

Office of Human Resources

Print an Employee's Performance Plan Using the Report Process

Step-by-Step	Instructions	
Step 1	Open an Internet Browser.	
Step 2	Navigate to eportal.montgomerycountymd.gov.	
Step 3	Sign In to accessMCG.	
01		UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log In Engol Password? My Account Engol Password? My Account Engol Password? My Account
Step 4	Click the Employee Self-Service option.	Employee Self Service Employee Self-Service Employee Self-Service Read More
Step 5	Click the blue Go to Employee Self- Service button.	
	Your Oracle eBusiness Homepage opens.	Go to Employee Self-Service
Step 7	Click the MCG HR Manager Access link in the Navigator section.	Navigator Personalize MCE.Compensistion Workbench for Hanagers MCE.H.B.Englevitench.Set Service MCE.H.B.Recivitment.Bater MCC.H.B.Recivitment.Bater MCC.H.R.Manager Access Pease select a responsibility.
Step 8	Click the Submit Reports link that now displays in the Reports section	Reports Submit Reports View Reports

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
 Click Continue.

 NOTE: You may also select Parameter.

- Step 11Enter 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.





Print a Direct Report Performance Plan Using the Report Process

Step 16	Enter the employee type that applies: MLS, GSS or PSM into the Template field.	Schedule Repart Unline Schedule Repart Unline * Industriand füh *
Step 17	Press the [Tab] key on your keyboard. This will cause the matching performance plan name to populate the field.	Program None Next Section Sequent None Next Section Nax Sections Personalizer Nax Sections Personalizer * Employee Recession (Section Party Control Recession) * Sections * Employee * Sections * Employee * Sections * Employee
Step 18	Click Continue.	Manage Schedule Cancel Continue
	The Schedule Request: Schedule page opens.	
Step 19	Click Submit.	O Brit Schedule Request. Review Ranage Schedule Ranage
Step 20	Record the Request ID number displayed in the confirmation message.	Imme Concrete Program Rome Concrete Program Rome Report Rome Report Rome Report Rome Report Rome Langenet Media Report Rome Report Rome Imme Report Rome Report Rome Protocol Report Rome Report Rome Protocol Report Rome Report Rome Report Rome Report Rome Report Rome
Step 21	Click the OK button that displays at right.	Information Your request for MCG WPM Appraisal Details Report has been scheduled. The Request ID is OS76627
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	Requests Search Submit Request Requests Summary Table Search Submit Request Refresh Phase Status Scheduled Date 9576627 FY14 - John Doe (MCG WPM Appraisal Details Report) Phase Status Scheduled Date Provider Statement Normal 11-Nov-2014 17:44:49 Details Output
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.