

PeopleSoft®

PeopleSoft 8.8
ePerformance PeopleBook

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ePerformance PeopleBook
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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection Website, access the PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (DEU) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.

Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft ePerformance Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Application Fundamentals

The *PeopleSoft ePerformance PeopleBook* provides you with implementation and processing information for your PeopleSoft ePerformance system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

PeopleSoft Application Fundamentals for HRMS PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS products you are implementing, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements that are used in the PeopleBook. For example, if a data field is used on multiple pages, it might be defined only once in this chapter rather than repeatedly throughout the book.
Getting Started With...	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Understanding...	This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started With PeopleSoft ePerformance

This chapter lists PeopleSoft ePerformance business processes and discusses PeopleSoft ePerformance implementation tasks.

PeopleSoft ePerformance Business Processes

The following business processes are available in PeopleSoft ePerformance:

- Design and generate performance documents for employees and managers.
- Adjustments to performance criteria contained in performance documents.
- Record progress against performance criteria.
- Evaluation of employee performance by managers.
- Approval process for employee performance evaluations.
- Perform administrative tasks, such as transferring performance documents to another manager.
- Monitor and report on performance process.

We cover these activities in this PeopleBook.

PeopleSoft ePerformance Implementation

The PeopleSoft ePerformance table-loading implementation includes setting up the following:

- Setting up HRMS fundamental tables.
- Setting up HRMS core tables.
- Setting up ePerformance core tables.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and table-loading sequences.

Important! The order in which you set up the tables that are required to implement PeopleSoft ePerformance may vary. The order may depend on the features that you want to use and whether you are implementing more than one PeopleSoft application. The information provided in this chapter offers a high-level guide of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.

Setting Up PeopleSoft HRMS Fundamental Tables

PeopleSoft ePerformance requires the setup of fundamental HRMS tables that are common to multiple HRMS applications. The information defined in these tables is the basis for the PeopleSoft ePerformance setup.

Step	Reference
1. □ Set up the HRMS fundamental tables. □	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Getting Started With PeopleSoft HRMS”

Setting Up HRMS Core Tables

In addition to the fundamental HRMS tables, several HRMS tables are relevant to PeopleSoft ePerformance.

Step	Reference
1. (Optional) Create job profiles. Job profiles need to be created only if you plan to use them as the default criteria for competencies and responsibilities in performance documents.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Setting Up Jobs”
2. Create rating models. Rating models are setup only if you include performance rating criteria in your performance documents. These rating models are also used by Competency Management and eDevelopment.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies</i> , “Setting Up Competencies and Accomplishments,” Setting Up Competencies
3. (Optional) Define competencies and sub-competencies. Competency information is setup only if you include competencies in the performance criteria contained in your performance documents. Competency information is also used by Competency Management, eDevelopment, and eRecruit.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies</i>, “Setting Up Competencies and Accomplishments,” Setting Up Competencies Chapter 4, “Defining Performance Criteria,” page 25

Setting Up Core PeopleSoft ePerformance Tables

PeopleSoft ePerformance requires the setup of several product specific tables. The information defined in these tables is the basis for the PeopleSoft ePerformance setup.

Step	Reference
1. Set up document types.	Chapter 3, “Defining Basic Settings and Tables,” page 15
2. (JPN) Create review definitions.	Chapter 3, “Defining Basic Settings and Tables,” page 15
3. (Optional) Define mission statements.	Chapter 4, “Defining Performance Criteria,” page 25
4. (Optional) Define initiatives.	Chapter 4, “Defining Performance Criteria,” page 25
5. (Optional) Define goals/objectives.	Chapter 4, “Defining Performance Criteria,” page 25
6. (Optional) Define responsibilities.	Chapter 4, “Defining Performance Criteria,” page 25
7. (Optional) Define development tips.	Chapter 4, “Defining Performance Criteria,” page 25
8. Define sections.	Chapter 5, “Designing Performance Documents,” page 35

Step	Reference
9. Define templates.	<u>Chapter 5, “Designing Performance Documents,” page 35</u>
10. (Optional) Set up Desired Rating Distribution table.	<u>Chapter 13, “Using Inquiry Pages,” page 151</u>
11. (Optional) Modify text for self-service pages.	<u>Chapter 7, “Modifying Text for Self-Service Pages and Email Notifications,” page 69</u>
12. (Optional) Define text for the Language Checker.	<u>Chapter 7, “Modifying Text for Self-Service Pages and Email Notifications,” page 69</u>

CHAPTER 2

Understanding PeopleSoft ePerformance

This chapter provides an overview of PeopleSoft ePerformance and discusses:

- Business processes supported by PeopleSoft ePerformance.
- PeopleSoft ePerformance integrations.
- Designing and using your employee performance system.

PeopleSoft ePerformance

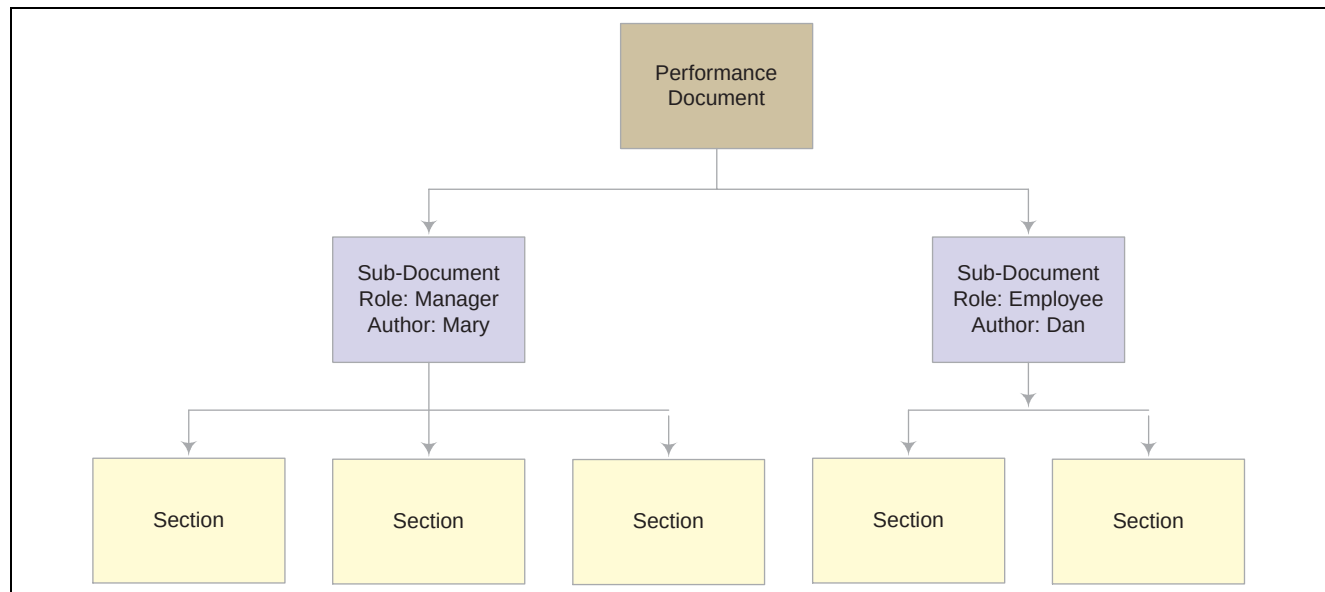
PeopleSoft ePerformance is a self-service performance management application for managers, employees, and Human Resources (HR) administrators. Managers can use the application to generate forms, tailor planning & evaluation criteria to employees, communicate performance results, and monitor the status of the performance process. Employees can maintain notes on their performance, participate in the development of their performance plan, evaluate their own performance, view tips for developing or highlighting competencies, and review performance history. HR Administrators can generate forms and reports, as well as monitor and manage the overall performance process. Workflow notifications keep managers, employees, and HR administrators up-to-date throughout the performance process cycle.

