Office of *Human* Resources

# Submit an Appraisal for Final Approval Using Manager Access

Step-by-Step Instructions

Step 1 Open an **Internet Browser**.

Step 2 Navigate to **eportal.montgomerycountymd.gov**.

Step 3 Sign In to **accessMCG**.

Step 4 Click the **Employee Self-Service** option.

Step 5 Clock the blue **Go to Employee Self-Service** button.

Step 6 Your *Oracle eBusiness Homepage* opens.

Step 7 Click the **MCG HR Manager Access** link.

Step 8 Click the **Performance Management** link.

   NOTE: The Performance Management link now appears on the left side of the Navigation panel.

Step 9   Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.

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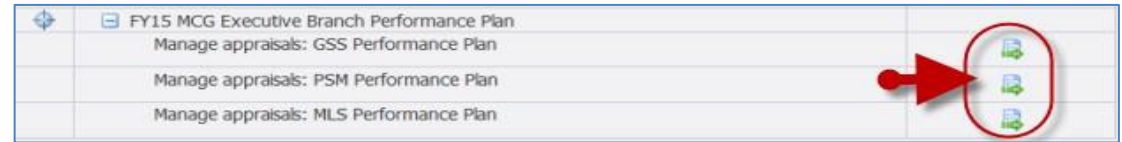
**Step 10**   The **Appraisals in Progress** section is the first section on the page.

NOTE: Notice the Status of the desired appraisal. You will not be able to proceed if the status is not 'Ongoing with Main Appraiser'. If the Status is 'Transferred to Appraisee' the Appraisee (employee) has the appraisal.

Step 11   Click the **Appraise** pencil icon to open the desired appraisal

  NOTE: If there are more than 5 direct reports in this plan, click the 'Next…' link to view additional.

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Step 12   Click the **Finalize and Submit to Approver** button to open the Give Final Ratings: Main Appraiser page.

 **IMPORTANT:** Only click this button when the appraisal is ready to be finalized.
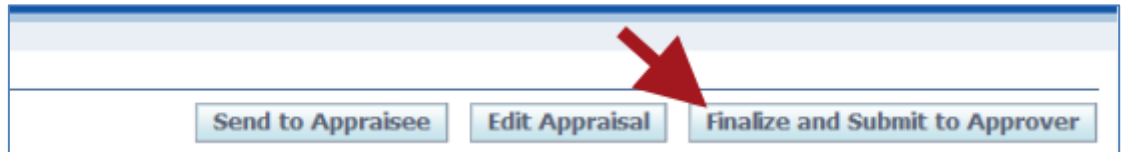
Step 13   **Review** the entire appraisal to ensure that all entries and selections are correct.

IMPORTANT:

- The *Give Final Ratings: Main Appraiser* page is to review the appraisal prior to submission. You **cannot** edit the appraisal on this page.

- To make changes, click **Cancel** and then click 'Yes' in response to the resulting Warning message. You will be returned to the Main Appraiser Review page. Once there, click the **Edit Appraisal** button to edit the appraisal.

Step 14   Click the **Continue** button to advance to the *Give Final Ratings: Review* page.

Step 15   Scroll down to the **Approvers** section toward the bottom of the page.
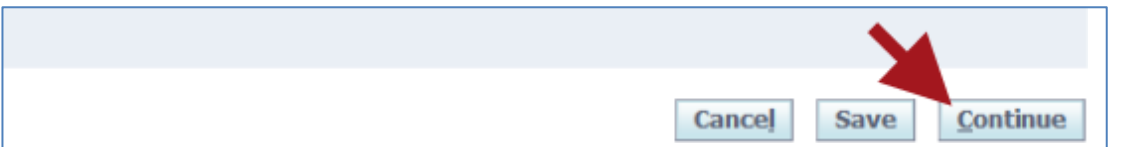
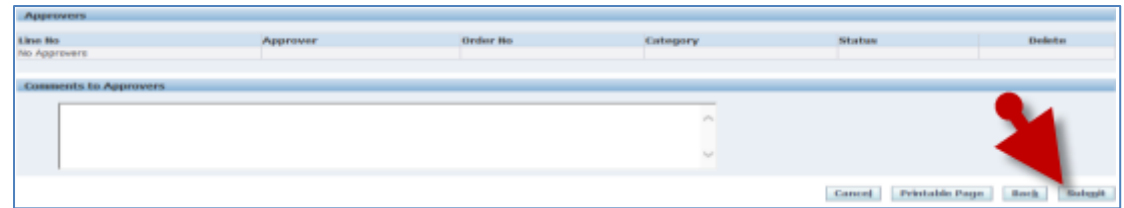## Submit an Appraisal for Final Approval Using Manager Access

Step 16   Confirm the **Approver (Reviewing Official)** name is your current supervisor.

IMPORTANT: If the name is not correct, do not proceed until your supervisor is corrected

Step 17   Click the **Submit** button.

Step 18   Click **Yes** to the warning message to send the appraisal to the Approver (Reviewing Official).

IMPORTANT: This default warning message is phrased poorly. Once you click 'Yes' to submit, you will not be able to edit the appraisal unless your Approver returns it to you. Also, the employee will <u>not</u> receive the appraisal at this time. The appraisal will be sent to them only **after** it is approved.

Step 19   You're returned to the **Appraisals as Main Appraiser** page where a confirmation message displays.

IMPORTANT:

- Once the appraisal is approved, it is not yet fully completed.
- Following approval, the Appraisee receives a notification requesting final overall feedback, which is optional.
- Whether or not the Appraisee enters final feedback, they must click the 'Submit' button to change the status of the appraisal to 'Completed'.

End of Procedure.