

## **Office of Human Resources**

## Print Direct Report Appraisals Using Manager Access

## Step-by-Step Instructions

- Step 1 Open an Internet Browser.
- Step 2 Navigate to <u>eportal.montgomerycountymd.gov</u>.
- Step 3 Sign In to accessMCG.



- 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.







Navigator		
	Personalize	
MCG Accts Provide Insury     Please select a m     MCG MCB. Accts Provide Approves     MCG MCB. Recruitment Selection     MCG HR Recruitment Selection     MCG HR Recruitment Selection     MCG HR Recruitment Selection	esponsbility.	

## **Quick Start: Print a Direct Report Appraisal using Manager Access**

Ctore 0	Click the Derformance, Management link	Navigator		
Step 8	Click the Performance Management link	MCG Compensation Workbench for Hanagers MCG RR Employee Set-Service MCG RR Recruitment Employee MCG RR Recruitment Rater MCG RR Manager Access	Personalize Personalize MCG HR Manager Access Manager Access Mu Encloves Mifernation Performation Compensation Workbench	
Step 9	Click the <b>Go to Task</b> icon to the right of the desired Performance Plan group for the correct fiscal year.	<ul> <li>FY15 MCG Executive Branch Performance Plan</li> <li>Manage appraisals: GSS Performance Plan</li> <li>Manage appraisals: PSM Performance Plan</li> <li>Manage appraisals: MLS Performance Plan</li> </ul>		
Step 10	Click the <b>Details</b> icon of either an incomplete appraisal in the 'Appraisals in Progress' section at the top of the page or a completed appraisal located in the 'Completed Appraisals' section at the bottom of the page.	Performance Management         Appraisals           Main Appraiser         Participant           Appraisals As Main Appraiser         Selected Plan Is           Appraisals As Main Appraiser         Selected Plan Is           Appraisals As Main Appraiser         Selected Plan Is           Selected Plan Is         FV15 MCG Executive Branch Perform           Appraisals As Main Appraiser         Selected Plan Is		
Step 11	The <i>appraisal</i> opens.	Select Initiator Shepperd, Sam Courrent Workers Completed Appraisals Filter the lat of completed appraisals using any comb Appraisee Period Start Date Peep, Bo 01-Jul-2012	Appraise Peep, Bo matton of Appraise, Appraisal Date, and Appraisal Purpose. Period End Date Appraisal Purpose 30-Jun-2013 Annual Performance Appraisal	Planie Pl
Step 12	Click the <b>Printable Page</b> button located in the upper and lower right of the page. <b>IMPORTANT:</b> The Printable Page button is also available when editing an appraisal. When done editing, simply click the	Details: Main Appraiser Ock the "Send" button to acknowledge that you and Ocking the "Send" button sends the performance pla	d/or your employee have read this performance plan. an to your employee.	Edit Appraisal Send Printable Page

For instructions on alternative methods of printing a direct report appraisal, refer to:

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- Print a Direct Report Appraisal Using a Worklist Notification' Print a Direct Report Appraisal Using the Report Process'

End of Procedure.

Printable Page button is located.