Understanding Performance Documents

Although PeopleSoft ePerformance supports the complete planning, collaborating, managing, adjusting, and reviewing phases of a the performance process, some organizations may choose to implement only selected phases. For example, your organization may focus primarily on planning for employee performance, while others may focus primarily on evaluating or reviewing performance. *Performance documents* enable your organization to tailor performance forms to meet your specific needs. Organizations that focus primarily upon evaluating employee performance may think of the performance document as an employee review, while organizations that focus more on planning and collaboration for performance may think of the performance document as an employee performance plan. The performance document is the container that holds all of the performance information for a specific period of time and may contain:

- The plan for an employee's performance.
- The evaluation of an employee's performance for a specific business purpose, such as; annual plan, annual review, project plan, or project review.

The following diagram illustrates the structure under which performance documents are organized.



Performance document components

A performance document can be made up of one or more *sub-documents* and sub-documents can have many *sections*. In PeopleSoft ePerformance, there can be multiple managers and employees participating in the performance process. Each participant in the process has their own sub-document, which can be edited and maintained according to rules that you define.

The *manager's document* refers to the sub-document that is owned by the employee's manager. The *employee's document* refers to the sub-document that is owned by the employee that is the subject of the performance document.

Common Terms

Author	The owner of a particular sub-document.
Coded Item	An predefined evaluation criterion that is stored in a table and can be easily reused. For example, a competency that's stored in the Competency table. Each coded item has an identification code.
Employee's Document	Sub-document that is owned by the employee that is the subject of the performance document. May also be referred to as a <i>personal document</i> or <i>self-appraisal</i> .
Evaluation Elements	The fields (page elements) on a document that managers and employees can use to plan and assess an employee's performance. These can include: Rating, Weight, Comments, Status, and Percent Complete. Users can enter values for these fields on the Maintain Documents page during the performance process.
Freeform Item	A performance criterion that is not stored in a table.
Item	An evaluation criterion against which an employee can be measured, such as a specific competency or responsibility.

Manager's Document	Sub-document that is owned by the manager that has managerial responsibility for the performance document. May also be referred to as a <i>performance plan</i> or <i>performance review</i> .
Mandatory Item	A performance criterion that managers and employees cannot delete from the performance document or self-appraisal. With the exception of freeform items, mandatory items cannot be edited.
Performance Criteria	Criteria by which a manager plans or assesses an employee's performance. Also called items and sub-items.
Performance Criteria Elements	The fields on a document that managers and employees can edit. These can include: Item Description, Sub-Item Description, Measurement, Supports, Due Date, Reminder Date, Critical, Ownership, Minimum Weight. Users can edit these fields on the Update Performance Criteria page during the performance process.
Performance Document	The main document that contains all the information relevant to the employee's performance. It may also be called a <i>performance plan</i> or <i>performance review</i> .
Personal documents	The document that employee use to plan and assess their own performance; sometimes called <i>self-appraisals</i> or <i>employee's document</i> .
Review Form	The document that managers use to plan and assess an employee's performance; also called a <i>manager's document</i> .
Role	Refers to the responsibility a person has within the performance process.
Section	Review forms comprise one or more sections. Each section contains a different type of content and defines the default rules for processing that content.
Self-appraisal	The form that employee use to plan and assess their own performance; sometimes called <i>employee's document</i> or <i>personal document</i> .
Sub-document	Documents that are components of the performance document. A sub-document is assigned an author and a role. That person is responsible for maintaining that sub-document.
Sub-item	Typically refers to a sub-competency.
Template	All performance documents are generated from templates. A template defines the sections that are included in a performance document, and the processing and usage rules.

PeopleSoft ePerformance Business Processes

PeopleSoft ePerformance supports the following business processes:

- Design performance process.

HR Administrators plan the high-level initiatives, goals, responsibilities, and competencies for the performance process and design templates used to create the performance documents.

- Generate manager and employee documents.

These are the documents that managers and employees use to plan and assess performance.

- Update performance criteria.

Managers and employees can add and modify performance criteria contained in their documents, depending on your rules.

- Complete employee documents.

Employees use the employee documents to evaluate their own performance.

- Evaluate employee performance.

Managers use manager documents to set performance expectations and assess employee performance. They can use the Results Writer and Language Checker tools when commenting on an employee's performance.

- Obtain approvals, as needed, and complete the performance process.

Depending on your rules, documents can go through an approval process before they are completed. Five different approval process flows are available when completing documents. Completing a document can be compared to finalizing a performance review or plan.

- Review the completed document with the employee.

Depending on your rules, managers may review the manager's document with the employee either before or after any approvals are obtained.

- Perform administrative tasks.

HR administrators or managers can transfer documents to another manager, cancel documents, extend due dates, and perform other administrative functions.

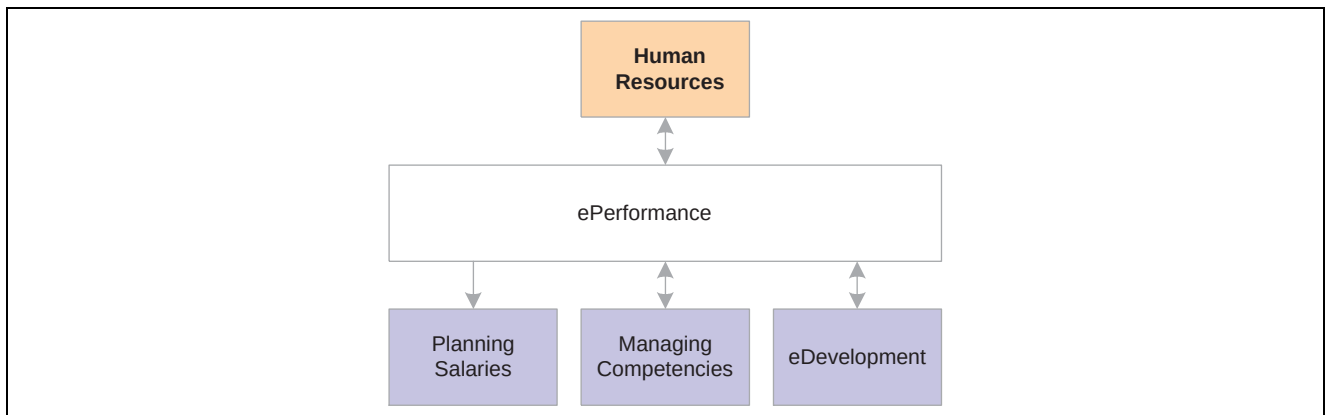
- Monitor and report on performance documents.

Human Resources administrators can view the distribution of performance results, the status of documents, as well as late and missing documents. Both HR administrators and managers review past documents. If PeopleSoft Portal Pack is installed, managers can view a pagelet to alert them to upcoming performance process milestones and deadlines.

We cover these activities in this PeopleBook.

PeopleSoft ePerformance Integrations

PeopleSoft ePerformance integrates with the following PeopleSoft applications:



ePerformance integrations with other PeopleSoft products

We cover integration considerations in the implementation chapters in this PeopleBook.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Understanding Enterprise Integration Points in HRMS”

Designing and Using Your Employee Performance System

PeopleSoft ePerformance comprises the following main phases of operation:

1. Set up supporting tables and building blocks.
2. Create templates for generating performance documents.
3. Generate performance documents.
4. Maintain performance documents.
5. Approve performance documents, finalize performance documents or both.
6. Monitor performance process.
7. Monitor performance documents.

Setting Up the Supporting Tables and Other Building Blocks

Following is a list of the basic set-up tasks for PeopleSoft ePerformance.

- Enter installation parameters.

You specify which email notifications are appropriate, whether to allow documents to be generated in languages other than the base language, configure the document selection page contents, and enable the calculation debugging feature.

- Activate workflow for approvals and notifications.
- Define rating models, if employee performance is to be evaluated.

A rating model determines which values can be used to rate an employee's performance or proficiency (for example, A, B, C, D or 1, 2, 3 4). You can assign the same or a different rating model to each assessment item and section of a performance document.

Note. Rating Models used by ePerformance are also used by Manage Competencies and eDevelopment.

