

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 <u>eportal.montgomerycountymd.gov</u>.
- 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.

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







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Step 8

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- Step 9Click the Go to Task icon to the right of the desired
Performance Plan group for the correct fiscal year.
- **Step 10** The **Appraisals in Progress** section is the first section on the page.
- Step 11Click the Appraise pencil icon to open the desired appraisalNOTE: If there are more than 5 direct reports in this plan,
click the 'Next...' link to view additional.
- **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.
- Step 14Click 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.



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.

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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.



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

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 <u>after</u> it is approved.

IMPORTANT:

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Once the appraisal is approved, it is not yet fully completed.

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- 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.