

Office of Human Resources

Navigate to Direct Report Appraisals Using a Worklist Notification

Step-by-Step In	structions	
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? My Account Unlock My Account Change My Password
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.	Go to Employee Self-Service
Step 6	Your Oracle eBusiness Homepage opens.	
Step 7	Locate the most recent Worklist Notification that has the subject line: 'The appraisal of [employee name] needs your attention as main appraiser.'	Oracle Applications Home Page Worklist From Subject Full List Sent =
	NOTE: This notification is received each time the direct report returns their appraisal to you. You may need to use the 'Full List' button and [Ctrl + F] to find it.	Night, Nicolas The appraisal of Night, Nicolas needs your attention as main appraiser. 14-Oct-2014 CY14 Erformance plans are now available. 15-Oct-2013 TIP Vacation Rules - Redirect or auto-respond to notifications. 15-Oct-2013 TIP Workist Access - Specify which users can view and act upon your notifications. 16-Oct-2014

Navigate to Direct Report Appraisals using a Worklist Notification

Step 8 Click the Subject of the Worklist Notification.

NOTE: The '*Appraisee Notification Comments*' section may contain a message from your direct report.

Step 9Click the Update Action link, located at the bottom left corner
of the notification in the '*Related Applications*' section.



- Step 10 Click OK.
- Step 11 The *Appraisal* opens.

You are now on the first page of the appraisal.

IMPORTANT

- If you logged into Oracle and went directly to the worklist notification, you may receive a message at the top of the appraisal stating '*The current responsibility context has been switched to: MCG HR Manager Access*' along with an option to change it.
- Do Not switch from MCG HR Manager Access when accessing <u>direct report</u> appraisals.

End of Procedure