Directors (Elected and Appointed) – Approve Your Own Direct Report Appraisals Using Manager Access
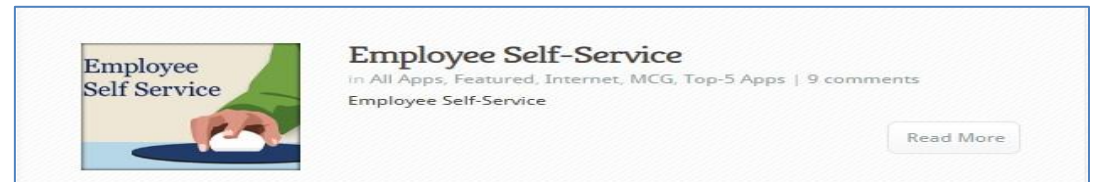
Step-by-Step Instructions

Step 1   Open an **Internet Browser**.

Step 2   Navigate to **eportal.montgomerycountymd.gov**.

Step 3   Sign In to **accessMCG**.

Step 4   Click the **Employee Self-Service** option.

Step 5   Click the blue **Go to Employee Self-Service** button.

Step 6   Your *Oracle eBusiness Homepage* opens.

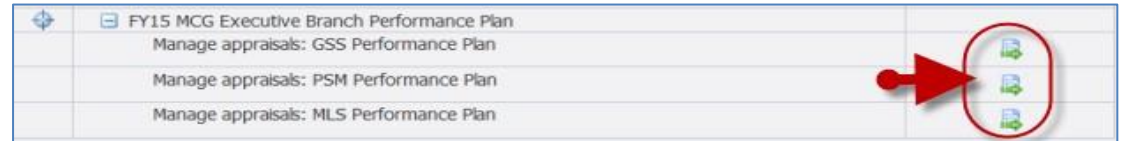**Step 7**   Click the **MCG HR Manager Access** link.

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Step 8 Click the **Performance Management** link that now displays at right.

Step 9 Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.

Step 10 The **Appraisals in Progress** section is the first section on the page.

NOTE: Notice the Status of the desired appraisal. You cannot proceed if the status is not 'Ongoing with Main Appraiser'. If the Status is 'Transferred to Appraisee' the Appraisee (employee) has the appraisal.
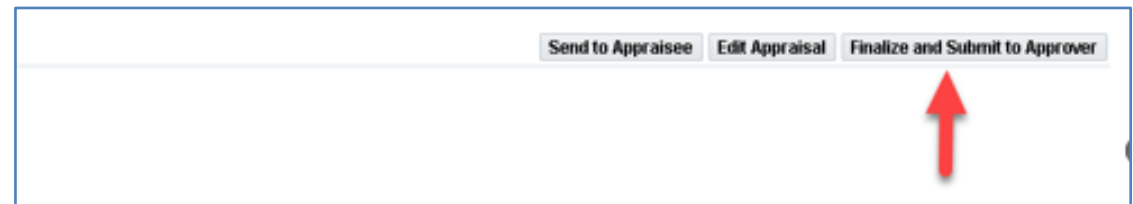
Step 11 Click the **Appraisee** pencil icon to open the desired appraisal.

NOTE: If there are more than 5 direct reports in this plan, click the 'Next…' link to view additional.

Step 12 Click the **Finalize and Submit to Approver** Button to open the *Give Final Ratings: Main Appraiser* page.

NOTE: Only click this button when the appraisal is ready to be finalized.

Step 13 | **Review** the entire appraisal to ensure that all entries are correct. Remember, you are the last approver.

IMPORTANT:

- The *Give Final Ratings: Main Appraiser* page is to review the appraisal prior to final approval. You **cannot** edit the appraisal on this page.

- To make changes, click **Cancel** and then click 'Yes' to the Warning question. You will be returned to the Main Appraiser Review page. Once there, click the **Edit Appraisal** button to edit the appraisal.

Step 14 | Click the **Continue** button to advance to the next page.

Step 15 | Scroll down to the **Approvers** section toward the bottom of the page.

Step 16 | Notice that '**No Approvers**' displays in the 'Line No' field. This means you have been authorized to be your own final approver.

Step 17 | Click the **Submit** button.

Step 18 | Click the **Yes** button at the warning message to approve the appraisal.

NOTE: Once 'Yes' is clicked, the appraisal cannot be edited.

Step 19 | You're returned to the 'Appraisals as Main Appraiser' page where a confirmation message displays.

End of Procedure.