- Define document types.

A document type identifies a broad category of documents, such as annual plans or review, project performance documents, and performance improvement plans. You can create as many document types as necessary for your organization.

- Create performance criteria.

PeopleSoft delivers tables for storing six categories of performance criteria: mission statements, initiatives, goals/objectives, responsibilities, competencies, and sub-competencies. Use the ePerformance set-up pages to populate these tables and create a pool of performance criteria that can be included in the performance documents.

- (Optional) Create job profiles.

Job profiles provide a convenient way to identify the responsibilities and competencies for which employees with the same job code, job family, position, or salary grade are to be evaluated. Performance documents can automatically include the set of responsibilities and competencies that are appropriate for each employee based upon a specific job profile.

- (Optional) Import third-party content.

PeopleSoft has established partnerships with several third-party providers that supply content for defining competencies and proficiency levels. Some content providers also provide content for Development Tips and Language Checker tools that are delivered with PeopleSoft ePerformance. You can import purchased data into the system, enter your own content, or use a combination of both.

- (Optional) Enter parameters for the Ratings Distribution report.

If your organization evaluates employee performance, HR administrators can use this report to compare the desired distribution of performance results for a given group of employees to preliminary and actual results.

- (Optional) Enter parameters for the Employee Performance pagelet.

If you're using PeopleSoft Portal Pack with ePerformance, you can enable the Employee Performance pagelet, which provides managers with the status of the performance process for the employees they manage. After activating the pagelet, you define its usage parameters. Instructions for setting up this feature are covered in the PeopleSoft Portal Pack PeopleBook.

- (Optional) Text for self-service pages and email notifications.

PeopleSoft provides standard text for error messages, buttons, and other instructions that appear on the self-service ePerformance pages. It also supplies standard text for the automated email messages the system sends when workflow is enabled. You can modify this text or create your own, as needed.

See Also

Chapter 1, "Getting Started With PeopleSoft ePerformance," page 1

Creating Templates

All performance documents are generated from a template. Templates control the structure, organization, and content of performance documents, as well as the actions that managers and employees can perform when they are accessing and editing these documents. Before defining templates, you'll want to consider which features are appropriate for the types of documents used in your organization. This may depend, in part, on the nature of your performance process, and the purpose of your performance documents. For example, some organizations use performance documents to enhance communication between managers and employees and do not assign ratings; others assign a single, overall rating, and still others rate each individual item contained in the document, such as goals, responsibilities or competencies.

Following are some of the key features that you can select when you define review templates:

- Document structure.

The sections of information that will be included in the document. Examples of sections might be Mission Statements, Initiatives, Goals, Responsibilities, and Competencies. Sections may contain *Items* such as, individual goals and responsibilities. Sections may also contain areas to insert employee comments, signatures, or any other relevant information.

- Ratings and weights

The items and sections contained in a document may be rated and weighted. You can also establish minimum weights and enable users to change the default weightings. Weighting an item or section enables you to place more or less significance on a particular item or section relative to the other items in the section or other sections in the document. If an item or section can be rated, then a Rating Model must be associated with the item or section. Assigning a Rating Model define the rating scale that will be used when evaluating the employee's performance for the item or section.

- Calculation options

If your organization evaluates employee performance, you can have the system calculate performance ratings or enable users to manually enter all ratings. You can also give users the ability to override calculated ratings. Up to three different calculation methods can be used in the same review: average calculation, summation, or review band.

- Approval options

You determine where in the business process approval of documents must be obtained, if at all. You can choose from five different options. For example, you can specify whether or not approval is required and if documents must be approved before or after conducting performance documents. You can also require that documents be approved by one or two approvers in addition to the manager.

- Informational indicators

Items can include due dates, a field for entering the percent complete, a drop-down list for identifying the status, and an indicator that specifies whether the item is owned by the employee or manager. You can also identify critical and mandatory items and specify which performance items are related.

- Define authorized tasks for managers and employees

You can define, by role, whether managers, employees, or both can rate and weight the performance criteria and sections of a document, if they can add items, or override calculated ratings.

Generating Performance Documents

HR administrations can create performance documents for large groups of employees. Managers can generate manager documents for all or selected direct reports or for other groups of employees. They can also generate employee documents for their direct reports, based upon the corresponding manager's document.

Entering Preliminary Ratings

Managers can enter preliminary ratings on a document any time after the manager's document has been created. Preliminary ratings can be used for planning and reporting purposes, but they have no impact on the employee's actual performance rating.

Adding Performance Notes

Employees can add notes on their performance to a personal Performance Notes page at any time. When creating or editing their employee documents, they can copy notes from this page and paste them into the document. Similarly, managers can maintain notes on employees; cutting and pasting notes into documents, when applicable.

Maintaining Manager Documents

After performance documents are generated, managers can perform the following tasks:

- Add, change, or delete performance criteria, if allowed by your rules.
- View portions of the employee's document while in the manager's document.
- Copy and paste from Performance Notes while editing the manager's document.
- Enter performance data, including ratings, weightings, and comments, if allowed by your rules.
- Use the Language Checker to check for inappropriate language in a performance document.
- Use the Results Writer to select predefined statements that can be tailored to the employee.
- Make the manager's document available to the employee, if allowed by your rules.
- Submit documents for approval, if required by your rules.

Maintaining Employee Documents

After the employee's document has been created, employees can perform the following tasks:

- Add, change, or delete performance criteria, if allowed by your rules.
- Enter performance data, including rating, weightings, and comments, if allowed by your rules.
- Copy and paste from Performance Notes while editing the employee's documents.
- View development tips.

Performing Administrative Tasks

The following are all tasks that managers can perform throughout the performance cycle:

- Transfer a performance document to another manager.

- Change a due date on employee document.
- Change the status of a document.
- Cancel a performance document.
- View the contents of the performance documents.

Monitoring Reviews

Managers and HR administrators can monitor the status of performance documents and view a summary of the results with various reports and tools, including the following:

- Missing Documents report.
- Late Documents report.
- Employee Performance pagelet (if PeopleSoft Portal Pack is also installed).
- Status Summary Chart.
- Rating Distribution Summary Chart.

CHAPTER 3

Defining Basic Settings and Tables

This chapter provides an overview of the basic building blocks for PeopleSoft ePerformance and discusses how to:

- Specify the general settings for ePerformance, including which events are to trigger email notifications.
- Activate workflow for approvals.
- Define rating models.
- Define job profiles.
- Define document types.
- Define review definitions (JPN).

Understanding the ePerformance Building Blocks

Before you design templates and create criteria for performance documents, you define the following:

- Rating models

Rating models define the values that can be used to rate or score an employee's performance.

- Job profiles (optional)

Job profiles define a set of competencies, sub-competencies, and responsibilities for which employees in the same job, job family, position, or salary grade can be evaluated.

- General settings (optional)

Select the email notifications you want the system to generate; whether to enable performance documents to be generated in languages other than the base language, debug settings, and the last document ID used.

- Workflow for approvals

If your organization requires that performance documents be approved, you need to activate workflow for approvals.

- Document types

Document types identify the types of documents that are valid for your organization, such as annual performance documents and project performance documents.

- (JPN) Review definitions

Review definitions identify the specific document types used per Set ID for an organization and define the begin and end dates for performance periods. You can also flag a particular review to be included in the Grade Advance eligibility process using the review definition page.

Defining Rating Models

When you design templates, you select the rating model that applies to each section of the performance document and to each item that's to be rated. The rating model defines the qualitative values, such as A, B, C, or D, that can be used to rate performance. You can use the same rating model for the entire performance document or select a different rating model for each item and section.

Each qualitative rating can also have a numeric rating, review points, and a review band (range of points). The calculation method that you select for the overall document rating (the Overall Summary section of the performance document) determines which of these values you must include when you define your rating models.

Note. The Rating Model Table page is documented in the PeopleSoft HRMS: Manage Competencies PeopleBook.

