



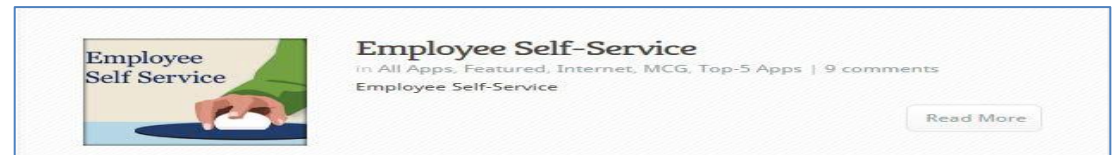
Send a Direct Report Their Appraisal using a Worklist Notification

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.



Locate the most recent [Worklist Notification](#) with the subject line: *'The appraisal of [employee name] needs your attention as main appraiser.'*

- Step 7** **NOTE:** This notification is received each time the direct report returns their appraisal to you. You may need to use the 'Full List' button and [Ctrl + F] to find it.

| From | Subject | Sent |
|----------------|---|-------------|
| Night, Nicolas | The appraisal of Night, Nicolas needs your attention as main appraiser. | 14-Oct-2014 |
| | FY14 Performance plans are now available. | 15-Oct-2013 |

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

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Step 8 Click the **Subject** of the Worklist Notification.

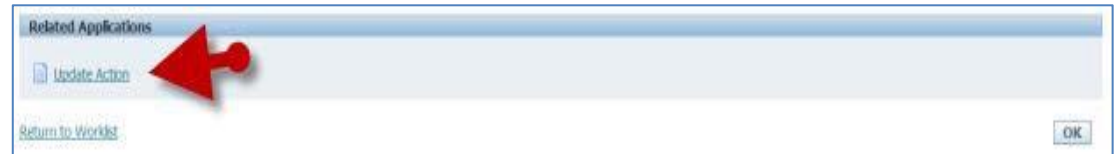
NOTE: The 'Appraisee Notification Comments' section may contain a message from your direct report.

Step 9

Click the **Update Action** link, located at the bottom left corner of the notification in the 'Related Applications' section.

Step 10

The **appraisal** opens.

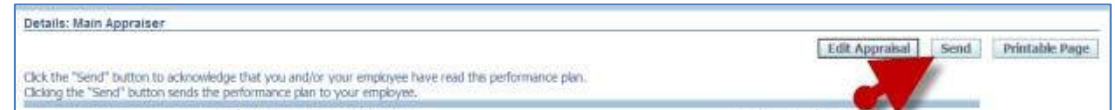


IMPORTANT

- If you logged into Oracle and went directly to the worklist notification, you may receive a message at the top of the appraisal stating 'The current responsibility context has been switched to: MCG HR Manager Access' along with an option to change it.
- **Do Not** switch from MCG HR Manager Access when accessing **direct report** appraisals.

Step 11

Click the **Send** button.



Step 12

OPTIONAL: To keep the appraisal but send the direct report a view only copy,

Check the **Main Appraiser Retains Ownership** checkbox.



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

Step 13

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.

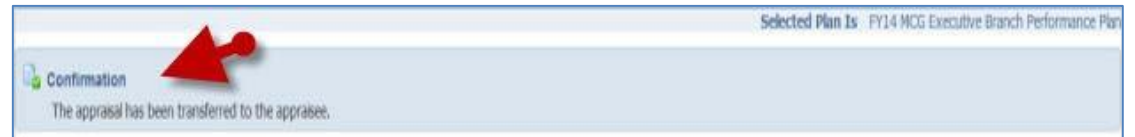


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Step 14 Click the **Submit** button to send the appraisal only to your direct report only.

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.



End of Procedure.