



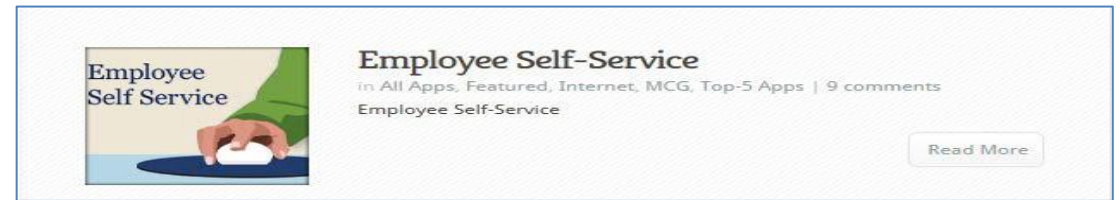
Send a Direct Report Their Appraisal using Manager Access

Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to 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.



- Step 6 Your **Oracle eBusiness** Homepage opens.

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



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Step 8 Click the [Performance Management](#) link.



Step 9 Click the [Go to Task](#) icon to the right of the desired Performance Plan group for the correct fiscal year.

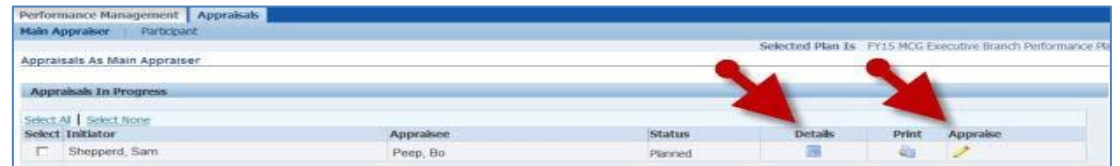


Step 10 Notice the appraisal **Status**. You can only proceed if the Status is 'Planned', 'Saved', or 'Ongoing with Main Appraiser'.

IMPORTANT

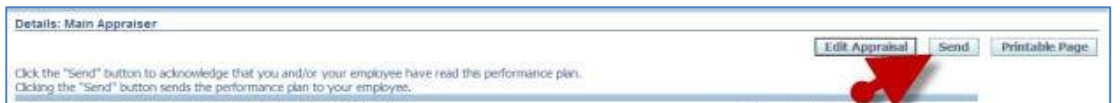
- If the status is 'Transferred to Appraisee' or 'Pending Appraisee Feedback' the direct report already has the appraisal.
- If the status is 'Pending Approval' your supervisor (the Approver) has the appraisal.

Step 11 Click either the [Details](#) or the [Appraise](#) icon. Each will open the appraisal and display a Send button.



Step 12 The *appraisal* opens.

Step 13 Click the [Send to Appraisee](#) button.



Quick Start: Send a Direct Report Their Appraisal using Manager Access

- Step 14** **OPTIONAL:** To keep the appraisal but send the direct report a view only copy,
Check the **Main Appraiser Retains Ownership** checkbox.



Appraisal Ownership
Select Main Appraiser Retains Ownership to continue updating the appraisal.
 Main Appraiser Retains Ownership

IMPORTANT: If you retain ownership, the employee will be unable to enter any feedback.

- Step 15** **OPTIONAL:** Enter **Comments** into the Notification Message to Appraisee textbox.

NOTE: These comments will display in the direct report's Worklist Notification received when their appraisal is sent to them.

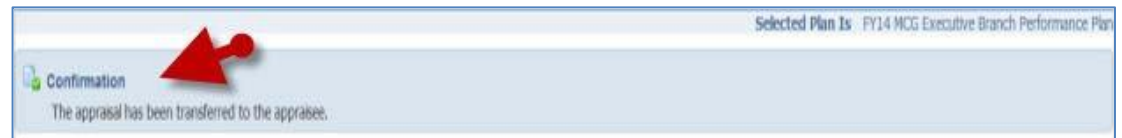


Notification Message to Appraisee
Enter your message, and click Submit to share the appraisal with the appraisee.

- Step 16** Click the **Submit** button to send the appraisal only to your direct report.

NOTE:

- Once 'Submit' is clicked, your direct report will have their appraisal
- A confirmation message will display and the Status of the appraisal changes to 'Transferred to Appraisee'.
- You will not be able to edit the appraisal until the direct report returns the appraisal to you



Confirmation
The appraisal has been transferred to the appraisee.

Selected Plan Is: FY14 MCG Executive Branch Performance Plan

End of Procedure.