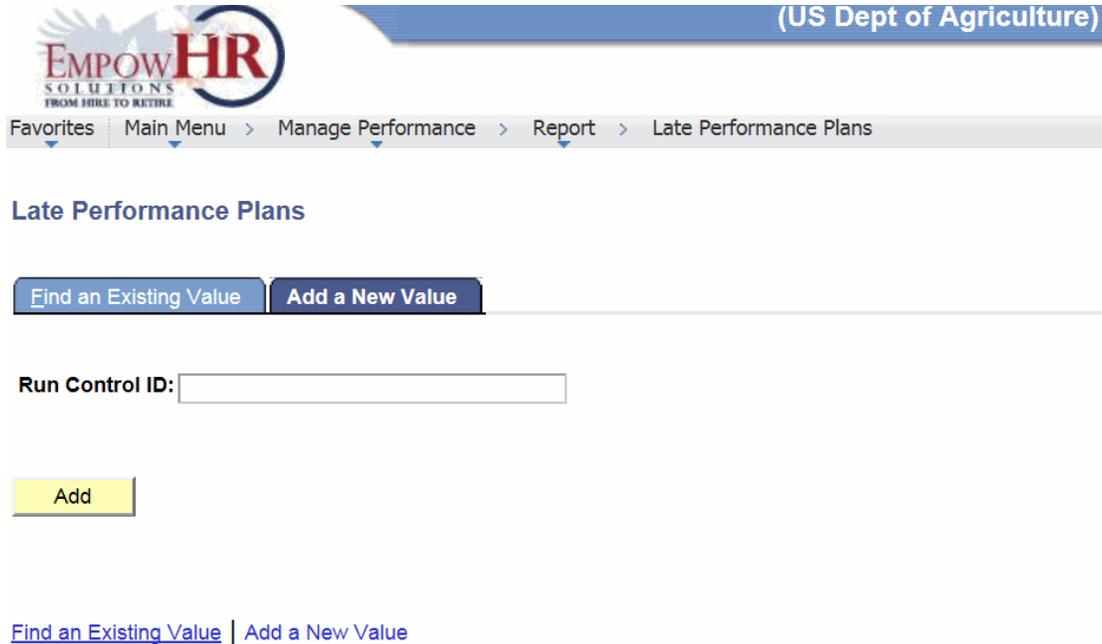


Figure 28: Late Performance Plans Page - Add a New Value Tab

6. Complete the field as follows:

Field	Instruction
Run Control ID	Enter the control ID.

- Click **Add**. The Report of Late Performance Plan page is displayed.

(US Dept of Agriculture)

Favorites | Main Menu > Manage Performance > Report > Late Performance Plans

Report of Late Performance Plan

Run Control ID: test [Report Manager](#) [Process Monitor](#) **Run**

Language: English ▼

Supervisor Name: 🔍

OR

Agency: 🔍 Sub-Agency: 🔍 Personnel Office ID 🔍

Save Return to Search Notify Add Update/Display

Figure 29: Report of Late Performance Plan Page

- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based on the search criteria entered.
Language	Defaults to English or select the applicable language from the drop-down list.
Supervisor Name	Enter the name of the supervisor or select data by clicking the search icon. If data is entered in this field, the Agency, Sub-Agency, and Personnel Office ID fields must be left blank.
Agency	Enter the two-position alpha Agency code or search data by clicking the search icon. If data is entered in this field, the Sub-Agency and Personnel Office ID fields must also be completed, and the Supervisor Name field must be left blank.
Sub-Agency	Enter the sub-Agency. If data is entered in this field, the Agency and Personnel Office ID fields must also be completed, and the Supervisor Name field must be left blank.
Personnel Office ID	Enter the POI or select data by clicking the search icon. If data is entered in this field, the Agency and Sub-Agency fields must also be completed, and the Supervisor Name field must be left blank.

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for another performance review.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Missing Performance Plans page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.

- Click **Run**. The Process Scheduler Request page is displayed.

Figure 30: Process Scheduler Request Page (Late Performance Appraisal)

- Click **OK** or **Cancel** to return to the Missing Plan tab.

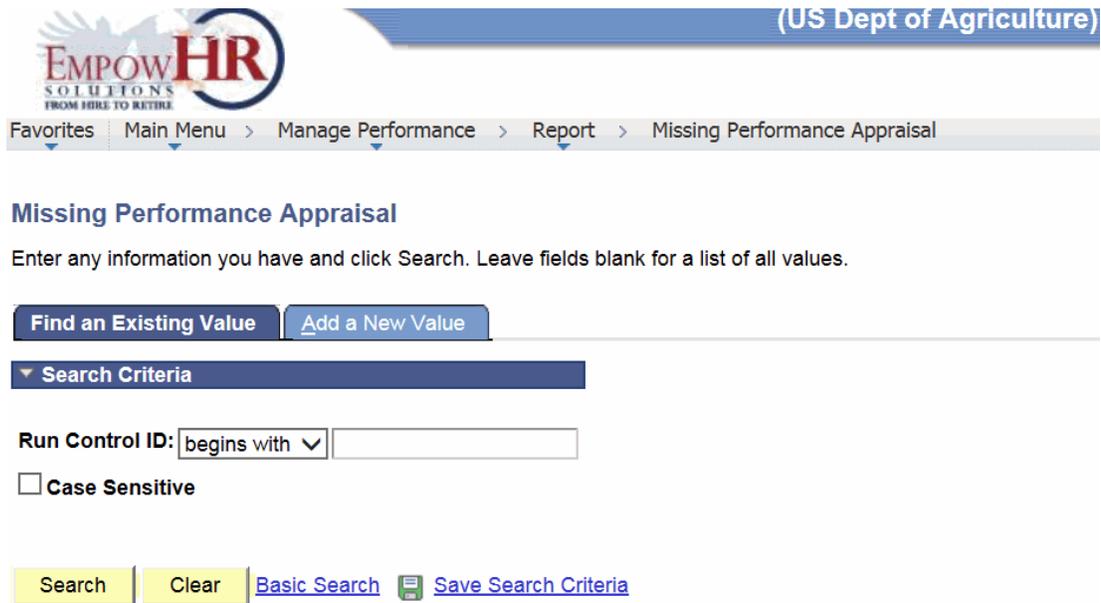
Missing Performance Appraisals

This option allows HR to report on missing performance appraisals.

