



State Accounting Office
of Georgia
Fiscal Leadership for Georgia

ePerformance Delta Document v9.1

Version 2.2

Created by State Accounting Office

Not for use outside of the State of Georgia

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Overview

This document defines the enhancements made to the ePerformance module via the upgrade to HCM version 9.1. This document does not include the deltas made for the other modules; however there is a separate delta document for those modules posted to the SAO website.

HR Admin Role

Simplified Document Creation

Documents will be created in a similar fashion by the HR Administrator, however, there are now two options and the page has slightly changed.

In 8.9, the only option for the HR Administrator is to create documents for a GroupID.

The screenshot shows the 'Create Documents' interface. At the top, there is a 'Create Documents' tab. Below it, the 'Run Control ID' is 'JMM'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Request Parameters' section contains the following fields:

- Period Begin Date: [] [BT]
- Period End Date: [] [BT]
- Document Type: [] [v]
- Template ID: [] [v]
- Manager Selection Method: [] [v]

The 'Employee Groups to Process' section has a table with the following columns: *Group ID, As Of Date, Description, and Language Code. The table contains one row:

*Group ID	As Of Date	Description	Language Code
1 [] [Q]	09/01/2011 [BT]		

In 9.1, there is now a radio button that the HR Administrator can click to change the display regarding who the documents can be created for. Clicking on the Employee ID radio button will change the display so that an EmplID and Record # can be entered to identify a single employee for whom to create the document. The rest of the process works the same as in HCM v8.9.

Run Request Parameters

Period Begin Date: 07/01/2012
 Period End Date: 12/31/2012
 Document Type: Mid-Year Performance Review
 Template ID: Mid-Year Performance Review
 Manager Selection Method: By Reports To Position

Create Documents Using

Group ID Employee ID

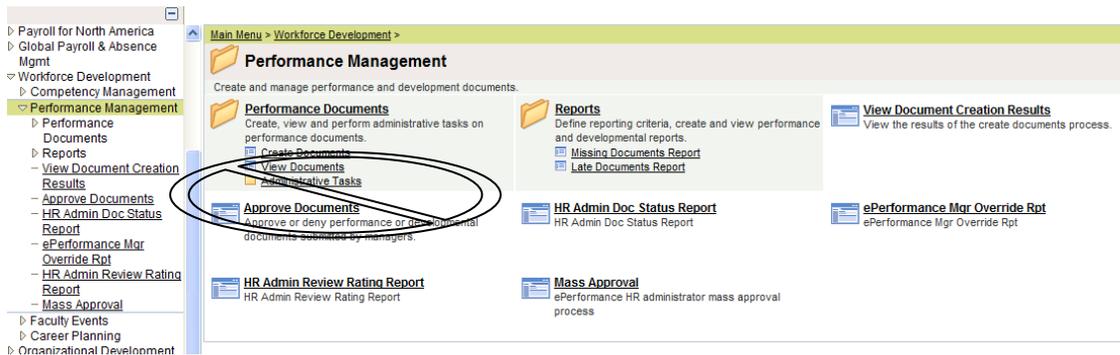
Documents Using Employee ID

Employees to Process Customize | Find | View All | | First 1 of 1 Last

Empl ID	Empl Record	As Of Date	Name	Language Code
1 00356977 <input type="button" value="M"/>	0 <input type="button" value="M"/>	08/24/2011 <input type="text"/> <input type="button" value="B1"/>	Hal Penyo	<input type="button" value="+"/> <input type="button" value="-"/>

Mass Approvals

There will now be a single navigation used by the HR Admin to approve all performance documents. The “Approve Documents” page that has been available in HCM 8.9 will no longer be used by the HR Administrator.



In HCM 9.1, all documents will now be approved by using the “Mass Approvals” navigation. The navigation to be used will be *Workforce Development > Performance Management > Mass Approvals*:



In HCM 8.9, a customized page was developed to provide the ability for HR Administrators to execute mass approvals. With this feature, HR Administrators will use a criteria-based search to locate documents to select and approve.