Page Used to Create Rating Models

Page Name	Object Name	Navigation	Usage
Rating Model Table	RATING_MDL_TBL	Set Up HRMS, Common Definitions, Competencies, Rating Model	Define the values used to rate an employee's proficiency level.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies, "Setting Up Competencies and Accomplishments," Setting Up Competencies

Creating Job Profiles

Job profiles help you tailor performance documents to employees in specific job codes, job families, positions, and salary grades. You select the competencies, sub-competencies, and responsibilities that you want to group together and associate with a job.

After you define a job profile, you associate it with employees by linking it to a job code, job family, position, salary grade, or all four. Depending on the rules you define when you design your templates, the system can automatically include in the performance documents, the competencies and responsibilities associated with the employee's job profile.

To define job profiles, complete the pages in the Job Profiles component. This feature is documented in the PeopleSoft Application Fundamentals PeopleBook.

Pages Used to Define Job Profiles

Page Name	Object Name	Navigation	Usage
General	JOB_PROFILE_TBL1	Set Up HRMS, Foundation Tables, Job Attributes, Job Profile, General	Create a job profile ID and description. IDs can be up to eight alphanumeric characters.
Competencies	JOB_PROFILE_TBL2	Set Up HRMS, Foundation Tables, Job Attributes, Job Profile, Competencies-General, ePerformance	Select competencies for a job profile. Click the tab to enter General or ePerformance competencies.
Job Profile Sub-Competencies	JOB_PROF_COMP_SEC	Click the Sub-Competencies link on the Competencies page.	Select sub-competencies for a job profile.
Responsibilities	JOB_PROFILE_TBL3	Set Up HRMS, Foundation Tables, Job Attributes, Job Profile, Responsibilities-General, ePerformance	Select responsibilities for a job profile. Click the tab to enter General or ePerformance responsibilities.
Review Templates	JOB_PROFILE_TBL4	Set Up HRMS, Foundation Tables, Job Attributes, Job Profile, Performance Templates	Select the document types that are applicable to a job profile and identify the default template definition for each document type.
Where Used	JOB_PROFILE_XREF	Set Up HRMS, Foundation Tables, Job Attributes, Job Profile, Where Used	View the list of jobs, job families, positions, and salary grades to which the job profile has been assigned.
Clone Job Profile	EP_CLONE_JOB_PROF	Set Up HRMS, Foundation Tables, Job Attributes, Clone Job Profile	Copy an existing job profile. Once copied, you can modify the new profile.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs,” Defining and Cloning Job Profiles

[Chapter 5, “Designing Performance Documents,” page 35](#)

Defining General Settings for ePerformance

This section explains how to select various settings for your ePerformance installation.

Page Used to Define General Settings

Page Name	Object Name	Navigation	Usage
General Settings	EP_INSTALLATION	Setup HRMS, Install, Product and Country Specific, ePerformance: General Settings	Select email notifications for self-service users, activate a log for debugging the calculation process, allow documents to be produced in various languages, and enable text IDs to display on the self-service pages.

Defining General Settings

Access the General Settings page.

General Settings

Last Document ID:

☐ Allow Language Override

Debug Options

☐ Debug Rating Calculations

Configure e-Mail Notifications

- ☒ Manager document was created by HR (Recipient is Manager)
- ☒ Employee personal document was created (Recipient is Employee)
- ☒ Employee completed personal document (Recipient is Manager)
- ☒ Manager sent personal document back for rework (Recipient is Employee)
- ☒ Manager marked document available for review (Recipient is Employee)
- ☒ Manager requested acknowledgement of review (Recipient is Employee)
- ☒ Employee acknowledged review was held (Recipient is Manager)
- ☒ Due-date of document was changed (Recipient is Manager or Employee)
- ☒ HR reset status of Manager document (Recipient is Manager)
- ☒ Ownership of document was transferred (Recipient is new owner)

Configure Document Selection Page - Displayed Fields

☒ Begin Date	☒ Author Type
☒ End Date	☒ Author Status
☒ Document Type	☒ Employee Job Title
☒ Document Status	

General Settings page

Last Document ID

The system automatically generates performance document ID. Enter the number from which the system will begin generating IDs.

Warning! Entering a value that is lower than the displayed value can cause unpredictable results.

Allow Document Language Override

Select this check box to enable HR administrators and managers to create performance documents in a language other than the system base language, and the user's preferred language. If the check box is not selected, all performance documents are generated in the base language of the system.

Debug Options

Debug Rating Calculations

Select this check box to have the system generate a Debug/Trace log every time it calculates the ratings in a performance document. HR administrators can review the results of each calculation performed for a performance document on the Debug/Trace Results page.

This provides assistance in tracking down any unexpected results when you build your templates and test your configuration.

Warning! Producing the Debug/Trace log can have a significant impact on system performance. PeopleSoft recommends that you select this option only if you are testing your ePerformance configuration or debugging a suspected calculation problem.

Configure Email Notifications

PeopleSoft ePerformance can automatically generate email notifications when certain events occur. Select the check box next to each type event for which you want the system to generate notices. You can find a detailed description of each notification in the Modifying Text for Self-Service Pages and Email Notifications chapter.

Note. You can modify the text of email notices generated by the system. Instructions are provided in the chapter called Modifying Text for Self-Service Pages and Email Notifications."

See [Chapter 7, "Modifying Text for Self-Service Pages and Email Notifications," page 69](#).

Configure Review Selection Page - Displayed Fields

Select the fields that are to appear in the list of documents displayed on the Document Selection page when users are required to select a document from the list.

Activating Workflow for Approvals

ePerformance takes advantage of workflow functions, such as approvals workflow. When performance documents require approval, the system can automatically route a performance document submitted by a manager to the individual who's required to approve it. If that person approves the document, the system routes it to the next approver, if applicable. If approval is denied, the document is not routed any further, and the system notes that the request was denied. Managers and HR administrators can view the approval status.

To enable workflow follow these steps:

1. Activate the approval process for PeopleSoft ePerformance.

On the Configuration Options page, select the Approval Process check box for Performance Review. Instructions for using the Configuration Options page are provided in the *PeopleSoft Application Fundamentals PeopleBook*.

Note. See the Managing Approvals chapter for additional information concerning the approval process.

2. Ensure that the appropriate roles are associated with user profiles.

Roles define what the user can and can't access in the system. Use the Roles page in the User Profiles component to review the roles and update as necessary. Manager profiles should include roles for Manager and Worklist User. Employee profiles should include an Employee role. Instructions for using the Roles page are provided in the *PeopleSoft PeopleTools: Security PeopleBook*.

3. Specify which types of routings each role user can receive.

Use the Workflow page in the User Profiles component to specify where the system can deliver work items: to a worklist, or an email mailbox. For PeopleSoft ePerformance, worklist, email, or both are appropriate for managers; email is appropriate for employees. Instructions for using the Workflow page are provided in the *PeopleSoft PeopleTools: Security PeopleBook*.

4. Define the rules for workflow notifications by SetID.

Use the System Workflow Rules page to define how users are to receive notifications: email, worklist, both, no notification, or enable the user to define a preference. The system can notify employees by email when a request is submitted, approved, or denied; it can notify managers by worklist, email, or both when requests are submitted for approval.

Procedures are provided in the *PeopleSoft Application Fundamentals PeopleBook*.

5. Activate workflow for the HRMS system, if not already activated.

Use the Worklist System Defaults page and the Workflow User Preferences page.

Procedures are provided in the *PeopleSoft Application Fundamentals PeopleBook*.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Working With Self-Service Transactions".

Establishing Document Types

This section explains how to create document types.

Create a document type for each broad category of performance documents delivered in your organization, for example, Annual, Semi-Annual, Quarterly, Project, and Performance Improvement Plan. The document type identifies the purpose of the performance document and tells the system where to look for the template when it generates performance documents for that document type. ePerformance reporting always reports information by document type.

Page Used to Define Document Types

Page Name	Object Name	Navigation	Usage
Document Type	EP_REVIEW_TYPE_TBL	Set Up HRMS, Product Related, ePerformance, Document Type	Define a document type ID. Also identify the source of the document template and which template to use as the default.