To Report on Missing Performance Appraisals:

- Select the **Manage Performance** menu group.
- Select the **Report** menu.

3. Select the **Missing Performance Appraisal** component. The Missing Performance Appraisal page - Find an Existing Value tab is displayed.



[Find an Existing Value](#) | [Add a New Value](#)

Figure 31: Missing Performance Appraisal Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Run Control ID	Click the down arrow to choose a search criteria.
Case Sensitive	Click this field if the search criteria is case sensitive.

5. Click **Search**. The Missing Review tab is displayed.

OR

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

OR

Select the **Add a New Value** tab. The Missing Performance Appraisal page - Add a New Value tab is displayed.

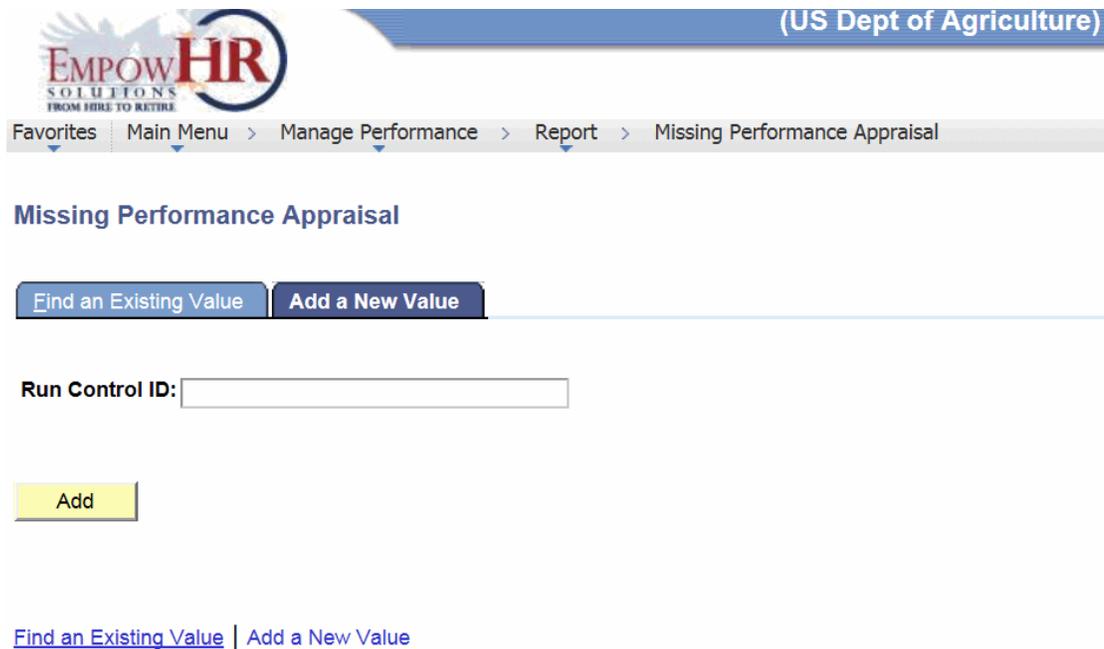


Figure 32: Missing Performance Appraisal Page - Add a New Value Tab

6. Complete the field as follows:

Field	Instruction
Run Control ID	Enter the control ID.

7. Click **Add**. The Missing Review tab is displayed.

Figure 33: Missing Review Tab

8. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated with the search criteria entered.
Language	Defaults to English or select the applicable language from the drop-down list.
Supervisor Name	Enter the name of the supervisor or select data by clicking the search icon. If data is entered in this field, the Agency, Sub-Agency, and Personnel Office ID fields must be left blank.
Agency	Enter the two-position alpha Agency code or search data by clicking the search icon. If data is entered in this field, the Sub-Agency and Personnel Office ID fields must also be completed, and the Supervisor Name field must be left blank.
Sub-Agency	Enter the sub-Agency. If data is entered in this field, the Agency and Personnel Office ID fields must also be completed, and the Supervisor Name field must be left blank.
Personnel Office ID	Enter the POI or select data by clicking the search icon. If data is entered in this field, the Agency and Sub-Agency fields must also be completed, and the Supervisor Name field must be left blank.

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for another performance review.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Missing Performance Plans page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.

- Click **Run**. The Process Scheduler Request page is displayed.

Figure 34: Process Schedule Request Page (Missing Performance Plans)

- Click **OK** or **Cancel** to return to the Missing Plan tab.

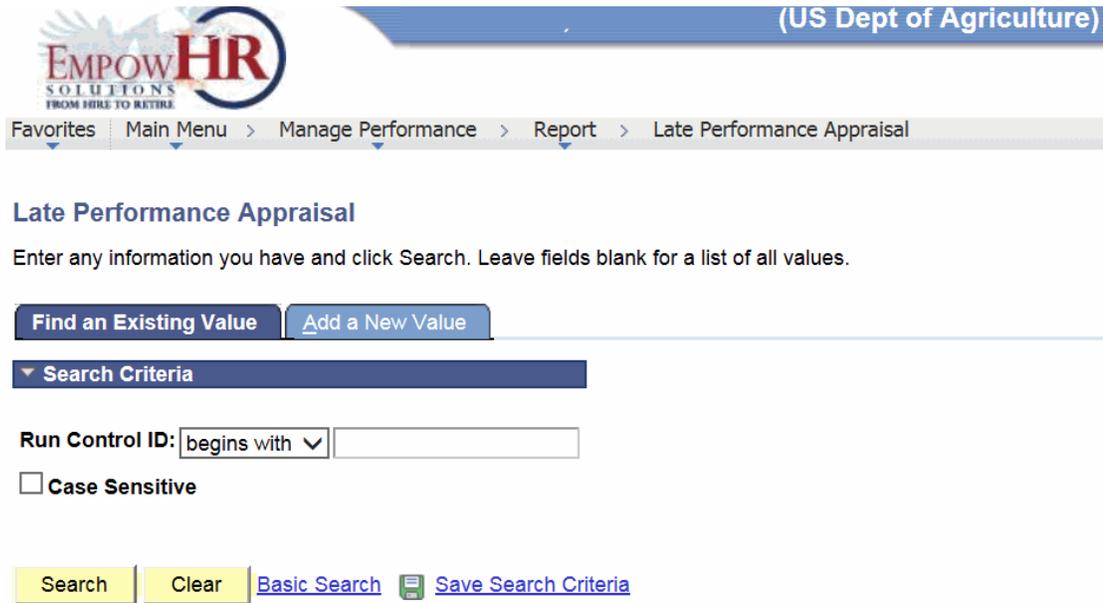
Late Performance Appraisals

This option allows HR to report on late performance appraisals.

