



CLERK & COMPTROLLER PALM BEACH COUNTY

SHARON R. BOCK

Clerk & Comptroller
Palm Beach County

ePerformance Employee User Guide

Midyear Progress Report

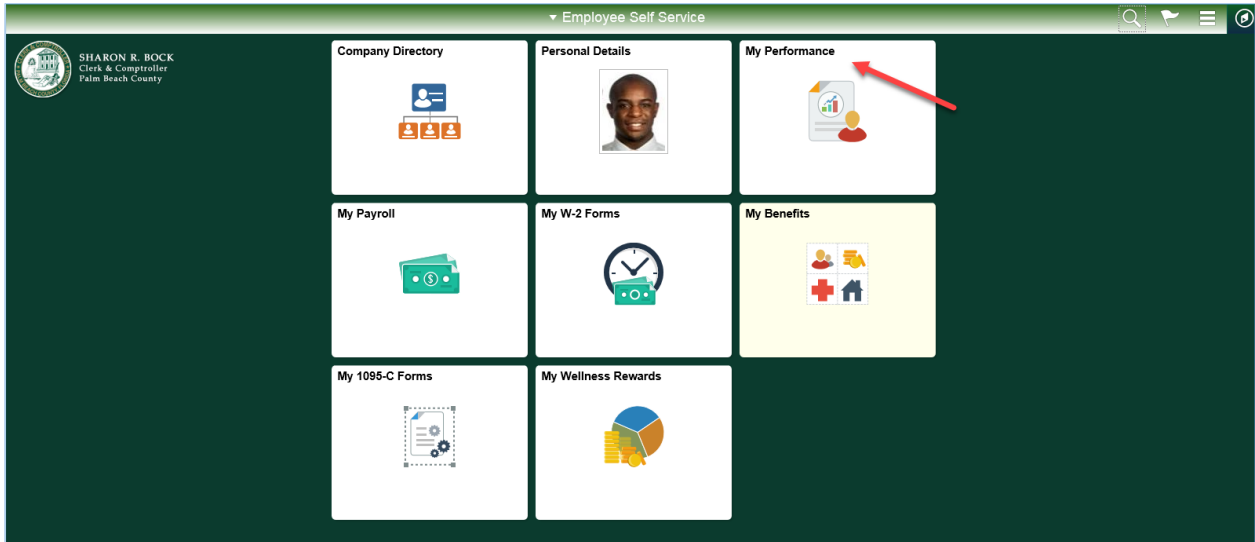
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Employee's Guide – Midyear Progress Report

1. Access Progress Report

Login to PeopleSoft and go to the Employee Self Service menu. Click the **My Performance** tile.



Click on the Midyear Progress Report on the **Current Performance Documents** page.

Current Performance Documents
John Clerk
Listed are your current performance documents.


Performance Documents							Personalize	Find	First	1-3 of 3	Last
Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager					
Midyear Progress Report	Pending Acknowledgement	10/01/2016	03/31/2017	Court Specialist II	05/05/2017	Cathy Supv-Jones					

Click on **Expand All** link to view the ratings for all Behaviors and Competencies.

Midyear Progress Report

Evaluation - Acknowledge

John Clerk



Job Title Court Specialist II	Manager Cathy Supv-Jones
Document Type Midyear Progress Report	Period 10/01/2016 - 03/31/2017
Template Midyear Progress Report	Document ID 10092
Status Pending Acknowledgement	Due Date 05/05/2017

The status of this evaluation is Review Held.

In the employee comments section below, you are required to state "I agree" or "I disagree" with your performance appraisal. If you **disagree**, please explain.

At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.

|


▼ Section 1 - Competencies

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- ▶ Competency 1: Effective & Efficient
- ▶ Competency 2: Great Place to Work
- ▶ Competency 3: Organizational Values
- ▶ Competency 4: Outstanding Service

▼ Section 2 - Overall Progress

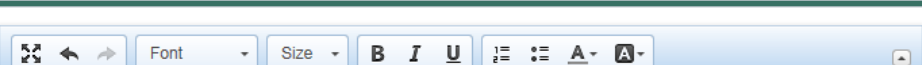
Overall Progress Summary

Manager Rating Meets Expectations 

Read the **Manager Comments** and the performance document **Statement**.