Defining Document Types

Access the Document Type page.

Document Types page

Document Type

Displays the unique identifier for the document type. Document type IDs can be up to eight alphanumeric characters.

Template Source

Identify where the system should look for the template when a performance document of this type is generated.

- To have the system check the employee's job profile for the template, indicate where to find the job profile. Options are: *Job Code (Job Profile)*, *Job Family (Job Profile)*, *Position (Job Profile)*, or *Salary Grade (Job Profile)*.

Note. If you have not created a default template for the job profile, select *User Specified*. After you create the template, return to this page, select the appropriate job profile option in this field, and select the template in the Default Template field.

- To have the system make all templates available for selection when a performance document is generated, select *User Specified*.

Example 1: You define a document type of annual and you select *Job Code (Job Profile)* in this field. When the system generates a performance

document for an employee's annual review, it retrieves the employee's job code and looks at the associated job profile. The job profile tells the system the template definition to use for the document type.

Example 2: You define a document type of annual and you select *User Specified* in this field. When the system generates performance documents for an employee's annual review, it prompts the user to select the template.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Setting Up Jobs".

Default Template

This field is available if you select one of the Job Profile options in the Template Source field. Select the template that is used to generate the performance documents for this document type when no template is associated with the job profile.

Note. Because document types must be defined before templates, return to the Document Type page after you define the default template and enter the value for this field.

Official Document

Select to designate that performance documents generated for this document type are official. Your selection becomes the default value for the Official Document field on the Template Definition page. You can designate any number of document types as official.

By selecting this field, you enable the Salary Planning by Group process to retrieve rating and review points for performance documents of this type. You also enable the Salary Increase Matrix to retrieve the rating. If an employee has more than one official document, these processes use the results of the performance document with the latest period end date.

Approval Rule Set

The approval rule set determines the chain of approvals a performance document must go through, if any, when a manager clicks the Submit button on a document. Select the default rule set for performance documents of this type. The value you select here becomes the default value for the Approval Rule Set field on the Template Definition page.

PeopleSoft delivers two rule sets for use with ePerformance:

- EP_APPRAISAL

Performance documents with this rule set must be approved by the manager's manager and an ePerformance HR administrator.

- EP_APPRAISAL_ADM

Performance documents with this rule set must be approved by an ePerformance HR administrator only.

(JPN) Creating Review Definitions

In some organizations, the types of performance documents that are given and the performance periods in one business unit may differ from the types of performance documents given and review in another business unit. This section explains how to create review IDs to identify which document types are valid for a particular SetID. You also define whether the performance results are to be considered by the Grade Advance Eligibility feature of the Plan Salaries business process. The Review ID is also used by the JPN salary increase processes in Plan Salaries.

When you create templates for generating performance documents, you can associate each template with a review ID. This is required if you want to use the JPN plan salary processes. The plan salaries process recognizes employee review results by the document ID linked to the template which is used to create the employee performance document.

Page Used to Create Review Definitions

Page Name	Object Name	Navigation	Usage
JPN Review Definition Table	REV_DEF_TBL_JPN	Set Up HRMS, Product Related, ePerformance, Define Review JPN	Define a performance document ID, performance period and document type and specify whether a performance document will be included in the Grade Advance eligibility process.

Creating a Review Definition

Access the Review Definition Table JPN page.

Review Definition Table JPN

SetID: SHARE

Review ID: 3RD QTR

*Description: Third Quarter Review Period

Short Description: 3rd Qtr

Period Begin Date: 07/01/2002

Period End Date: 09/30/2002

*Doc Type: KOMERIT1 Performance Review

☒ Include in Grade Advance

Review Definition Table JPN page

Period Begin Date	Enter the first date of the performance period. This information is informational only. See Chapter 5, “Designing Performance Documents,” Defining General Information for a Template, page 47.
Period End Date	Enter the last date of the performance period.
Document Type	Select the document type that is valid for the selected SetID.
Include in Grade Advance	Select if this review is to be considered by the Grade Advance Eligibility process (in the Plan Salaries business process). With the Grade Advance Eligibility process, you can define the criteria employees must meet to be eligible for a grade advancement, including the number of eligibility points they must earn on performance documents. For example, you can have the system take an average or weighted average of the eligibility points for the employee’s last three performance documents. You use this check box to if the results from this particular review (corresponding to the specified document type and performance period) should be included in this process. If this check box is selected, when you run the Grade Advance Eligibility process, the system looks at the number of eligibility points the employee earned on this and other designated or applicable performance documents. If the eligibility points meet the required threshold, the employee may be eligible for a grade advancement. This field works with the Eligibility Points that are defined for the rating model the system references when calculating the performance results (the Overall Summary section of the document). See <i>PeopleSoft 8.8 Human Resources PeopleBook: Plan Salaries</i>, “Setting Up Plan Salaries”.

CHAPTER 4

Defining Performance Criteria

This chapter provides an overview of the criteria that managers can use to plan, evaluate or track employee performance and explains how to:

- Define performance document structure.
- Define development tips and results writer.

Understanding Performance Criteria

When designing performance documents, you need to think about the criteria by which you can plan and evaluate an employee's performance. ePerformance breaks this criteria into three areas:

- Criteria that defines the structure of a performance document.
- Criteria that defines proficiency levels.
- Criteria to describe employee's current and future performance behavior.

Prerequisites for Defining Performance Criteria

For ePerformance relies on competencies, sub-competencies, proficiencies and rating model in order to define the information that goes into a performance document that is used evaluate or plan an employee's performance.

These tables must be set up in order to link development tips and result writer items to competencies and sub-competencies.

See *PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies*, "Setting Up Competencies and Accomplishments".

Common Terms Used in this Chapter

Mission Statement

Expresses an organization's purpose and vision. Typically, an organization's mission statement is defined by senior management and approved by the board of directors or senior staff members. Business units might also establish mission statements to help guide the creation of initiatives, goals, and responsibilities. You can include one or more mission statements as

items on performance documents, but more often, you'll include this on performance documents for informational purposes only.

Example: Deliver high quality, cost effective healthcare in the community we serve.

Initiatives

High-level plans, activities, or goals that support an organization's mission statement and define its direction. Initiatives usually guide the creation of goals and responsibilities. An organization may have multiple initiatives at any one point in time.

Example: Decrease the number of patient complaints.

Goals/objectives

Specific results that are to be achieved. Typically, these statements describe a target that will be met or a condition that will exist when the desired outcome is accomplished.

Example: Reduce customer complaints by 5%.

Responsibilities

Usually based on job function and can be broken down to specific tasks.

Example: Properly administer prescribed medications as indicated by doctor or nurse.

Competencies

The skills, abilities, knowledge, and behaviors that are pertinent to the employees in your organization, such as experience with office equipment, knowledge of specialized manufacturing processes, expertise with computer programming languages, or a background in financial planning.

Example: Leadership.

Sub-competencies

A further breakdown of a competency into specific behaviors. Example: the competency *Leadership* might have a sub-competency of *Takes Initiative*.

Coded Items and Sub-items

Performance criteria that is defined in a table, and can be referenced in a template or a performance document by selecting the item or sub-item from a list.

Freeform Items and Sub-items

Performance criteria that can be added to a performance document or template by typing in a textual description of the criteria. There is no standardization or validation of freeform criteria.

Defining the Performance Document Structure

When you design performance documents, you include the criteria by which you can plan and evaluate an employee's performance. Performance criteria, also referred to as performance or assessment *items* and *sub-items*, can fall into any of the following predefined categories:

- Mission statements
- Initiatives
- Goals/objectives

- Responsibilities

In addition to using the predefined assessment categories, you can:

- Create freeform performance criteria.

Whereas table-stored (*coded*) criteria make it easy for you to use a consistent set of criteria to evaluate employees, freeform criteria can be finely tuned to an individual employee or a small group of employees. You can add freeform criteria to the templates you use to create performance documents. You can also enable managers, employees, or both to add freeform assessment items during a performance document.