To Inquire on Late Performance Appraisals:

- Select the **Manage Performance** menu group.
- Select the **Report** menu.

3. Select the **Late Performance Appraisal** component. The Late Performance Appraisal page - Find an Existing Value tab is displayed.



[Find an Existing Value](#) | [Add a New Value](#)

Figure 35: Late Performance Appraisal Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Instruction
Run Control ID	Select a search criteria from the drop-down list.
Case Sensitive	Click this field if the search criteria is case sensitive.

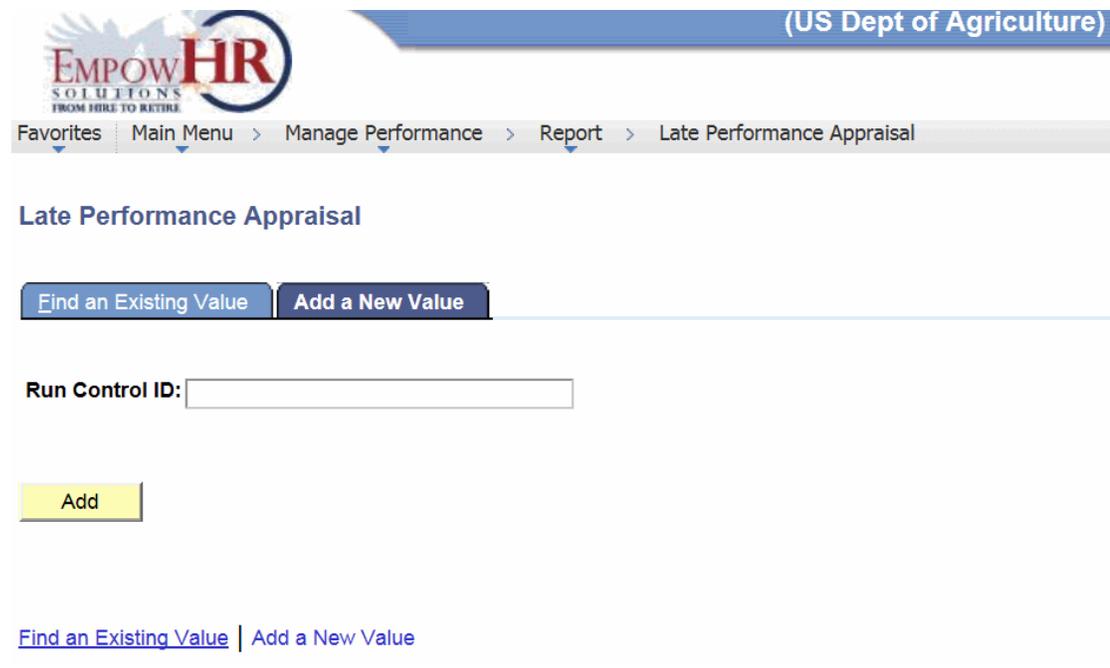
5. Click **Search**. The Late Performance Review page - Late Review tab is displayed.

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 Late Performance Appraisal page - Add a New Value tab is displayed.



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Favorites | Main Menu > Manage Performance > Report > Late Performance Appraisal

Late Performance Appraisal

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

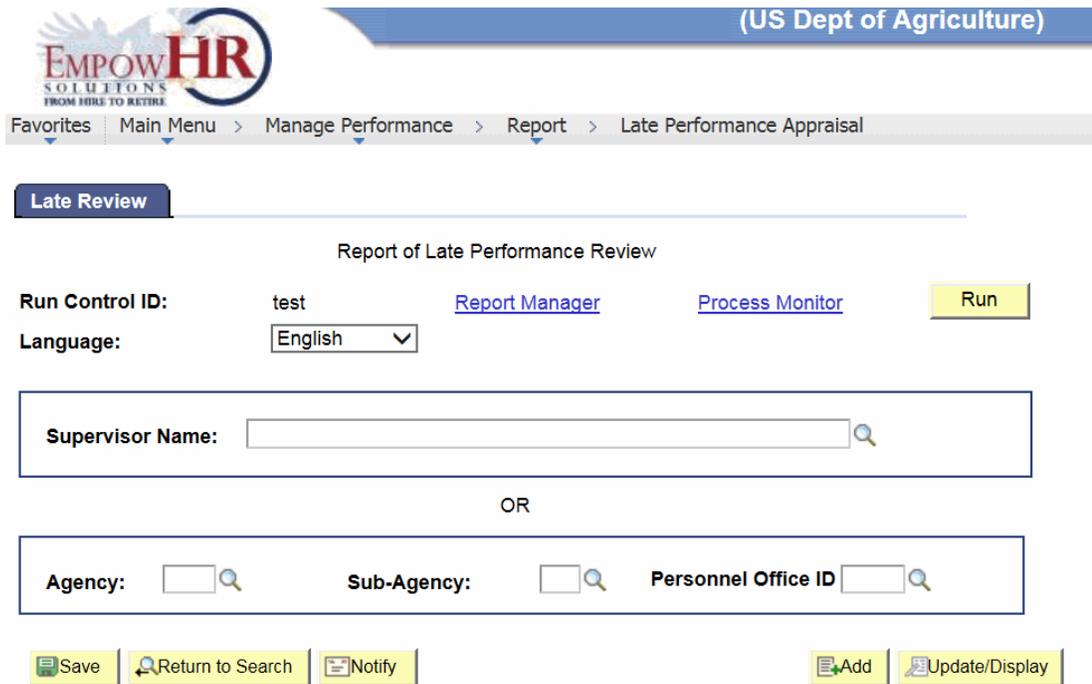
[Find an Existing Value](#) | [Add a New Value](#)

Figure 36: Late Performance Appraisal Page - Add a New Value Tab

6. Complete the field as follows:

Field	Instruction
Run Control ID	Enter the control ID.