▼ Section 3 - Manager Comments

Manager Comments



John displays a willingness to always get the job done. He provides outstanding customer service and has been able to process over 26,264 OR images during this progress report report. In addition to his regular and administrative duties, John assisted with training employees new to the department and created process documents in regards to redaction.

▼ Section 4 - Statement

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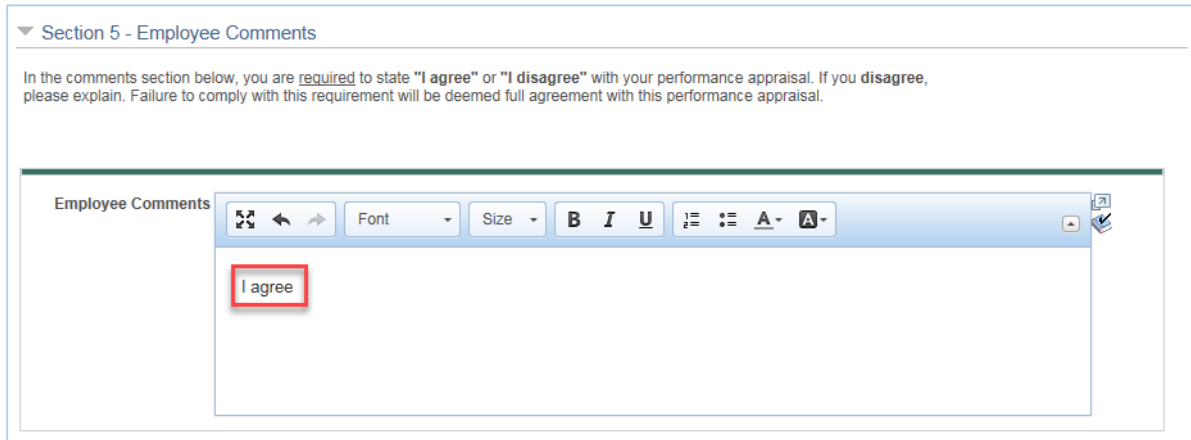
▶ **Statement**

Description : This evaluation may be used for a lump-sum performance bonus or merit increase award.

Created By Template 03/29/2017 8:47AM

2. Enter Comments and Acknowledge Progress Report

Scroll to the Employee Comments section and type either **“I agree”** or **“I disagree.”** Enter any additional comments.



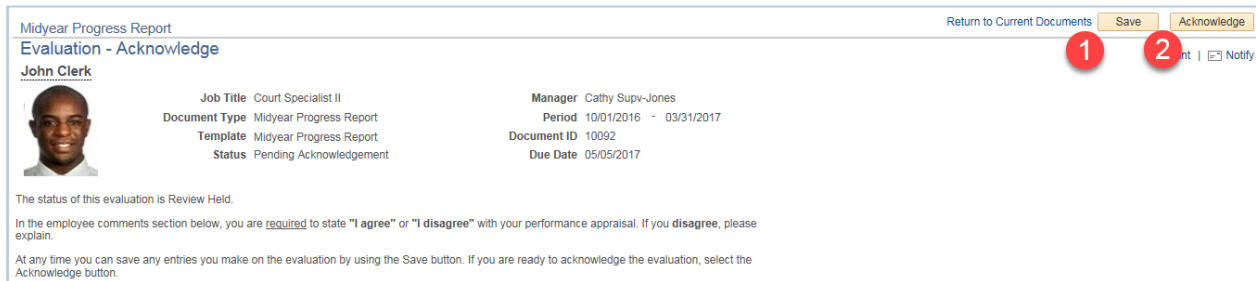
Section 5 - Employee Comments

In the comments section below, you are required to state **“I agree”** or **“I disagree”** with your performance appraisal. If you **disagree**, please explain. Failure to comply with this requirement will be deemed full agreement with this performance appraisal.