Mass Approval

Performance Document Mass Approval for the HR Administrator

Use the Search capabilities to find the specific document(s) that you wish to approve. Listed below will be all the documents awaiting your approval within the criteria that you select.

Manager First Name:
 Last Name:

Department:

Period Begin Date:

Review Ratings

1-Unsatisfactory Performer

2-Successful Performer - Minus

3-Successful Performer

4-Successful Performer - Plus

5-Exceptional Performer

N-Not Rated

Sort Order:
 Department:
 Rating:
 Name:

In HCM 9.1, a new delivered functionality will be used for both single and mass approvals. HR Administrators will now use a two-step process to search for and then filter performance documents awaiting their approval. The initial search will appear as follows:

Monitor Approvals

Search Criteria

Approval Process:
 Definition ID:

Header Status:
 Last Modified:

Current Role:

Approver Status:

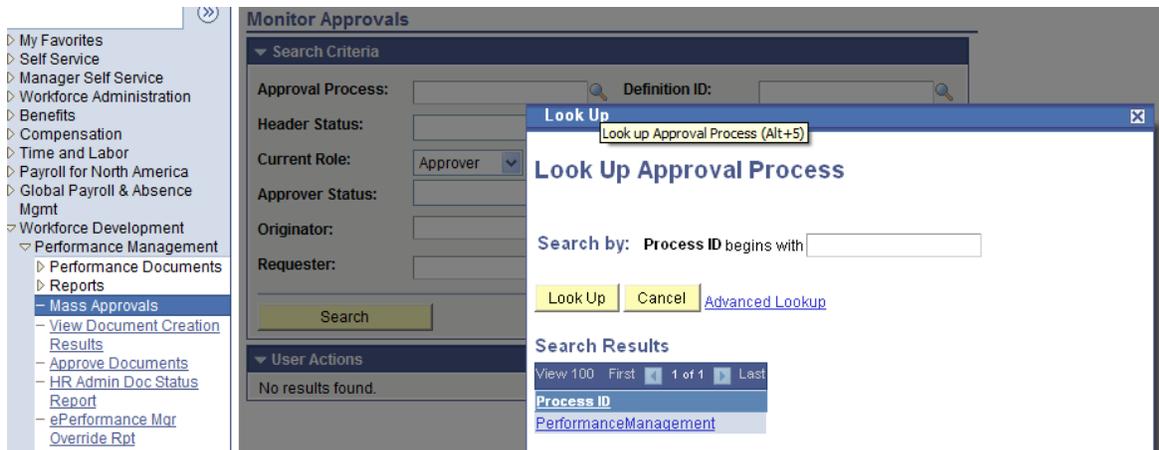
Originator:

Requester:

User Actions

No results found.

The HR Administrator first conducts a search for all documents using the Performance Management approval process. This is found by clicking the magnifying glass next to the Approval Process field.



To find documents awaiting approval, the “Header Status” should be set to “pending” by clicking the drop-down menu. Then, the HR Administrator can click the “Search” button.

After this step, the HR Administrator can then further filter the list through the use of additional criteria as follows:

Search Results

[Select All](#) [Deselect All](#)

Approval Process: Appraisal Transaction Approval

Document ID: Empl ID:

Period Begin Date: Period End Date:

Document Type: Approval Status:

Review Rating: Manager/Mentor ID:

Creation Date/Time: Created By:

[Filter](#) [Toggle Header and Line](#)

		Modified	Status	Document ID	Empl ID	Period Begin Date	Period End Date	Document Type	Approval Status	Review Rating	Manager/Mentor ID	Creation Date/Time	Created By
1	<input checked="" type="checkbox"/>	2011-09-01	Pending	422109	00356977	2012-07-01	2013-06-30	ANNUAL	SUBM	3	00740227	2011-08-05-10.14.53.000000	00936383

The Search results can be filtered based on the filtered criteria fields like Doc Id, EmplID, Period Begin Date, End Date, Document type, Approval Status, Manager ID, Review Rating, etc.