- Create your own categories of coded performance criteria along with the supporting tables, if you are proficient with PeopleSoft Application Designer.

Each category of performance criteria must appear in a separate section of the performance document. There is no system-imposed hierarchical relationship between categories. When using coded items, a section in the performance document can only reference items in a single criteria table, however the same criteria table may be referenced by multiple sections.

Pages Used to Define Performance Document Structure

Page Name	Object Name	Navigation	Usage
Mission Statement	EP_MISSION_TBL	Set Up HRMS, Product Related, ePerformance, Performance Criteria, Mission Statement	Define your organization's mission statement.
Initiatives	EP_INIT_TBL	Set Up HRMS, Product Related, ePerformance, Performance Criteria, Initiatives	Define initiatives.
Goal/Objective	EP_GOAL_TBL	Set Up HRMS, Product Related, ePerformance, Performance Criteria, Goals/Objectives	Define goals and objectives.
Responsibilities	EP_RESP_TBL	Set Up HRMS, Foundation Tables, Job Attributes, Responsibilities	Define responsibilities.

Defining a Mission Statement

Access the Mission Statement page.

Mission Statement

Item ID: K0000002

Mission Statement Detail		Find View All	First	1 of 1	Last
*Effective Date:	01/01/1900	*Status:	Active		
*Title:	Superior Customer Value				
Long Description: (254 characters)	Deliver superior customer value through: Innovative products, which are integrated into solutions, and delivered globally.				

Mission Statement page

- Title** Enter up to 60 alphanumeric characters for the title of the mission statement. The title automatically appears on performance documents, when this mission statement is included in a performance document.
- Long Description** (Optional) Enter up to 254 alphanumeric characters for the full text of the mission statement. When you include the mission statement in a document, this description appears if you select the Descriptions check box on the Section Rules page of the Template Definition component.

Defining Initiatives

Access the Initiatives page.

Note. This page resembles the Mission Statement page.

See Also

Chapter 4, “Defining Performance Criteria,” Defining a Mission Statement, page 27

Defining Goals and Objectives

Access the Goal/Objective page.

Goal/Objective

Item ID: K0000002

Goal/Objective Detail Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Title: Increase Cash Reserves

Long Description: Increase current year cash reserves by 10%.
(254 characters)

Measurement: Based upon year end financial results compared to previous year.
(254 characters)

Goal/Objective page

- Title** Enter up to 60 alphanumeric characters for the title of the goal or objective. The title automatically appears on performance documents, when this item is included in a performance document.
- Long Description** Enter up to 254 alphanumeric characters for the full text of the goal or objective. When you include this goal/objective in a document, this description appears if you select the Descriptions check box on the Section Rules page of the Template Definition component.
- Measurement** (Optional) Enter up to 254 alphanumeric characters to describe the criteria for measuring an employee's success at meeting this goal or objective. For example, if the goal is to reduce customer complaints by 5%, the measurement might be: "Based on the number of complaints received by Customer Support through December 31, as compared to complaints made in the previous year."
- When you include this goal/objective in a document, the information you enter in this field appears if you select the Measures check box on the Section Rules page of the Template Definition component.

Defining Responsibilities

Access the Responsibilities page.

Note. This page resembles the Mission Statement page.

See Also

Chapter 4, "Defining Performance Criteria," Defining a Mission Statement, page 27

Creating Tables for Performance Criteria

If your organization requires unique *coded* categories of performance criteria in addition to the predefined categories that PeopleSoft delivers (mission statements, goals/objectives, and so on), you can use PeopleSoft Application Designer to create tables to store the items that comprise your new criteria type. You will need a knowledge of Application Designer to do this.

Once you create the tables, you can reference them as prompt tables in the templates and section.

You must include the following fields in your tables:

- EP_ITEM_ID (key)
- EP_TITLE
- (Optional) EFFDT (key)
- (Optional) EFF_STATUS
- (Optional) EP_DESCR254

See Also

Chapter 5, “Designing Performance Documents,” page 35

Defining Development Tips and Results Writer

ePerformance gives managers two tools to help them complete their performance documents:

- Development Tips
- Results Writer

Development Tips

Development tips suggest ways for employees to improve, develop, or use a competency or sub-competency based on their current rating level. If you're using PeopleSoft ePerformance and have implemented this feature, the system displays the appropriate set of tips when you click the Development Tips link on the review form. If you click the link before a rating is entered, the system displays all tips defined for that competency or sub-competency.

Results Writer

The Results Writer is a tool that can be used in PeopleSoft ePerformance. It allows manager to select predefined statements that describe an employee's level of proficiency in a particular competency, sub-competency, or other area. Managers can use this tool by clicking a Results Writer link that appears next to an assessment item or sub-item on a review form. For example:

Bob's initiative is very impressive. He does not wait to be told what to do. His energy sets an example for the rest of the team.

When you define competencies and sub-competencies, you can use the Results Writer page of the Competency and Sub-Competency components to enter the statements from which managers can select when they use the Results Writer. You can also import this content from third-party suppliers.

Prerequisites for Using Development Tips and Result Writer

Make sure you have set up:

- Rating Models
- Competency Types
- Competency Criteria
- Competency Elements
- Proficiency Description

If you've implemented multiple business units and setIDs in your Human Resources system, the information that you use and create will be determined by how the business unit and setID functionality has been set up for your user ID.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Organization Foundation Tables” and *PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies*, “Setting Up Competencies and Accomplishments”.

Pages Used to Define Development Tips and Result Writer

Page Name	Object Name	Navigation	Usage
Development Tips	EP_DEV_TIP_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Define Development Tips	Create development tips. Also display and modify development tips imported from third-party suppliers.
Link Development Tips – Competency	EP_COMP_DEV_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Link Development Tips, Competency	Links one or more developments tips to a competency.
Link Development Tips – Sub-Competencies	EP_SUB_DEV_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Link Development Tips, Sub-Competencies	Links one or more developments tips to a sub-competency.
Results Writer – Competency	EP_COMP_WRT_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Results Writer	If implementing PeopleSoft ePerformance, define Results Writer statements for each level of proficiency associated with a competency. Managers can use the Results Writer to automatically generate text based on the employee's proficiency rating.
Results Writer – Sub-Competencies	EP_COMP_WRT_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Results Writer, Sub-Competencies	If implementing PeopleSoft ePerformance, define Results Writer statements for each level of proficiency associated with a competency. Managers can use the Results Writer to automatically generate text based on the employee's proficiency rating.

Linking Development Tips to Competencies

Access the Link Development Tips – Competency page.

Competency | **Sub-Competencies**

Competency: KNOW12 Planning & Organization

Proficiency Description Find | View All First 1 of 5 Last

Review Rating: Unsatisfactory

Development Tips Detail Customize | Find | First 1 of 1 Last

*Development Tip ID	Title		
2311DEV	Enhance your strength in prioritizing and planning work acti	+	-

Development Tips — Competency page.

Development Tip ID Select a development tip from the list of available tips that were created using the Development Tips page.

Linking Development Tips to Sub-Competencies

Access the Link Development Tips – Competency page.

Competency | **Sub-Competencies**

Competency: KNOW12 Planning & Organization

Sub-Competencies Find | View All First 1 of 6 Last

Sub-Competency: 1 Prioritizes and plans work activities

Proficiency Description Find | View All First 1 of 5 Last

Review Rating: Unsatisfactory

Development Tips Detail

*Development Tip ID	Title		
2311IMP	When setting priorities, differentiate between urgency and v	+	-
2312IMP	Learn to more accurately estimate the time needed to complet	+	-
2313IMP	Use technological tools, such as project planning software,	+	-
2314IMP	When developing daily or weekly schedules, make sure to set	+	-

Development Tips — Sub-Competency page.

Development Tip ID Select a development tip from the list of available tips that were created using the Development Tips page.

Defining Result Writer Text for Competencies

Access the Results Writer - Competency page.