Employee Comments

I agree

Click the **Save** button and then click the **Acknowledge** button.



Midyear Progress Report

Return to Current Documents Save Acknowledge

Evaluation - Acknowledge

John Clerk

Job Title Court Specialist II
Document Type Midyear Progress Report
Template Midyear Progress Report
Status Pending Acknowledgement

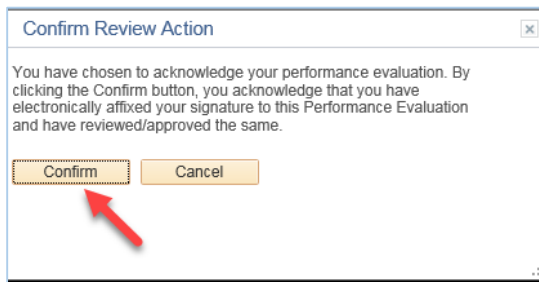
Manager Cathy Supv-Jones
Period 10/01/2016 - 03/31/2017
Document ID 10092
Due Date 05/05/2017

The status of this evaluation is Review Held.

In the employee comments section below, you are required to state **“I agree”** or **“I disagree”** with your performance appraisal. If you **disagree**, please explain.

At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.

A confirmation message will be displayed. Click the **Confirm** button.



Confirm Review Action

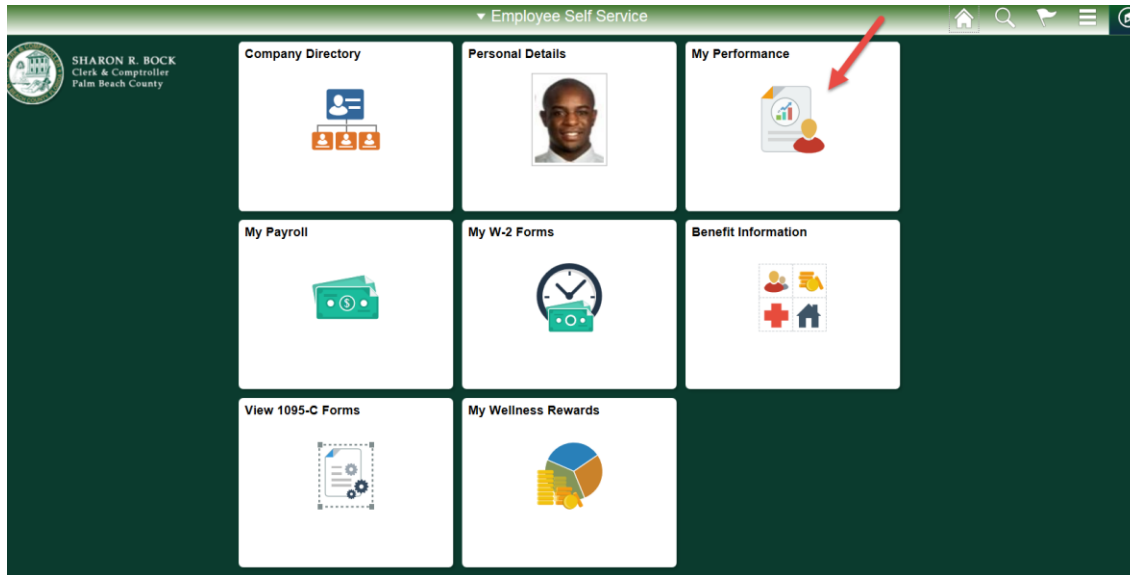
You have chosen to acknowledge your performance evaluation. By clicking the Confirm button, you acknowledge that you have electronically affixed your signature to this Performance Evaluation and have reviewed/approved the same.

