Office of *Human* Resources

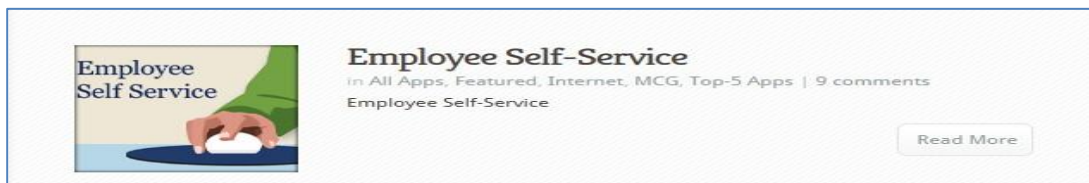# Submit an Appraisal for Final Approval Using Worklist

Step-by-Step Instructions

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

Forgot Password?   My Account
Unlock My Account   Change My Password

accessMCG
application portal

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

Employee Self Service

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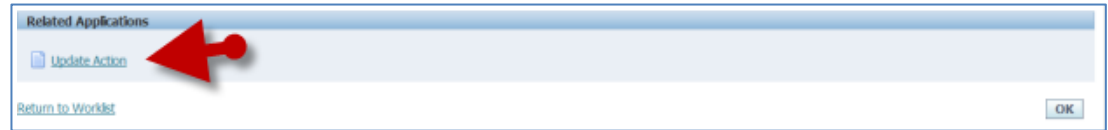
Step 6   Your *Oracle eBusiness Homepage* opens.

Step 7   Click the **Subject** of the most recent Worklist Notification that indicates *'The appraisal of [employee name] needs your attention as main appraiser.'*

NOTE: This notification is received each time the direct report returns their appraisal to you.

Oracle Applications Home Page

Worklist

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

Full List

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

Submit an Appraisal for Final Approval Using Worklist

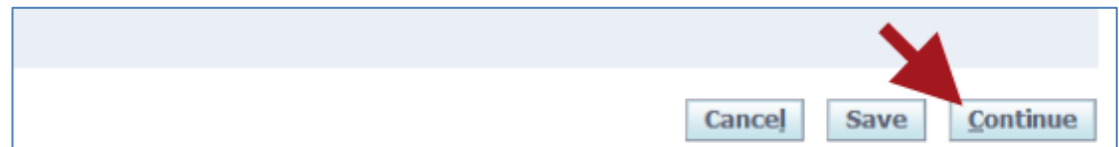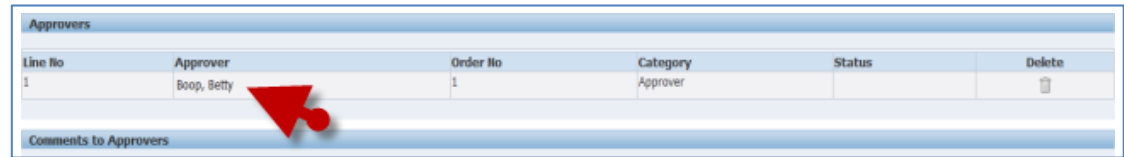|		
Step 8	Click the **Update Action** link, in the *'Related Applications'* section at the bottom of the page.	**Related Applications** Update Action Return to Worklist OK
Step 9	The *Appraisal* opens	**IMPORTANT:** If you logged into Oracle and went directly to the worklist notification, you will receive a message at the top of the appraisal stating *'The current responsibility context has been switched…'* along with an option to change it.
Step 10	*If displayed,* Select **MCG HR Manager Access** for the 'Switch Responsibility' field	
Step 11	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.	Send to Appraisee Edit Appraisal **Finalize and Submit to Approver**
Step 12	**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 13	Click the **Continue** button to advance to the *Give Final Ratings: Review* page.	Cancel Save **Continue**
Step 14	Scroll down to the **Approvers** section toward the bottom of the page.	
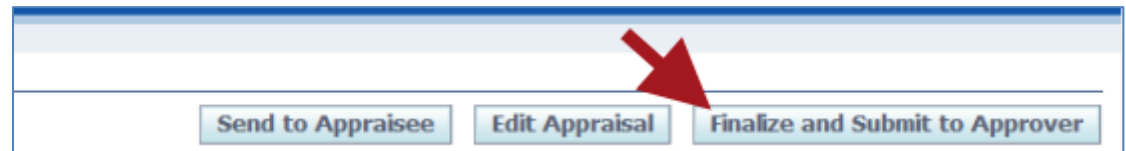
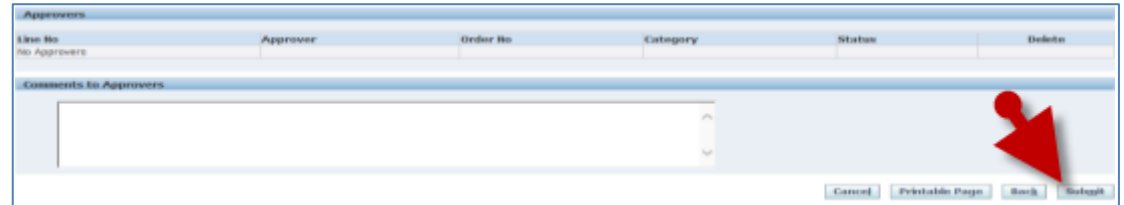## Submit an Appraisal for Final Approval Using Worklist

Step 15   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 16   Click the **Submit** button.

Step 17   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 **<u>after</u>** it is approved.

Step 18   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