To approve all documents, the “Select All” link at the top of the list is used to approve all the documents in the filtered list. After this click the “Approve Selected” button to approve the documents.

▼ User Actions

Approver's Oper ID:

Comment:

Search Results

[Select All](#) [Deselect All](#)

▼ Approval Process: Appraisal Transaction Approval

Document ID: Empl ID:

Period Begin Date: Period End Date:

Document Type: Approval Status:

Review Rating: Manager/Mentor ID:

Creation Date/Time: Created By:

		Modified	Status	Document ID	Empl ID	Period Begin Date	Period End Date	Document Type	Approval Status	Review Rating	Manager/Mentor ID	Creation Date/Time	Created By
1	<input checked="" type="checkbox"/>	2011-09-01	Pending	422109	00356977	2012-07-01	2013-06-30	ANNUAL	SUBM	3	00740227	2011-08-05-10.14.53.000000	00936383

The “Approval Successful” message box will appear in a new window to confirm the approval.

Monitor Approvals

▼ Search Criteria

Approval Process: Definition ID:

Header Status: Last Modified:

Current Role:

Approver Status:

Originator:

Requester:

▼ User Actions

There are no search results to reassign.

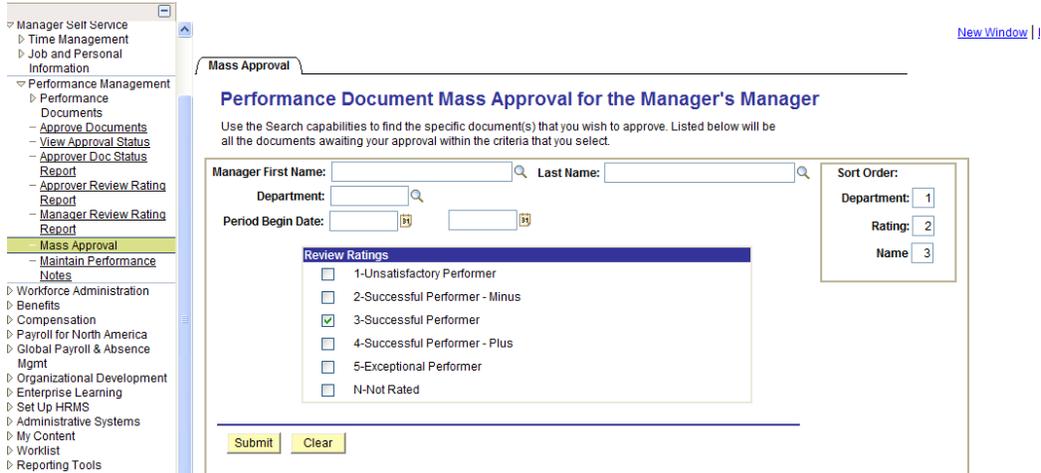
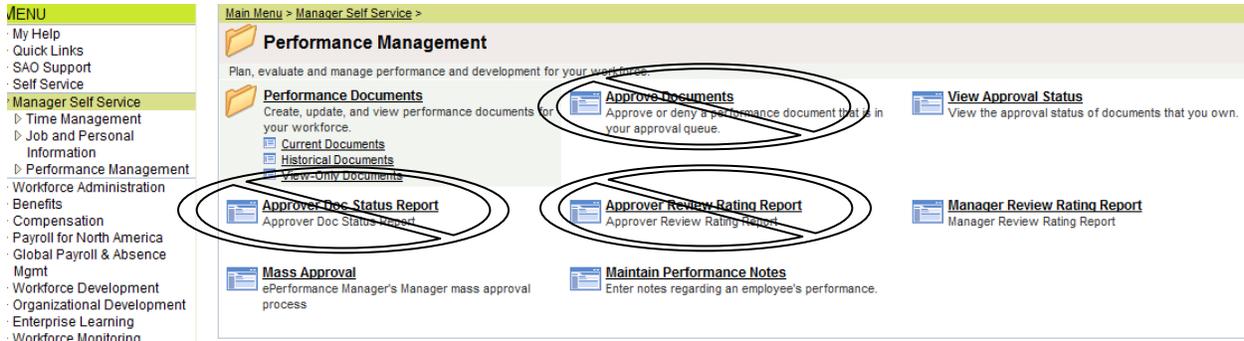
Message ✕