Confirm Cancel

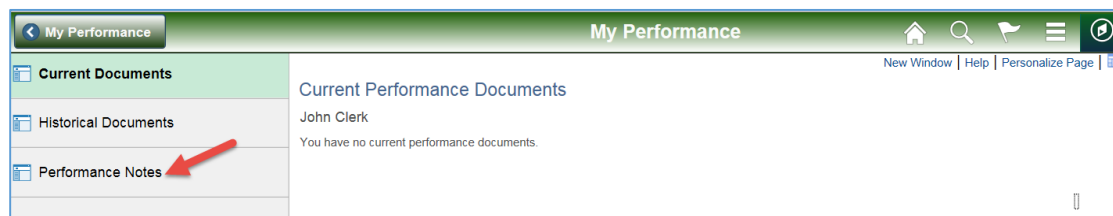
Performance Notes

1. Enter Performance Note

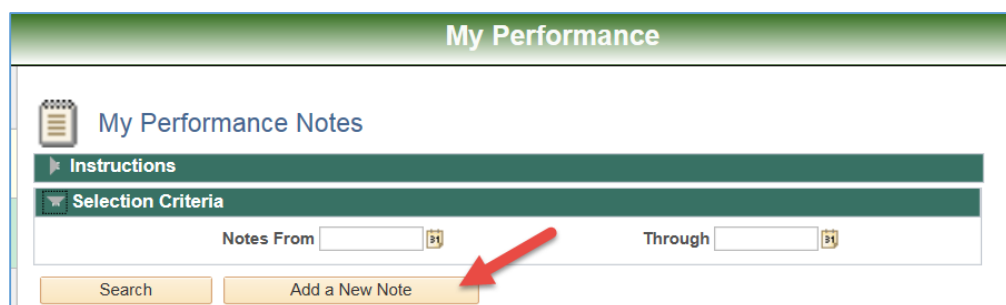
Login to PeopleSoft and go to the Employee Self Service menu. Click the **My Performance** tile.



Click the **Performance Notes** section.



Click the **Add a New Note** button.



Enter the **Subject** of the performance document and place any additional comments in the **Note Text**.
Click the **Save** button.

My Performance

Performance Notes - Add/Update Notes

Instructions

Selected Performance Note

Applications

Created 02/17/2017 11:51AM
Creator John Clerk
Updated
Updated By

Subject Microsoft Excel Advanced Training

Note Text Attend Microsoft Excel Advanced Training on April 3, 2017.

Save

Return to Performance Note Selection

2. Search for Performance Note

Enter a date range in the **Notes From** and **Through** fields.
Click the **Search** button.

My Performance

My Performance Notes

Instructions

Selection Criteria

Notes From 02/01/2017 Through 02/17/2017

Search Add a New Note

Check the **Select** box on the desired performance note.

My Performance Notes

Instructions

Selection Criteria

Notes From 02/01/2017 Through 02/17/2017

Search Add a New Note

Your existing Performance Notes

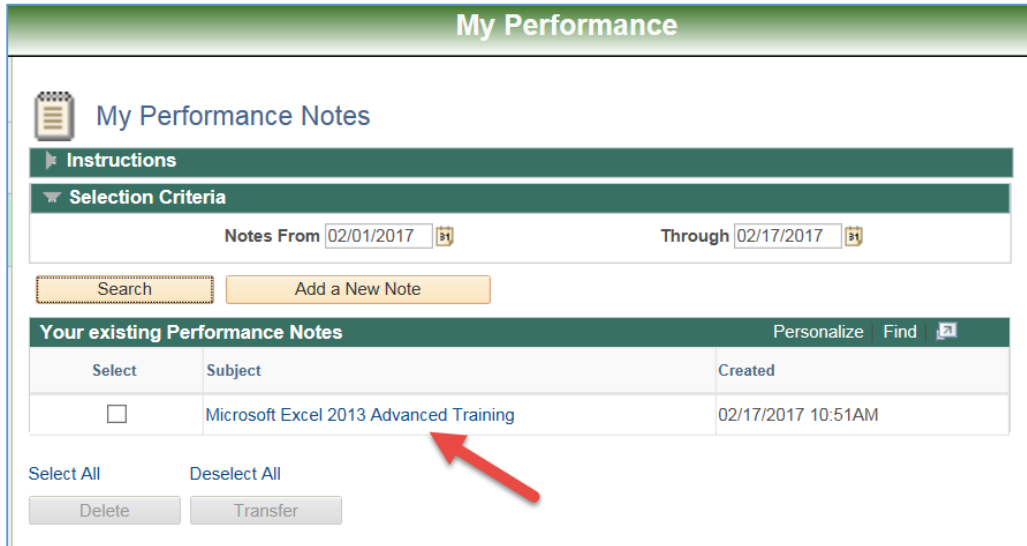
Select	Subject	Created
<input type="checkbox"/>	Microsoft Excel 2013 Advanced Training	02/17/2017 10:51AM