Results Writer - Competency page

For each review rating that's associated with the competency, you can define the statements that managers can use when they invoke the Results Writer tool to describe an employee's level of proficiency. Create one or more statements for each rating.

Sequence Number The sequence number determines the order in which managers see the statements when they use the Results Writer tool for this competency.

Results Writer Enter one or more sentences to describe the selected proficiency level.

You can insert the following characters to personalize the text based on the employee's name and gender.

- %1 = Employee's First Name
- %2 = He/She
- %3 = His/Her
- %4 = Him/Her
- %5 = Himself/Herself

Defining Result Writer Text for Sub-Competencies

Access the Result Writer — Sub-competencies page.

Note. This page is similar to the Competency Proficiencies - Development Tips page.

See [Chapter 4, "Defining Performance Criteria," Defining Result Writer Text for Competencies, page 33.](#)

CHAPTER 5

Designing Performance Documents

This chapter provides an overview of performance documents and rating calculation methods and explains how to:

- Create the sections that make up performance documents.
- Create the templates that generate performance documents.

See Also

Chapter 8, “Generating Performance Documents,” page 79

Understanding the Process for Designing Employee Performance Documents

Designing performance documents is a two-step process:

1. Define the sections that make up performance documents.

In ePerformance, performance documents are divided into logical *sections* based on their content. For example, a document might include an organization’s mission statement, followed by a section for rating competencies and a section for assessing goals. The overall rating might follow, along with areas for employee comments and signature lines. Each section of a performance document contains a different type of content.

In addition to defining content type, a section defines the default business rules for processing that content. For example, it specifies whether the section can be rated or weighted, and whether it can include assessment items. You can override these default rules when you create templates.

Sections are reusable—you define them once and can use them repeatedly.

2. Create template definitions.

All performance documents are generated from a *template*, which is very similar in structure to the performance document. Templates define which sections to include for each participant role in the process and the order in which the sections are to appear. They also define processing and usage rules—whether performance documents generated from the template must go through an approval process, the method for calculating the ratings, the rating models that are applicable, and so on.

You can create one or more templates for each document type.

Guidelines for Creating Templates

PeopleSoft recommends that you limit the number of templates you create for each document type. This makes it easier for users to select the correct template when they generate performance documents and simplifies template maintenance.

Consider making the basic content in a template as generic as possible so that your templates are flexible enough to meet the needs of large groups of employees. You can then use job profiles to include job-specific competencies and responsibilities for all employees in a particular job, job family, position, or salary grade. As an example, each employee's annual performance document might have the same general appearance and instructions, while including the competencies and responsibilities that are relevant to each employee's job.

Depending on the rules you define, managers can edit the performance documents, adding, revising, and deleting items, as applicable. Employees can do the same with employee documents.

Often times, organizations will define a high-level template and then successively clone and modify this template for the appropriate levels of the organization. For example, an organization might want a set of goals and initiative for all employees. Each business unit would clone this template with the common goals and initiatives and modify it to add their own goals and initiatives that apply only to business unit.

Understanding Methods for Calculating Review Ratings

Depending upon the settings configured in a document's template, a document can have an overall rating, and any combination of section ratings, item ratings, and sub-item ratings. Since performance documents are hierarchical in structure, (subitems roll up to items, items roll up to section, and sections roll up to overall summary,) the system can automatically calculate any or all ratings by rolling up from the lower levels.

Note. Since subitems are at the lowest level of the hierarchy, ratings for sub-items must always be entered manually. Alternatively, authors can enter any or all ratings at any level hierarchy manually.

When you create a template, you indicate whether you want the system to calculate ratings and, if so, which calculation methods to use. Rating an employee's performance is optional. Templates can be configured such none, some, or all of the content is rated. The overall rating is a type of section rating. The section that contains this rating is called the Overall Summary section. Although, the system provides the capability to calculate ratings at each level of the document hierarchy, you can configure the template to allow authors to override calculated ratings.

Ratings Models and Calculation Methods

All calculations are based upon a rating model, which is a set of ratings—such as A, B, C, D—that are used to evaluate performance in a particular area. (Rating models are defined with the Rating Model Table page.) When you create a template, you associate a rating model with each item and section that can be rated in the document (including the Overall Summary section). The exceptions to this are competency items (the rating model is associated with the competency on the Competency Table) and sub-items, which always inherit the rating model of the associated item. You can assign the same or different rating models to each item and section. As an example, each responsibility for which employees are rated can use a different rating model.

Each rating that you define on the Rating Model Table page can have a numeric rating, review points, and a point range. The calculation method that you select for a section dictates whether the system uses the numeric rating, the points, or point range in its calculations.

See [Chapter 3, “Defining Basic Settings and Tables,” Defining Rating Models, page 16.](#)

The Three Calculation Methods

PeopleSoft ePerformance supports three calculation methods. You assign one of these methods to each section of a performance document that can be rated.

- **Average**

To use this method, the rating models that are associated with the section and its item must define numeric ratings. The system uses the numeric ratings that corresponds to the ratings (defined on the rating model) to calculate a weighted average, if weightings exist; otherwise it calculates a straight average. It then converts this average back to a performance document rating, again using the rating model.

- **Summation**

To use this method, the rating models that are associated with the section and its items must define review points. The rating model for the section must also define point ranges (From Points and To Points). The system converts ratings to review points (defined in the rating model), calculates the total review points, and refers to the point range defined on the section's rating model to convert this total into the corresponding review rating for the section. Weightings are ignored.

- **Review band**

This method is similar to the Summation method, but can only be selected for the Overall Summary section of a document. To use this method, the rating model that's associated with the section must include a performance document band and define review points as well as point ranges (From Points and To Points). During the calculation process, the system computes the total review points across all sections and converts this total into the equivalent rating on the document band.

PeopleSoft recommends using the Average method over the Summation method because it's easier to understand, set up, and maintain. The Summation method is provided for customers who used this method in PeopleSoft's old Employee Review business process. It provides no real advantage over the Average method—you can achieve the same results in ePerformance by using weighted averages.

Using Multiple Calculation Methods for the Same Document

The sections in a document can have different calculation methods; however, the calculation method that you select for the overall rating (the Overall Summary section) determines which calculation methods the other sections of the document can use. This is illustrated in the following table. The table also indicates when sections can be weighted.

Calculation Method for Overall Summary Section	Calculation Methods Allowed for Other Sections	Section Weightings Allowed?
Average	Average	Yes
Summation	Average*, Summation	No
Review Band	Average*, Summation	No

* You must define review points for these sections in addition to numeric ratings. The system converts section ratings to review points to determine the overall rating.

How the Average Calculation Method Works

To calculate ratings, the rating models that are associated with a section and its items must define an equivalent numeric rating for each qualitative rating. The numeric ratings are used in the calculations.

- **Item ratings:** The user enters the item rating or, if sub-items exist, the system calculates the item rating by taking the average of the sub-items.
- **Section ratings (other than Overall Summary section):** If the section contains no items that can be rated, the user enters the section rating. Otherwise, the system calculates the section rating as follows.
 - If any items in the section are weighted, it calculates the rating as a weighted average of all of the item ratings in the section, taking individual item weights into account. Unrated items and items that are rated are ignored.
 - If no items in the section are weighted (the weighting feature is not activated), it calculates the simple average of all rated items. Unrated items are ignored.
- **Overall rating:** If the document contains no sections that can be rated, other than the Overall Summary section, the user can enter the overall rating. Otherwise, the system calculates the average overall rating as follows:
 - If sections are weighted, it calculates the rating as a weighted average of all of the other section rating in the document, taking individual section weights into account. Unrated sections and rated sections that are not weighted are ignored.
 - If the weighting feature is not activated, it calculates the simple average of all rated sections; unrated sections are ignored.

How the Summation Calculation Method Works

To use the summation method, the rating model that's associated with each section must define the points that are equivalent to each qualitative rating. The system uses the points in its calculations.