Approval Successful (18081,5525)

Manager Role

Mass Approval

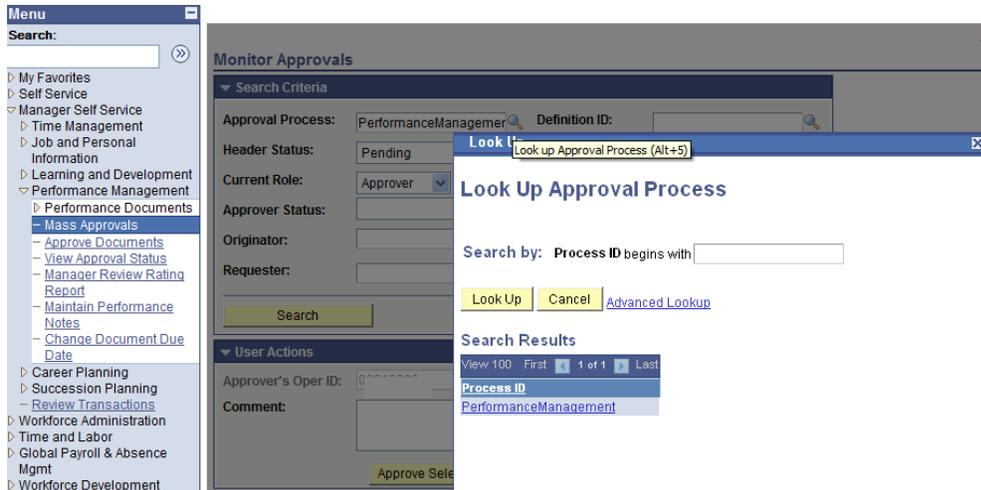
In 8.9, Managers also used a customized page to approve multiple documents at one time using the “Mass Approvals” page in Manager Self-service. In addition, some other pages will not appear in version 9.1.



In HCM 9.1, Managers will approve all documents the same way as the HR Administrators, however the navigation to this page will be through Manager Self-service: Manager Self-service >> Performance Management >> Mass Approvals.



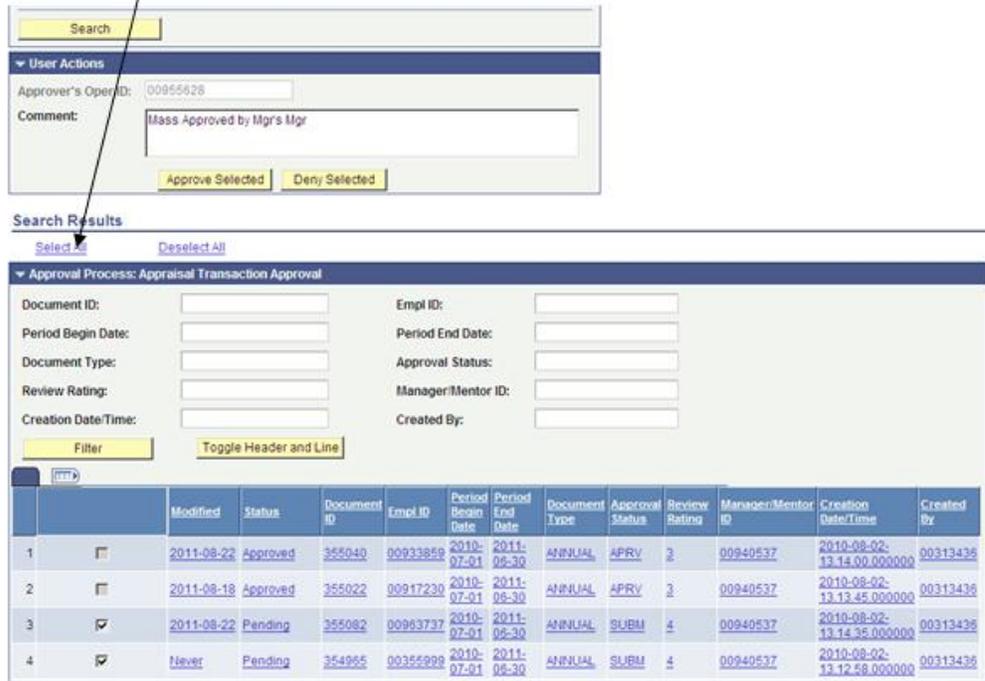
Managers will search for documents the same way as HR Administrators.