Select All Deselect All

Delete Transfer

3. Edit Performance Note

Click the **Subject** hyperlink to view the performance document.



My Performance

My Performance Notes

Instructions

Selection Criteria

Notes From 02/01/2017 Through 02/17/2017

Search Add a New Note

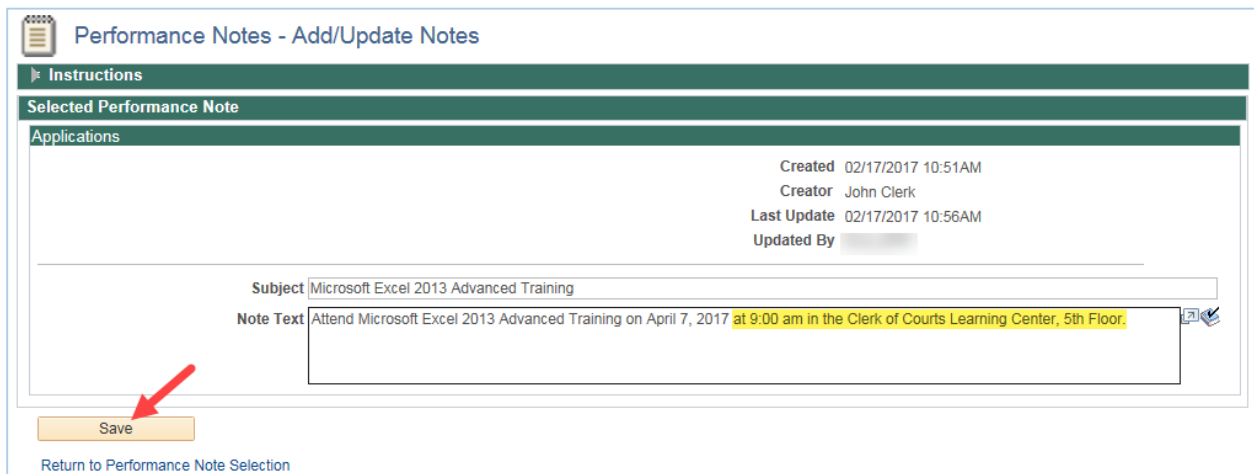
Your existing Performance Notes Personalize Find

Select	Subject	Created
<input type="checkbox"/>	Microsoft Excel 2013 Advanced Training	02/17/2017 10:51AM

Select All Deselect All

Delete Transfer

Edit the information. Click the **Save** button.



Performance Notes - Add/Update Notes

Instructions

Selected Performance Note

Applications

Created 02/17/2017 10:51AM
Creator John Clerk
Last Update 02/17/2017 10:56AM
Updated By

Subject Microsoft Excel 2013 Advanced Training

Note Text Attend Microsoft Excel 2013 Advanced Training on April 7, 2017 at 9:00 am in the Clerk of Courts Learning Center, 5th Floor.

Save

Return to Performance Note Selection