



## Print an Employee's Performance Plan Using the Report Process

### Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to [portal.montgomerycountymd.gov](http://portal.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.
- Your *Oracle eBusiness Homepage* opens.



- Step 7 Click the [MCG HR Manager Access](#) link in the Navigator section.



- Step 8 Click the [Submit Reports](#) link that now displays in the Reports section



## Print a Direct Report Performance Plan Using the Report Process

The **Schedule Request: Name** page opens with 'New Request' already selected.

**Step 9** Enter **MCG WPM** into the Program Name field.

**Step 10** Press the **[Tab]** key on your keyboard.

**NOTE:** Once pressed, the field will populate with MCG WPM Performance plan Details Report'. If not, type more characters or use the magnifying glass icon to search.

**Step 11** Enter the desired employee's **Last Name** into the Employee field.

**NOTE:** You may also enter just the first few characters of the last name but this may produce more search results.

**Step 12** Press the **[Tab]** key on your keyboard.

**NOTE:** If more than one name matches your entry, click the 'Quick Select' icon to the left of the desired employee name.

**Step 13** Enter **FYXX** (Ex. FY14, FY23, FY24, etc.) into the Plan Name field.

**Step 14** Press the **[Tab]** key on your keyboard. A list of *Plan Names* will display that match the fiscal year entered.

**Step 15** Click the **Quick Select** icon left of the desired Plan Name.

You're returned to the **Schedule Request: Parameters** page where your selection populates the field.

Screenshot of the 'Schedule Request: Name' page. The 'Program Name' field is populated with 'MCG WPM'. A red arrow points to the 'New Request' radio button, which is selected. The 'Request Name' field is empty. The page shows navigation tabs for Name, Parameters, Schedule, Layout, Notifications, and Delivery. Buttons for Cancel, Submit, and Next are visible.

Screenshot of the 'Schedule Request: Name' page. The 'Employee' field is populated with 'Doe'. A red arrow points to the 'Quick Select' icon (a magnifying glass with a red circle) to the left of the 'Employee' field. The 'Plan Name' and 'Template' fields are empty. Buttons for Cancel, Submit, Back, and Next are visible.

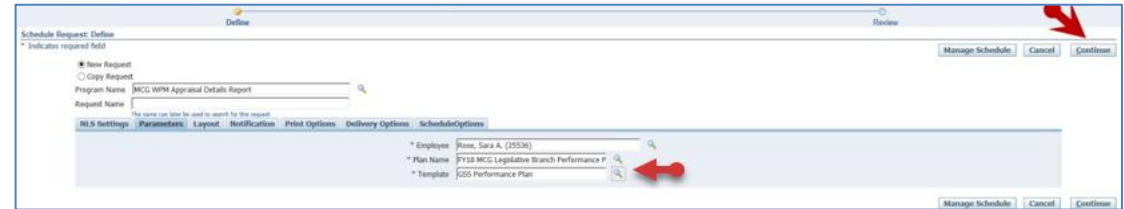
Screenshot of the 'Schedule Request: Name' page. The 'Employee' field is populated with 'Doe, John'. A red arrow points to the 'Quick Select' icon (a magnifying glass with a red circle) to the left of the 'Employee' field. The 'Plan Name' field is populated with 'FY14'. The 'Template' field is empty. Buttons for Cancel, Submit, Back, and Next are visible.

Screenshot of the search results page. The search criteria are 'Plan Name' and 'FY14'. The results table shows three entries: 'FY14 MCG Executive Branch Performance Plan', 'FY14 MCG Legislative Branch Performance Plan', and 'FY14 MCG Sheriff Office Performance Plan'. A red arrow points to the 'Quick Select' icon (a magnifying glass with a red circle) to the left of the first entry.

Select	Quick Select	Plan Name
<input type="radio"/>		FY14 MCG Executive Branch Performance Plan
<input type="radio"/>		FY14 MCG Legislative Branch Performance Plan
<input type="radio"/>		FY14 MCG Sheriff Office Performance Plan

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- Step 16** Enter the employee type that applies: **MLS, GSS or PSM** into the Template field.
- Step 17** Press the **[Tab]** key on your keyboard. This will cause the matching performance plan name to populate the field.

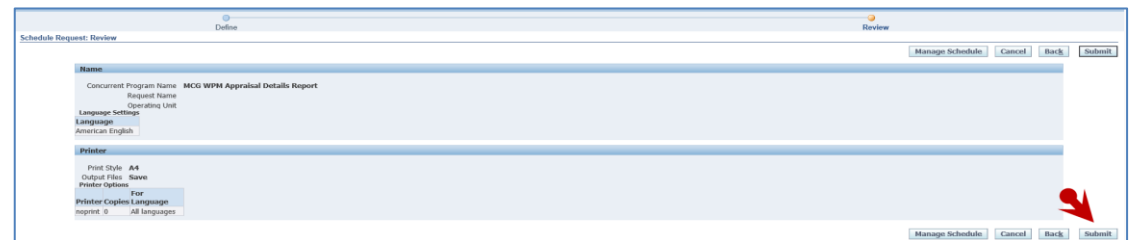


- Step 18** Click **Continue**.

The *Schedule Request: Schedule* page opens.

- Step 19** Click **Submit**.

- Step 20** Record the **Request ID** number displayed in the confirmation message.

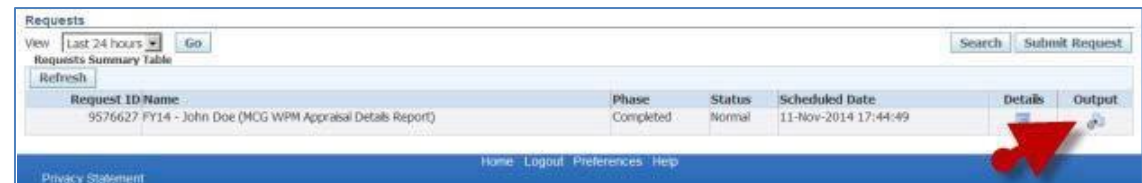



- Step 21** Click the **OK** button that displays at right.



- Step 22** Click the **Output** icon at the far right once the Phase column indicates 'Completed'.

**IMPORTANT:** If the 'Phase' indicated is not yet 'Completed', click the 'Refresh' button periodically as the Phase column does not automatically update



Request ID Name	Phase	Status	Scheduled Date	Details	Output
9576627 FY14 - John Doe (MCG WPM Appraisal Details Report)	Completed	Normal	11-Nov-2014 17:44:49		

- Step 23** The requested **performance plan** now displays. It can be printed or saved like any other document.

**For instructions on alternative methods of printing a direct report performance plan, refer to:**

- 'Print a Direct Report Performance Plan Using a Worklist Notification'
- 'Print a Direct Report Performance Plan Using Manager Access'

**End of Procedure.**