NOTE:

The Documents in Pending status which displays “Never” as the Modified date are the ones available for **The Reviewing Manager’s approval**. All the “Approved” or “Terminated” documents are grayed out and cannot be selected.

Click “**Select All**” to Approve all the documents in the grid which are in “Never” modified status.



Document Cloning

In HCM 8.9, managers had no ability or authority to create documents. In HCM 9.1, managers will now be given the ability to create or “Clone” documents for individual employees that are based on documents created earlier or from a different employee. This feature will provide managers the ability to capture previously developed customizations and import those into new documents. The new navigation that is available to managers is as follows: Manager Self Service > Performance Management > Performance Documents > Create Documents.



Managers must first locate and select the employee that the wish to create the new document for.

Create Performance Documents

Create new performance documents for one or more of your employees.

Instructions

Follow this 3-step process to create performance documents for one or more of your employees:

1. Enter the date used to find the employees that report to you. You will be able to process only those employees that report to you as of this date.
2. Select the employees you are creating new performance documents for.
3. Enter the document details and select Create Documents.

Enter the as of date

Enter the effective date for determining your employees.

09/02/2011

Continue

They will then see a list of all of their current employees.

Create Performance Documents

Select the employees to create new performance documents for.

Instructions

Select the employees you are creating new performance documents for.

Once you have finished select *Continue* to enter the document details.

[Return to Previous Page](#)

[View Selected Employees](#)

Select Employees

Reports To: Will Maykit

As Of: 09/02/2011

Continue

[Continue](#)

Select Employees						
Select	Name	Empl ID	HR Status	Job Code Description	Department	+
<input type="checkbox"/>	Rose Columns	00809370	Active	TS:Office Admin Generlist (WL)	Administration & Systems -AOH	
<input type="checkbox"/>	Hans Gent	00714235	Active	MG1: Information Technology	Administration & Systems -AOH	
<input type="checkbox"/>	Hazel Knutt	00740227	Active	PS:Business Operation Spec (SP)	Administration & Systems -AOH	
<input type="checkbox"/>	Marsha Mallow	00918038	Active	MG1: Systems Development & Supt	Administration & Systems -AOH	
<input type="checkbox"/>	Ann Teak	00303321	Active	SS:Customer Service Spec (WL)	Administration & Systems -AOH	

[Select All](#) [Deselect All](#)

[Continue](#)

Managers can select an individual or use the “Select All” link to create documents for all of their staff. Managers can now create annual, mid-year and quarterly documents that are based on the prior year’s annual, mid-year, and quarterly documents respectively. For example: a mid-year document can be cloned to a new mid-year document, but not an annual or quarterly document. The radio button for this will default to “Yes” once the period is entered and the document type is selected.

Create Performance Documents

Below is a list of employees that you selected for Performance Document Creation. Complete the information in the *Document Creation Details* section below, then select the **Create Documents** pushbutton to generate documents for these employees.

