

Office of Human Resources

Reviewing Official - Return an Appraisal for Correction

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 4 Click the Employee Self-Service option.

- Step 5 Click the blue Go to Employee Self- Service button.
- Step 6 Your Oracle eBusiness Homepage opens.
- Step 7 Click the Full List button located in the Worklist section.



UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Employee Self-Service

User Nam Password

accessMC

Employee

Self Service

Go to Employee Self-Service

Forgot Password? My Account

Unlock My Account Change My Password

Employee Self-Service

Welcome to Montgomery County, Maryland - Single Sign On

in All Apps, Featured, Internet, MCG, Top-5 Apps | 9 comments

Step 8 Click the **Drop-down Arrow** of the View field located in the upper left corner of the Worklist page.



Read More

Quick Start: Return for Correction an Appraisal Submitted by a Direct Report

Step 9	Select To Do Notifications	
0.000 0		All Notifications
		Workli Notifications From Me
		Open Notifications
		Select Notifications: Open 40
Step 10	Click the Go button.	Worklist
		View To Do Netlifications V Go
	Once clicked, all notifications waiting for your response will display	Select Notifications: Open Close
	uspidy.	Screet notifications. open enough
Stop 11	Click a Notification Subject that indicates the Approical of	Worklist
Step 11		Vew To be Netrications 🖌 🙆
	[Appraisee name] (proposed by [Main Appraiser name])	Select Notifications: Open Close
	Evenues (Appreciated of Dec. John (prepaged by Creith	Select From Type Subject = Sent Date Noore, Letry HR Appraisal of Date Barecosed by Smith Sent as of 01 Jan 2015 20-Aug-2014 20-Aug-2015
	Sam) as of 2015-Jan-01'	Imp <u>Viscation Rules</u> - Redrect or auto-respond to notifications. Imp <u>Viscation Access</u> - Specify which users can were and act upon your notifications.
Step 12	The Appraisal opens.	
Step 13	Scroll down to the Related Applications section toward the	
	bottom of the page.	
Step 14	Click the Return for Correction link to open the Return for	Related Applications
	Correction page.	View Action
		Return For Correction
Step 15	Click the Select radio button to the left of the Main Appraiser's	Return For Correction
	Name.	Cancel Subgit.
		Select A Person
		Select Person Name Action Smith, San Submit
		Resp

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Quick Start: Return for Correction an Appraisal Submitted by a Direct Report

Step 16 OPTIONAL: Enter comments to the Main Appraiser (supervisor) indicating the reason you're returning the appraisal.

IMPORTANT: These comments are sent only to the Main Appraiser.

Step 17Click the Submit button. Once clicked, a confirmation
message will display.

Step 18 The appraisal has been returned to the Main Appraiser (supervisor).

End of Procedure.



Return For Correction			Cancel Submit	
Select A Person				
Select Person Name		Action		
 Smith, Sam 		Submit		
Response				
Nobe	0		S	
			Cancel Subgit	