- Click **Add**. The Late Review tab is displayed.



(US Dept of Agriculture)

Favorites Main Menu > Manage Performance > Report > Late Performance Appraisal

Late Review

Report of Late Performance Review

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Language: English

Supervisor Name:

OR

Agency: Sub-Agency: Personnel Office ID

Figure 37: Late Review Tab

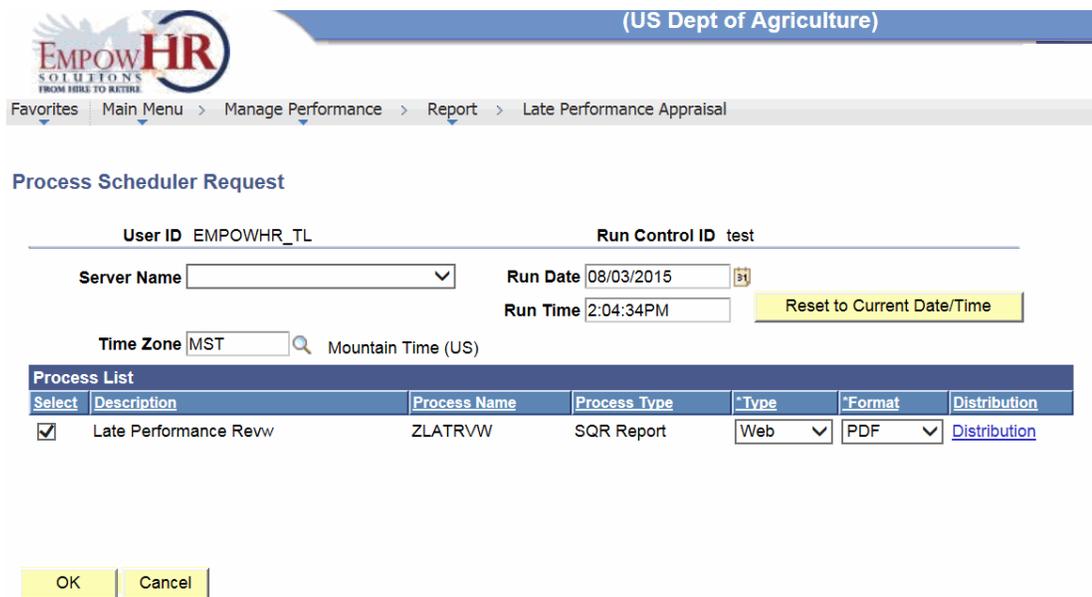
- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated with the search criteria entered.
Language	Defaults to English or select the applicable language from the drop-down list.
Supervisor Name	Enter the name of the supervisor or select data by clicking the search icon. If data is entered in this field, the Agency, Sub-Agency, and Personnel Office ID fields must be left blank.
Agency	Enter the two-position alpha Agency code or search data by clicking the search icon. If data is entered in this field, the Sub-Agency and Personnel Office ID fields must also be completed, and the Supervisor Name field must be left blank.
Sub-Agency	Enter the sub-Agency. If data is entered in this field, the Agency and Personnel Office ID fields must also be completed, and the Supervisor Name field must be left blank.
Personnel Office ID	Enter the POI or select data by clicking the search icon. If data is entered in this field, the Agency and Sub-Agency fields must also be completed, and the Supervisor Name field must be left blank.

The following options are available:

Step	Definition
Click Save	Saves the document.
Click Return to Search	Returns to the applicable page to search for another performance review.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Late Performance Appraisal page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.

9. Click **Run**. The Process Scheduler Request page is displayed.



(US Dept of Agriculture)

Favorites Main Menu > Manage Performance > Report > Late Performance Appraisal

Process Scheduler Request

User ID: EMPOWHR_TL Run Control ID: test

Server Name: [dropdown] Run Date: 08/03/2015 [calendar icon]

Run Time: 2:04:34PM [Reset to Current Date/Time]

Time Zone: MST Mountain Time (US)

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Late Performance Revw	ZLATRVW	SQR Report	Web	PDF	Distribution

OK Cancel

Figure 38: Process Scheduler Request Page (Late Performance Appraisal)

10. Click **OK** or **Cancel** to return to the Missing Plan tab.

Review Rating Model

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

To Set Up a Review Rating Model:

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

3. Select the **Review Rating Model** component. The Review Rating Model page - Find an Existing Value tab is displayed.

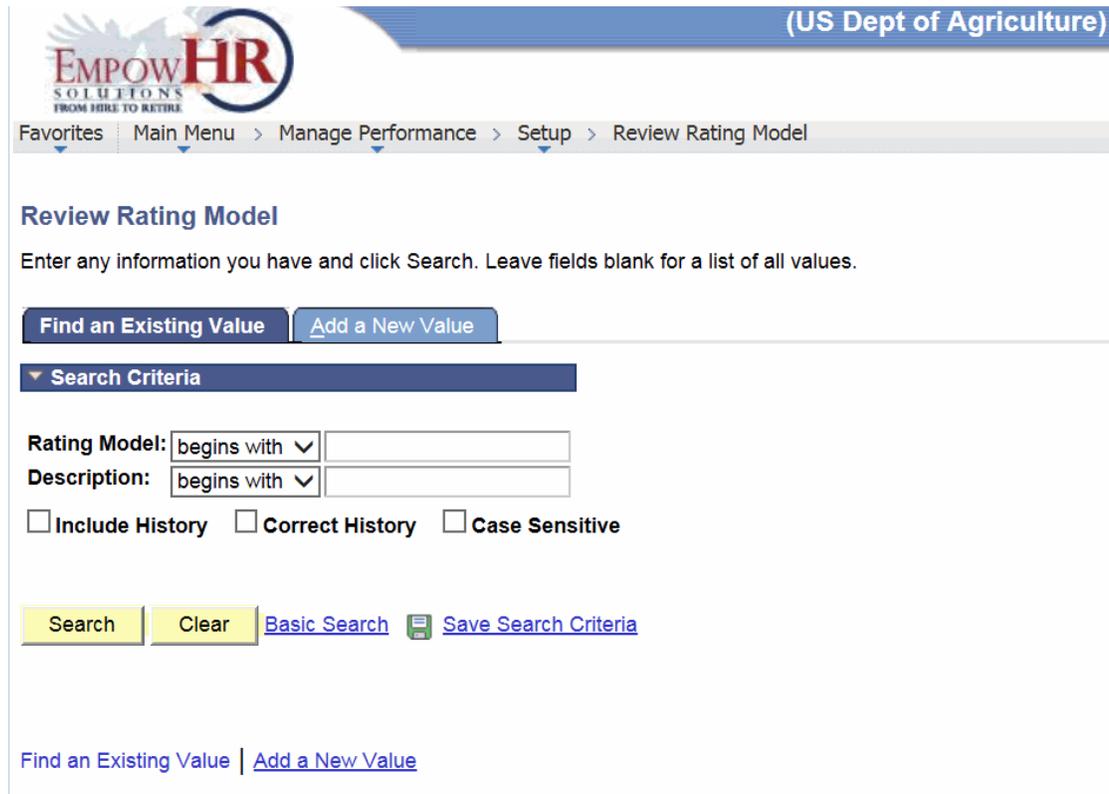


Figure 39: Review Rating Model Page - Find an Existing Value Tab

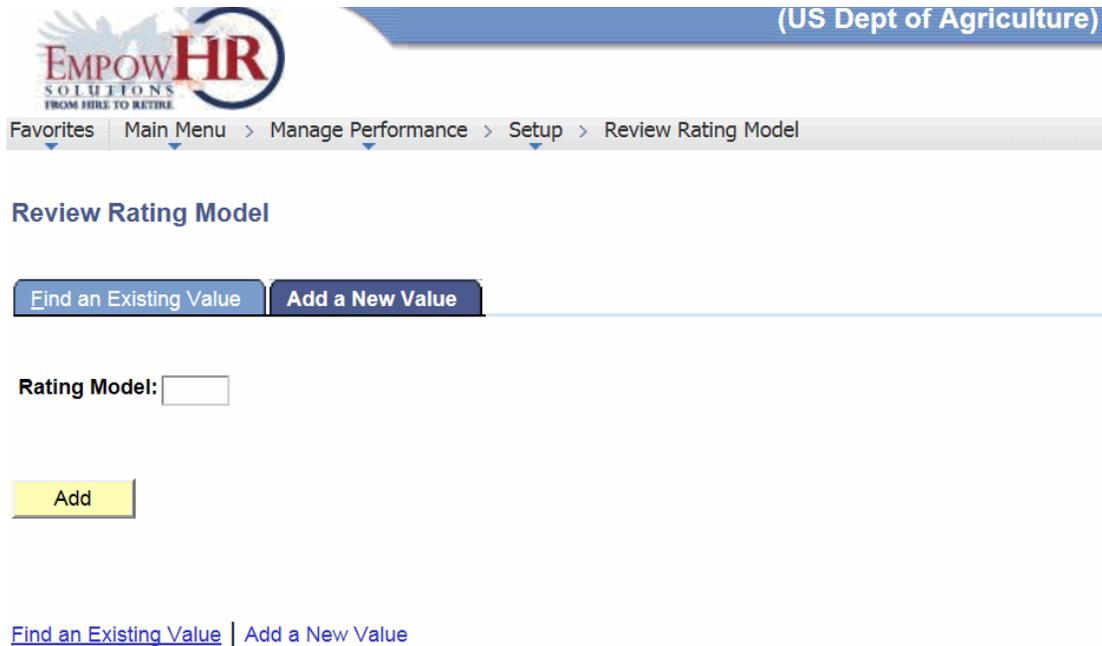
4. Complete the fields as follows:

Field	Instruction
Rating Model	Enter the applicable model or select a model from the drop-down list.
Description	Enter the applicable description or select a description from the drop-down list.
Include History	Click this field to include historical data.
Correct History	Click this field to correct historical data.
Case Sensitive	Click this field if the search criteria is case sensitive.

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

OR

6. Select the **Add a New Value** tab. The Review Rating Model page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Review Rating Model' page. At the top left is the EmpowHR logo. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > Manage Performance > Setup > Review Rating Model'. The main heading is 'Review Rating Model'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is a 'Rating Model:' label followed by an empty text input field. Below the input field is a yellow 'Add' button. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 40: Review Rating Model Page - Add a New Value Tab

- Click **Add**. The Rating Model page - General tab is displayed.

Rating Model

Rating Model: TEST

Rating Model Description Find | View All First 1 of 1 Last

*Effective Date: 08/03/2015 Status: A:Active

*Description: [Text Field]

Short Description: [Text Field] Review Band OPM Pattern: [Drop-down]

Ratings Personalize | Find | First 1 of 1 Last

Rating	Description	Short Description	Numeric Rating	Career Strength/Development	Rating Explanation
[Text Field]	[Text Field]	[Text Field]	0.00	[Drop-down]	[Text Field]

Buttons: Save, Notify, Add, Update/Display, Include History, Correct History

Figure 41: Rating Model Page - General Tab

- Complete the fields as follows:

Field	Description/Instruction
Rating Model	Populated with the search criteria entered.
Rating Model Description	Instruction
*Effective Date	Required field. Enter the applicable date or select a date from the calendar icon.
Status	Defaults to Active . Change by selecting data from the drop-down list.
*Description	Required field. Enter the description of the rating system.
Short Description	Enter the short description of the rating.
Review Band	Checked when Correct History is selected.
OPM Pattern	Select the applicable Office of Personnel Management (OPM) rating pattern from the drop-down list.
Ratings	Instruction
*Rating	Required field. Enter the number associated with the rating.
*Description	Required field. Enter the description of the rating.

Field	Description/Instruction
Short Description	Short description for the rating number.
Numeric Rating	Enter the rating number associated with the description.
Career Strength/Development	Select the applicable information from the drop-down list.
Rating Explanation	Click this icon to view or enter a rating explanation.

The following options are available:

Step	Description
Click Save	Saves the document.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Review Rating Model page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.
Click Include History	Includes the transaction in history.
Click Correct History	Corrects the transaction in history.