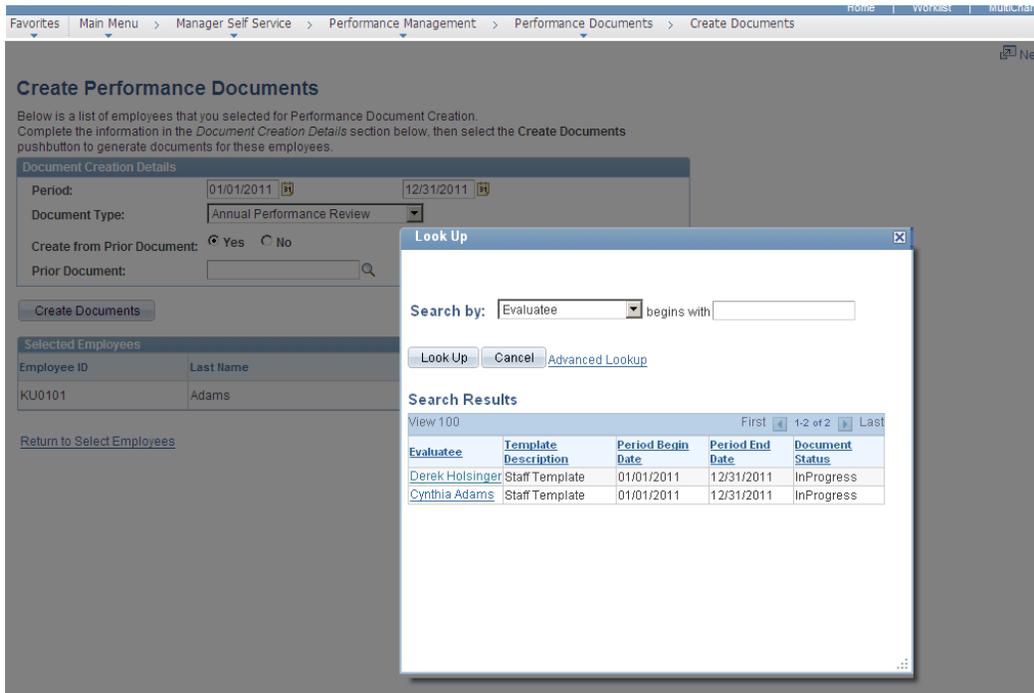
Document Creation Details	
Period:	<input type="text"/> <input type="text"/>
Document Type:	<input type="text" value="Annual Performance Review"/>
Create from Prior Document:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Prior Document:	<input type="text"/>

[Create Documents](#)

Selected Employees		
Employee ID	Last Name	First Name
00225639	Blanks	Carla

[Return to Select Employees](#)

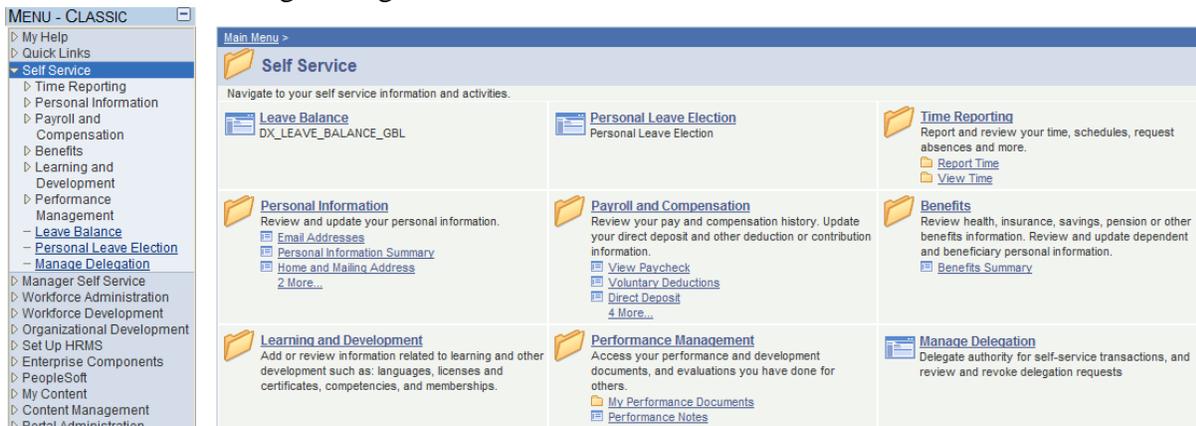
Managers will click on the magnifying glass icon next to Prior Document in order to locate the document that is to be “cloned”.



