



CLERK & COMPTROLLER PALM BEACH COUNTY

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Palm Beach County

ePerformance Employee User Guide

Performance Check-in

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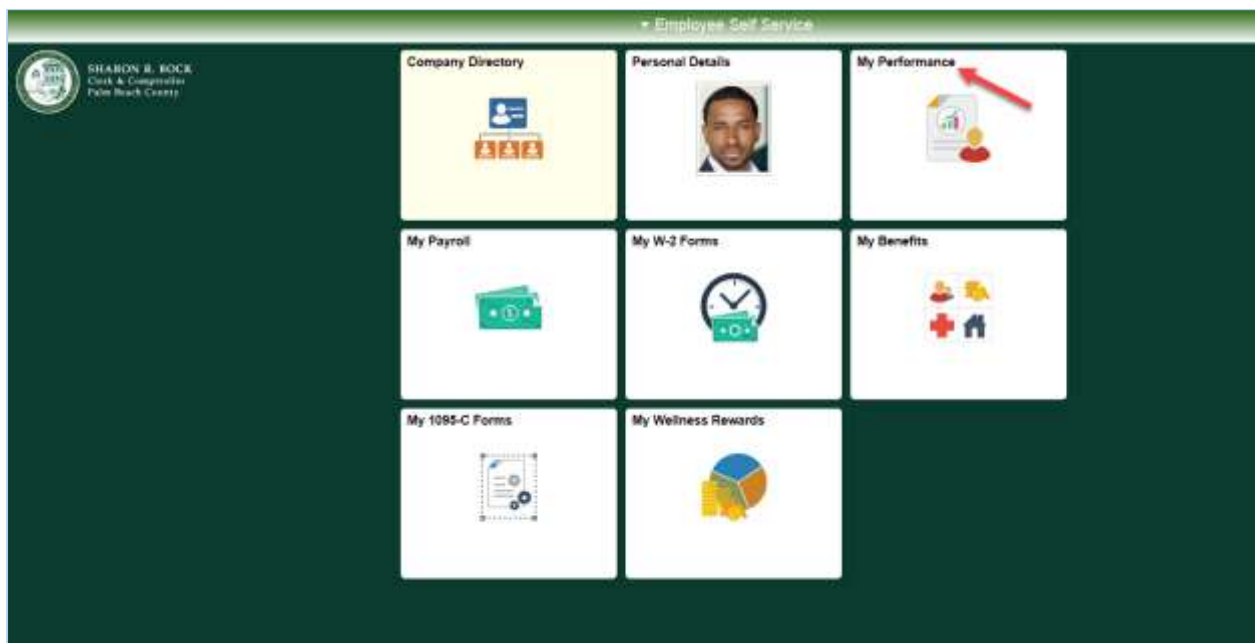
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Employee's Guide – Performance Check-in

A Performance Check-in may be used during an employee's introductory period to indicate which competencies have been assessed and meet expectations and which competencies may not have been assessed yet or need to continue to be assessed.

1. Access Check-in

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



Click on the Performance Check-in on the **My Current Documents** page.

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

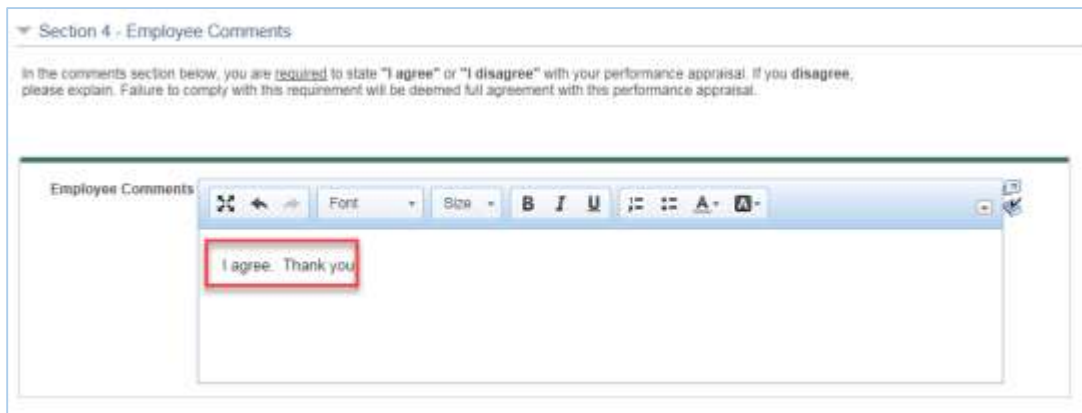
Performance Documents							Personalize	Find	Print	Help	First	1 of 1	Last
Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager							
Performance Check-in	Pending Acknowledgement	10/02/2017	12/31/2017	Court Specialist II	12/31/2017	Jane Manager-Smith							

Click on **Expand All** link to view the ratings for all Competencies. Scroll to the bottom to read the Employee Future Goals and the Manager Comments.



2. Enter Comments and Acknowledge Check-in

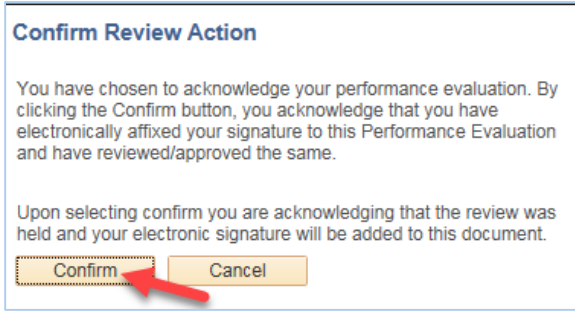
Scroll down to the Employee Comments section and type either **“I agree”** or **“I disagree.”** Enter any additional **comments**.



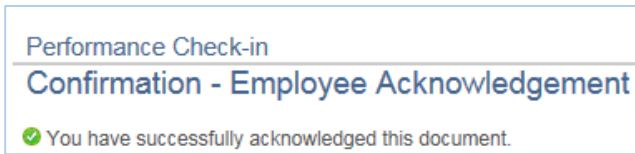
Click the **Save** button and then click the **Acknowledge** button.



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



A second confirmation message will be displayed.



Performance Notes (Optional)

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** and place additional comments in the **Note Text**.

Click the **Save** button.



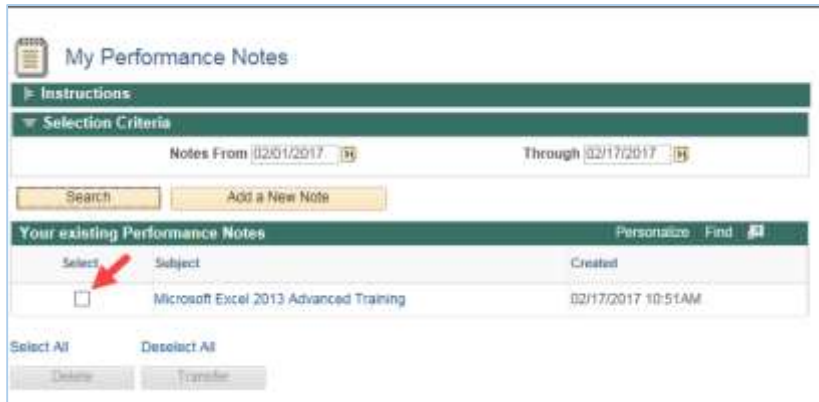
2. Search for Performance Note

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

Click the **Search** button.



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



3. Edit Performance Note

Click the **Subject** hyperlink to view or edit.



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



Note: Performance notes do not load in to performance documents. If using this feature, copy and paste your notes to include them in a performance document.