9. Select the **Review Points** tab. The Rating Model page - Review Points tab is displayed.

(US Dept of Agriculture)

Navigation: Favorites | Main Menu > Manage Performance > Setup > Review Rating Model

Rating Model

Rating Model: TEST

Rating Model Description Find | View All First 1 of 1 Last

*Effective Date: 08/03/2015 Status: A:Active

*Description: [Text Field]

Short Description: [Text Field] Review Band OPM Pattern: [Dropdown]

Ratings Personalize | Find | First 1 of 1 Last

Rating	Review Points	From Points	To Points	Eligibility Points
[Text Field]	0	0	0	0.0

Buttons: Save, Notify, Add, Update/Display, Include History, Correct History

Figure 42: Rating Model Page - Review Points Tab

10. Complete the fields for the Review Points tab as follows.

Note: The fields on the top of this page are generated from information that was entered on the Rating Model page - General tab.

Field	Instruction
*Rating	Required field. 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.

The following options are available:

Step	Description
Click Save	Saves the document.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.

Click Add	Returns to the Review Rating Model page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.
Click Include History	Includes the transaction in history.
Click Correct History	Corrects the transaction in history.

11. Select the **Federal** tab. The Rating Model page - Federal tab is displayed.

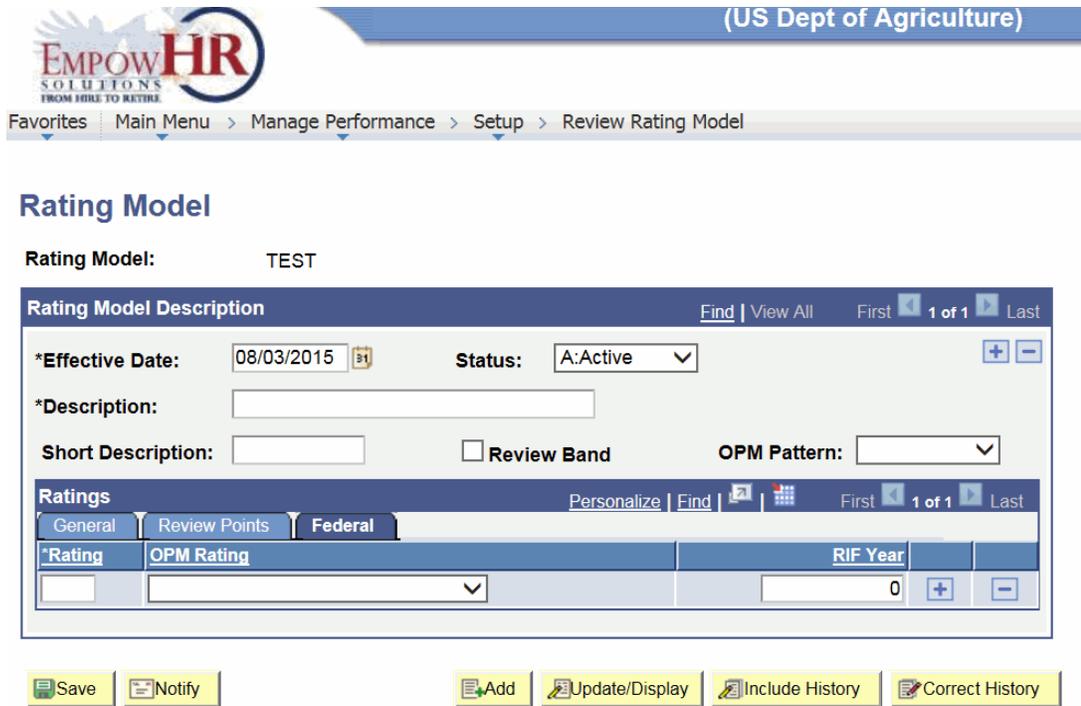


Figure 43: Rating Model Page - Federal Tab

12. Complete the fields for the Federal tab as follows:

Note: The fields on the top of this page are generated from information that was entered on the Rating Model page - General tab.

Field	Instruction
*Rating	Required field. Enter the rating number.
OPM Rating	Select the applicable OPM rating explanation from the drop-down list.
RIF Year	Enter the applicable number of year(s) for reduction in force (RIF) purposes for each OPM Rating.

The following options are available:

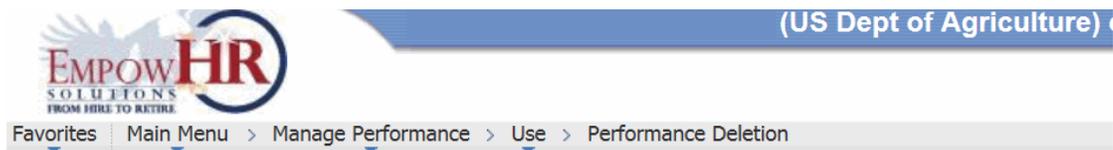
Step	Description
Click Save	Saves the document.
Click Notify	Notifies the next person in the workflow that the transaction is in their worklist.
Click Add	Returns to the Review Rating Model page - Add a New Value tab.
Click Update/Display	Returns to the applicable page to update the information.
Click Include History	Includes the transaction in history.
Click Correct History	Corrects the transaction in history.

Delete

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

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 is displayed.