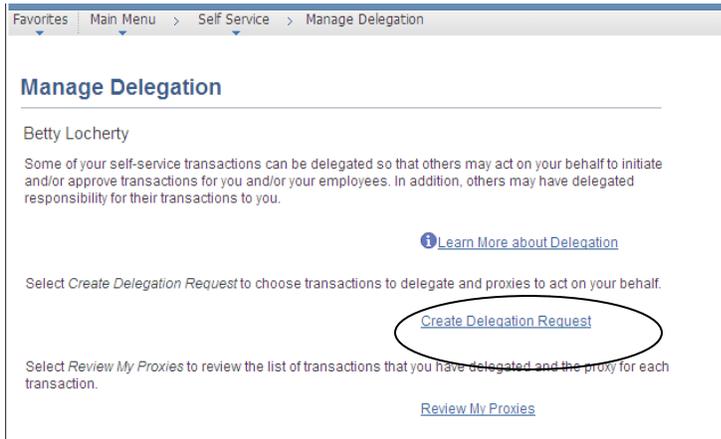
Manage Delegation

Manager Delegation is a new feature in HCM 9.1 that was not previously available in 8.9.

Managers will navigate to this page through the Self-Service component. The Navigation will be Self Service >> Manage Delegation.



Upon navigating to this page, managers will first create a delegation request.



The manager will then establish a date range to set the period of time the delegation will be in effect.

Create Delegation Request

Enter Dates

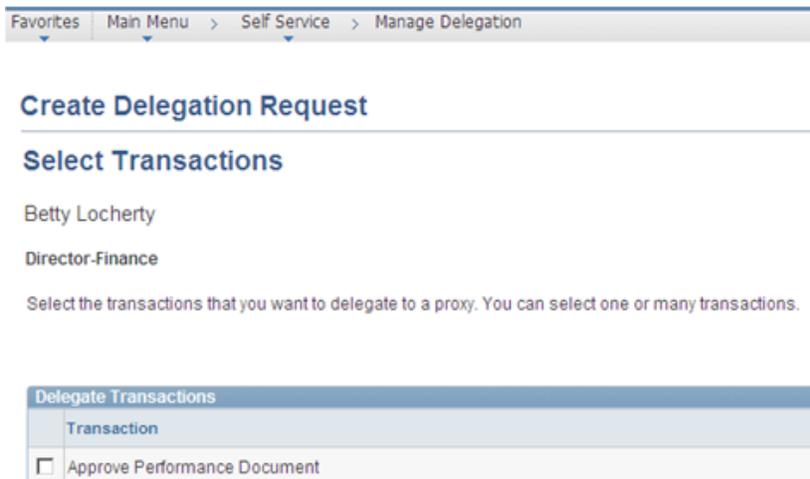
Jeff Maile

PS:Business Operation Spec(SP)

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates	
From Date:	<input type="text" value="08/29/2011"/>  Main Content
To Date:	<input type="text"/> 
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

The manager must then select the type of transaction that will be delegated.



The manager will then select the proxy to delegate the approval authority. They can select employees within the hierarchy as follows....

Create Delegation Request

Select Proxy by Hierarchy

Will Maykit

MG2: Systems Development & Supt

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate						
	Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
<input type="radio"/>	Ann Teak	00303321	Employee	SS:Customer Service Spec (WL)	Administration & Systems -AOH	Will Maykit

...or outside the hierarchy by searching for an employee in their organization.

