

Office of Human Resources

Send a Direct Report Their Appraisal using Manager Access

Step-by-Step In	structions	
Step 1	Open an Internet Browser.	
Step 2	Navigate to eportal.montgomerycountymd.gov.	
Step 3	Sign In to accessMCG.	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log In Eargot Password: Unick My Account Unick My Account Change My Password
Step 4	Click the Employee Self-Service option.	Employee Self Service In All Apps, Featured, Internet, MCG, Top-5 Apps 9 comments Employee Self-Service Read More
Step 5	Click the blue Go to Employee Self-Service button.	Go to Employee Solf Service
Step 6	Your Oracle eBusiness Homepage opens.	
Step 7	Click the MCG HR Manager Access link.	Navigator
		MCG Compensation Workbench for Managers Please select a responsibility. MCG HR Employee Self-Service MCG HR Recruitment Employee MCG HR Recruitment Rater MCG HR Recruitment Rater MCG HR Manager Access MCG HR Manager Access

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	•	Personalize		
		MCG Accts Payable Inquiry MCG H MCG BOE Accts Payable Approver MCG HR Employee Self-Service - MLS and PSM MCG HR IRecruitment Employee MCG HR IRecruitment Rater MCG HR Manager Access MCG Proc Inquiry	R Manager Access nager Actions Employee Information formance Managemen mpensation Workbenc praisals	. ~
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Step 9	Click the Go to Task icon to the right of the desired	Performance Management Appraisals		Logged In As
	Performance Plan group for the correct fiscal year.	Performance Management Task List	notication mess	View Completed Appraisals View Completed Appraisals in People Hierarchy
		Expand Al Colopie Al		Quick Links
		Focus Taak	Go to Task	Employee Brokey Remonts
Stop 10	Notice the energical Statue. You can only proceed if the	P13 MCG Executive Branch Performance Plan Manage approach: CSS Performance Plan	13	Appraisal Summary
Step IU	Notice the appraisal status. You can only proceed if the	Manage appraisals: PSM Performance Nan	14	Ban Attachments
	Status is 'Planned', 'Saved', or 'Ongoing with Main	Manage appraisals: MLS Performance Plan	14	PY13 MCG Executive Branch Performance Pan
	Approjeor'	Manage appraisals: GSS Performance Plan	14	PV14 MCG Executive Branch Performance Plan
	Appraiser.	Menage appraisals: PSM Performance Plan Menage approximate Mill Backgroupper Plan	44	PY15 HCG Executive Branch Performance Pan
		PV15 MCG Executive Branch Performance Plan	14	
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Step 11	Click either the Details or the Appraise icon. Each will open the appraisal and display a Send button.	 If the status is 'Pending Approval' your super line of t	ervisor (the Approv	ver) has the appraisal.
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Step 11 Step 12	Click either the Details or the Appraise icon. Each will open the appraisal and display a Send button. The appraisal opens.		ervisor (the Approv	Ver) has the appraisal.
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Step 11 Step 12	Click either the Details or the Appraise icon. Each will open the appraisal and display a Send button. The appraisal opens.		ervisor (the Approv status Planet	Ver) has the appraisal.
Step 11 Step 12 Step 13	Click either the Details or the Appraise icon. Each will open the appraisal and display a Send button. The appraisal opens. Click the Send to Appraisee button.		ervisor (the Approv status Planed	ver) has the appraisal.

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

Step 14 OPTIONAL: To keep the appraisal but send the direct report a <u>view only</u> copy,

Check the Main Appraiser Retains Ownership checkbox.



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.

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

Notification Message to Appraisee	
Enter your message, and cick Submit to share the appraisal with the appraisee.	
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End of Procedure.