Performance Deletion

Doe, John

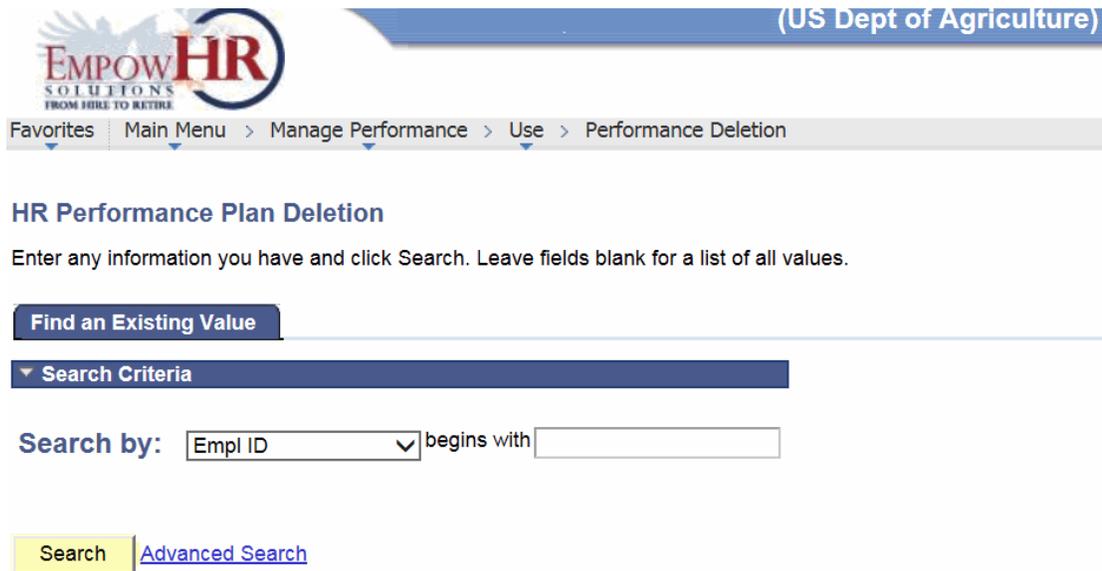
Existing Performance Plan

Existing Progress Review

Existing Summary Rating

Figure 44: Performance Deletion Page

- Click **Existing Performance Plan**. The HR Performance Plan Deletion page - Find an Existing Value tab is displayed.



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Favorites | Main Menu > Manage Performance > Use > Performance Deletion

HR Performance Plan Deletion

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: begins with

Search [Advanced Search](#)

Figure 45: HR Performance Plan Deletion Page - Find an Existing Value Tab

- Complete the fields as follows:

Field	Instruction
Search by	Select data from the drop-down list. Valid values are Empl ID and Review Period From .
begins with	Enter the data that corresponds to the Search by value.

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

- Select the Performance Plan intended to be deleted. The Performance Deletion page is displayed.

Doe, John **Empl ID:** XXXXXXXX

Performance Plan Start Date: 07/01/2006
Performance Plan End Date: 09/30/2006
Next Performance Plan By: 10/01/2006 **Rating Scale:** H **5 Tier Performance**

Employment Info when plan was established

Agency: AG FA Farm Service Agency
Department: **Position:** XXXXXXXX
Job Code: XXXXXX **Pay Plan:**

Employee	Viewed/Discussed Plan	<input checked="" type="checkbox"/>	06/29/2006
	Last Updated Date		06/29/2006
Manager	Finalized Plan	<input checked="" type="checkbox"/>	
	Last Updated Date		06/29/2006

Delete

Figure 46: Performance Deletion Page

- Click **Delete**. The Delete Confirmation page is displayed.

Delete Confirmation

? Are you sure you want to delete Existing Performance Plan(2006-07-01)?

Yes - Delete No - Do Not Delete

Figure 47: Delete Confirmation Page

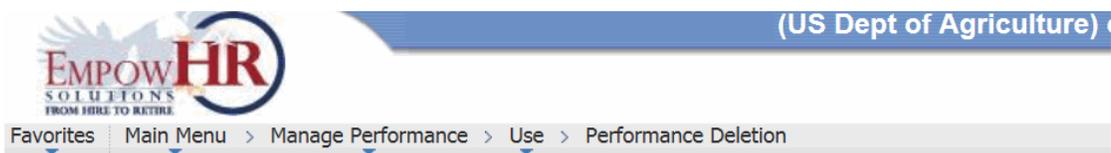
9. Click **Yes - Delete**. The selected Performance Plan is deleted.

OR

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

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 is displayed.



Performance Deletion

Doe, John

Existing Performance Plan

Existing Progress Review

Existing Summary Rating

Figure 48: Performance Deletion Page

- Click **Existing Progress Review**. The HR Progress Review Deletion page - Find an Existing Value tab is displayed.

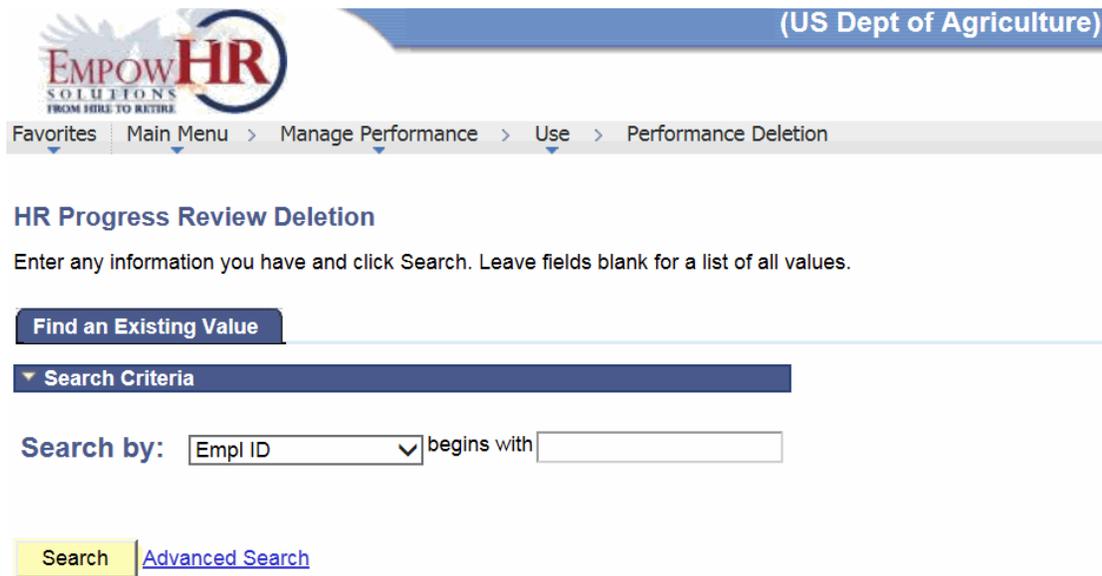


Figure 49: HR Progress Review Deletion Page - Find an Existing Value Tab

- Complete the fields as follows:

Field	Instruction
Search by	Select data from the drop-down list. Valid values are Empl ID and Review Period From .
begins with	Enter the data that corresponds to the Search by value.