Create Delegation Request

Select Proxy by Name

Will Maykit

MG2: Systems Development & Supt

Search for a proxy using their name. You can also select the *Search By Hierarchy* hyperlink to search for your proxy.

[Search by Hierarchy](#)

Last Name:

First Name:

Choose Delegate					
	Name	Empl ID	Org Relation	Job Title	Department
<input type="radio"/>					

Managers may also click a check box to send the proxy an e-mail to let them know of the delegation request.

Create Delegation Request

Delegation Detail

Will Maykit

MG2: Systems Development & Supt

Select the *Notify Delegator* checkbox to receive all the notifications that your proxy receives when acting on your behalf.

Proxy: Barry Cuda
 From Date: 08/29/2011
 To Date:

Transactions	
Approve Performance Document	<input type="button" value="Main Content"/>

Notify Delegator

The employee that is to become the proxy must then navigate to the same location and accept the delegation request.

Manage Delegation

Barry Cuda

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

The employee may then accept or reject the request by clicking on the appropriate button.

My Delegated Authorities

Barry Cuda

Deputy Commissioner

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status:

Submitted

Refresh

Choose Delegate								
	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Approve Performance Document	Will Maykit	MG2: Systems Development & Supt	08/29/2011		Submitted	Inactive	i

[Select All](#)

[Deselect All](#)

Accept

Reject

[Return to Manage Delegation](#)

In order to execute the approval, the proxy manager will navigate to another new page not previously available in 8.9. The navigation to this new page is Manager Self-Service >> Review Transactions.



Upon navigating to this page, the proxy managers will click on the “Approve/Deny” link to approve documents that have been delegated to them.

Review Transactions

Barry Cuda

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions:

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status
Appraisal Transaction App	Hazel Knutt		8/24/2011 - 4:44 AM	Pending Approve/Deny
Transaction Details				
EP_APPRAISAL_ID				
422109				

Clicking this button will display the “Approve Transaction” page.

Approve Transaction

Approve or deny the proposed information for the employee listed below. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button at the bottom of the page.

Hal Penyo Empl ID: 1

Performance Document

Doc Type: Annual Performance Review

Author: Hazel Knutt

Period Begin Date: 07/01/2012 **Period End Date:** 06/30/2013

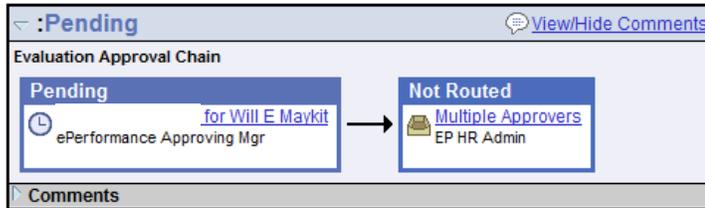
Rating: 3-Successful Performer

[Performance Document Details](#)

To approve the document on behalf of the manager, the proxy will select the “Approve” button on this page to approve the document.

Process Detail			
Name	Role Name	Process Action	Process Action Date
Hazel Knutt	Originator	Submit	08/24/2011
Barry Cuda		Recycle	08/29/2011

Evaluation Approval Chain



Comment:

E-Signature

As the evaluation proceeds through the document review workflow, the audit history in 9.1 will now capture when the employee acknowledges the review as well as when the manager completes the review. HCM 9.1 ePerformance will now display these in the signature section of the Printable Evaluation and will serve as the electronic signatures for the document.

Section 8 - Signatures

Marsha Mallow / Date

Will Maykit / Date

Audit History			
Created By :	Will Maykit	08/10/2011	2:14:06PM
Last Updated By :	Will Maykit	08/22/2011	2:21:42PM
Acknowledged By :	Marsha Mallow	08/22/2011	2:10:27PM
Completed By :	Will Maykit	08/22/2011	2:21:42PM