

Office of Human Resources

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.	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log In Forgot Password? Unicek My Account Unicek My Account
Step 4	Click the Employee Self-Service option.	Employee Self Service In All Apps, Featured, Internet, MCG, Top-5 Apps 9 comments Employee Self-Service Read More
Step 5	Click the blue Go to Employee Self-Service button.	
Step 6	Your Oracle eBusiness Homepage opens.	Go to Employee Self-Service
Step 7	Click the MCG HR Manager Access link.	Maxigator MCG.Compensation: Workbench.for Managers Personalize MCG.HR.Implayee: Set-Service MCG.HR.Implayee: Set-Service MCG.HR.Menager: Access MCG.HR.Menager: Access

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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.
- 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 12Click the Finalize and Submit to ApproverButton to open the Give Final Ratings:
Main Appraiser page.

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





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.

Performance Management Appr	aisais				
Main Appraiser Participant					
Appraisals As Main Appraiser			Selected Plan Is Fr241	NDG Execut	the Ch Performance File
Appraisals In Progress					V
Select AP Select None Select Initiator	Appraisee	Status	Details	Print	Appraise
E Supentaor, Sam	Coyote, Wile E	Ongoing with Main Appraiser	1	- 41	1
F Supervisor, Sam	Ella, Cindy R	Orgoing with Main Appraiser		6	1



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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.
- Details to be Shared with Appraises Splart annihical commonants to share with the annihisse when the nonraical is complete R Overall Rating Additional Botalis P Participant Names Ø Overall Comments P Participant Ratings Participent Comments Appraisee Feedback Select to request the appraisee's feedback on their overall rating when the appraisal is complete Provide Feedback on Overall Bation Cancel Save as Draft Approver Line No Order B Category Shaha Delete No Approvers

Approvers										
Line No.	Approver	Order Ho	Category	Status	Delete					
Comments to Approvers										
			~							
				Cancel Printable Page	Bach Submit					

Warning
You have chosen to complete this approxical.
You cannot update a complete this approxical.
You cannot update a completel approxical. The application notifies the Approximee and requests
feedback. Do you want to continue?.
Bo You

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.