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

- Select the Progress Review to be deleted. The Performance Deletion page is displayed.

(US Dept of Agriculture)

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Favorites Main Menu > Manage Performance > Use > Performance Deletion

Doe, John		Empl ID: XXXXXX	
Performance Plan Start Date:	10/01/2012	Next Performance Plan By:	10/01/2013
Performance Plan End Date:	09/30/2013	Perf Plan Reviewed Date:	05/01/2013
Review Type:	Progress Review	Overall Rating:	
Employment Info when plan was established			
Rating Scale:	H 5 Tier Performance	Dept:	
Agency:	AG FA FSA	Position:	XXXXXXXX
Job Code:	XXXXXX	Pay Plan:	
Reviewer Id: XXXXXX			
Eval Type:	Supervisor		
Reviewer Comments:	2013-05-01 - John is a very conscientious employee who takes pride in his work. He provides good customer service to ELD.	Employee Comment:	
05/01/2013	<input checked="" type="checkbox"/> Employee Viewed/Discussed Rating		

[Delete](#)

Figure 50: Performance Deletion Page

- Click **Delete**. The Delete Confirmation page is displayed.

(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Manage Performance > Use > Performance Deletion

Delete Confirmation

? Are you sure you want to delete Existing Performance Plan(2006-07-01)?

[Yes - Delete](#)
[No - Do Not Delete](#)

Figure 51: Delete Confirmation Page

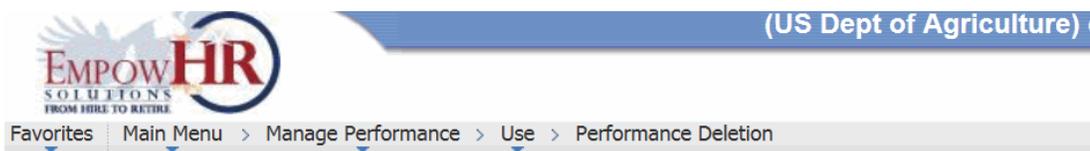
9. Click **Yes - Delete**. The selected Progress Review is deleted.

OR

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

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 is displayed.



Performance Deletion

Doe, John

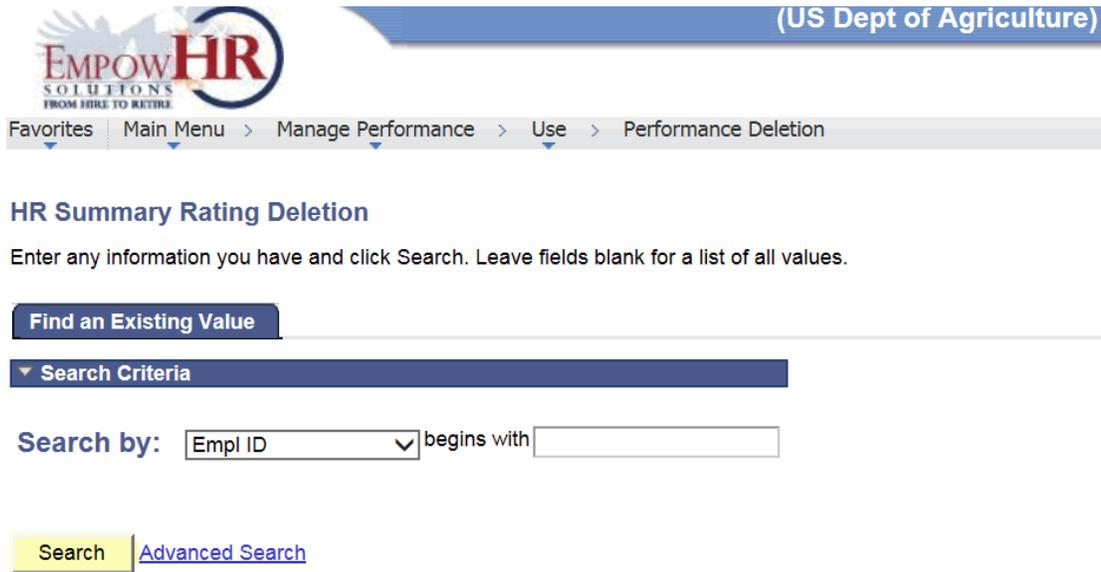
Existing Performance Plan

Existing Progress Review

Existing Summary Rating

Figure 52: Performance Deletion Page

- Click **Existing Summary Rating**. The HR Summary Rating Deletion page - Find an Existing Value tab is displayed.



HR Summary Rating Deletion

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: begins with

[Advanced Search](#)

Figure 53: HR Summary Rating Deletion Page - Find an Existing Value Tab

- Complete the fields as follows:

Field	Instruction
Search by	Select data from the drop-down list. Valid values are Empl ID and Review Period From .
begins with	Enter the data that corresponds to the Search by value.

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

7. Select the Summary Rating to be deleted. The Performance Deletion page is displayed.

(US Dept of Agriculture)

EMPOW HR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Manage Performance > Use > Performance Deletion

Doe, John **Empl ID:** XXXXXX

Performance Plan Start Date: 10/01/2012 **Next Performance Plan By:** 10/01/2013
Performance Plan End Date: 09/30/2013 **Perf Plan Reviewed Date:** 05/01/2013
Review Type: Progress Review **Overall Rating:**

Employment Info when plan was established

Rating Scale: H 5 Tier Performance **Dept:**
Agency: AG FA FSA **Position:** XXXXXXXX **Pay Plan:**
Job Code: XXXXXX

Reviewer Id: XXXXXX

Eval Type: Supervisor

Reviewer Comments: 2013-05-01 - John is a very conscientious employee who takes pride in his work. He provides good customer service to ELD

Employee Comment:

05/01/2013 **Employee Viewed/Discussed Rating**

Delete

Figure 54: Performance Deletion Page

8. Click **Delete**. The Delete Confirmation page is displayed.

(US Dept of Agriculture)

EMPOW HR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Manage Performance > Use > Performance Deletion

Delete Confirmation

? Are you sure you want to delete Existing Performance Plan(2006-07-01)?

Yes - Delete No - Do Not Delete

Figure 55: Delete Confirmation Page

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

OR

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

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