- **Items ratings:** Not used by the summary method.
- **Section ratings (other than the Overall Summary section):** The system determines the rating and corresponding review points for each item in the section. (Only items with review points are considered.) It sums the points to determine the total points for the section.
- **Overall rating:**
 - For sections ratings that were calculated using the average method, the system converts the section rating to the appropriate number of review points entered for that section, using the rating model associated with the section.
 - For sections that were calculated using the summation method, the total review points for the section are used as the section points.
 - The points from each section are summed and converted to a document rating using the From/To point range on the rating model that is used for the Overall Summary section.

How the Review Band Calculation Method Works

This method can be used for the Overall Summary section only. To use this method, review points must be associated with each section rating. The system uses the points in its calculations.

1. Calculate the overall points by following the same steps as the summation method.

- 2. Convert the overall points into the appropriate review band, according to the rules you define on the Rating Model Table page.

Debugging Calculations

PeopleSoft ePerformance provides a debug/trace feature to help you test and debug calculation problems encountered during implementation. Instructions for using this feature are provided elsewhere in this PeopleBook.

See Also

Chapter 13, “Using Inquiry Pages,” Viewing Detailed Calculations of Performance Results, page 171

Creating Sections

Use the Sections Definition page to identify the type of content a section can include, such as performance items, employee comments, manager comments, an overall summary, or signature lines. Only one type of content can be included in each section. The information entered in the Sections Definition page defines the default attributes of the section and the default rules for how the section can be used in a document. Many options are available: you can rate sections, weight them, select a special processing option, and so on. Many of these defaults can be overridden when the section is placed into a document template.

Before you create sections, read this section carefully to determine which options you want to implement.

PeopleSoft delivers system data for the sections that organizations typically include in performance documents: Competencies, Employee Comments, Goals/Objectives, Initiatives, Manager Comments, Mission Statement, Responsibilities, Signatures, and Overall Summary. You can use these sections as models for those that you create or you can modify the delivered sections to meet your needs.

Note. To see a sample of manager and employee performance documents, see the Using Performance Documents chapter.

Common Terms Used in this Section

Evaluation Elements	The fields (page elements) on a document that managers and employees can use to assess an employee’s performance. These can include: Rating, Weight, Comments, Status, and Percent Complete. Users can enter values for these fields on the Maintain Documents page during the performance process.
Performance Criteria Elements	The fields on a document that managers and employees can edit. These include: Item Description, Sub-Item Description, Measurement, Supports, Due Date, Reminder Date, Critical, Ownership, Minimum Weight. Users can edit these fields on the Update Performance Criteria page during the performance process.
Attributes	The attributes of a section are the data fields that can appear in the section. Attributes include both Evaluations and Performance Criteria elements.

Pages Used to Define Sections

Page Name	Object Name	Navigation	Usage
Section Definition	EP_SECTION_DEFN	Set Up HRMS, Product Related, ePerformance, Document Structure, Section Definition	Create a section that identifies the content and default rules for a single part of a template.

Defining a Section

Access the Section Definition page.

Section Definition

Section Type: COMPETCY

Section Definition Detail
Find | View All
First 1 of 1 Last

Effective Date: 01/01/1900
***Status:** Active

***Description:** Competency Section

Section

☒ Rate Section
 ☒ Items

☒ Weight Section
 ☒ Sub-Items

☒ Comments
 ***Special Processing:** Competencies

Items

☒ Description
 ☐ Status

☐ Measures
 ☐ Percentage Completed

☐ Supports
 ☒ Comments

☐ Ownership
 ☒ Initialize from Job Profile

☐ Minimum Weight
 ☐ Free-Form Allowed

☐ Due Date
 Prompt Table: EP_COMP_ITEM_VW

☐ Reminder Date
 ***Results Writer:** Competency

☒ Critical
 ***Development Tips:** Not Used

☒ Mandatory

Sub-Items

☒ Description
 ☐ Free-Form Allowed

Prompt Table: EP_SUB_ITEM_VW

***Results Writer:** Sub-Competency

***Development Tips:** Not Used

Section Definition page

The check boxes you select on this page determine the default business and processing rules that apply to this section of the performance document. These selections appear on the Section Rules page of the Template Definition component and can be overridden on that page.

Section Type This field displays the unique identifier for the section type. Section IDs can be up to eight alphanumeric characters.

Section

When you select the Rate Section, Weight Section, or Comments check box, a summary appears at the end of the section.

Rate Section Select to allow a rating to be assigned to the section, either by a system calculation or manually. Selecting this option causes a Rating field to appear in the section summary.

Weight Section Select to enable the section to be assigned a weighting relative to the other sections in the document. Selecting this option causes a Weight Section field to appear in the section summary.

This check box becomes available when you select Rate Section. It is not available when you select Overall Summary in the Special Processing field since the Overall Summary is the highest level in the document hierarchy.

No sections of a performance document can be weighted when you select the calculation method of *Summation* or *Review Band* for the Overall Summary section and you elect to have the system calculate performance ratings. (You enter calculation instructions through the Template Definition component.)

Comment Selecting this option causes a Comments text box to appear in the section summary so that users can enter freeform comments.

Items Select if the section can contain performance criteria (items), that is, a mission statement, initiatives, goals/objectives, responsibilities, competencies, sub-competencies, or freeform items. All items within a section must be of the same type—for example, a section cannot include both responsibilities and competencies. Items can be evaluated or tracked depending on your rules. Typically, sections for the Overall Summary, or Signatures would not include items.

Sub-Items Select if the section can contain sub-items. This field is applicable only if you select Items. Although sub-items are typically sub-competencies, this is not a requirement. For example, you might create freeform sub-items for responsibilities.

Special Processing This field determines the type of information that can be entered in this section and how the system processes the information.

- Select *Competencies* if this section will be used to rate employee competencies. If competencies are rated, the system can publish the ratings after the document status is *Complete*. The ratings can then be used by the Competency Management business process and viewed through PeopleSoft eDevelopment.

This option also makes the Initialize from Job Profile check box available so that you can instruct the system to automatically load the competencies and sub-competencies that are associated with the employee's job profile when it generates the performance document.

Note. For the purpose of publishing performance results, the definition of *complete* depends on the performance process that you select on the Template Definition page when creating templates. Documents that require approval are considered complete when the approval status is Approved and the document status is Complete. Reviews that do not require approval are considered complete when the document status is Complete.

- Select *Employee Comments* if this section can be used by employees to enter and edit comments on the performance document when the document status is Available for Review, Review Held or Acknowledged. When you select this option all fields on this page, except the Summary field, become unavailable.

Employees can edit comments on the performance document when the document status.

- Select *Manager Comments* if this section can be used by managers to enter and edit comments on the performance document when the document status is In Progress, Available for Review or Review Held, and Acknowledged. When you select this option all fields on this page, except the Summary field, become unavailable.
- Select *None* if none of the Special Processing options apply. Most likely, you'll select this option when creating a section for a mission statement, initiatives, or goals/objectives.
- Select *Overall Summary* if this section is to contain the overall rating for the document. a performance document can include only one section that is set to Overall Summary. When you select this option, all fields on this page, except the Rate Section and Summary fields become unavailable.
- Select *Responsibilities* if this section will be used to assess responsibilities. The Initialize from Job Profile check box becomes available so that you can instruct the system to automatically load the responsibilities that are associated with the employee's job profile when it generates the performance document.
- Select *Signatures* if a predefined signature section is to appear on the printed version of the performance document. This section consists of two signature rows: the first for the employee, the second for the manager. Each row includes a signature line and a date. The employee's or manager's name prints directly below the signature line. To change the format of the signature lines in this section, modify the Text Catalog.

Note. The Text Catalog entry for defining the signature format is APPR_MAIN1_INST2. The Section Type context key equals SIGN.

When you select this option all fields on this page, except the Summary field, become unavailable.

See [Chapter 7, “Modifying Text for Self-Service Pages and Email Notifications,” page 69.](#)

Items

The fields in this group box are available only if you select Items in the Section group box. Your selections determine which fields can appear next to the assessment items in this section of the document.

Free Form Allowed	Select to allow users to add free form items to this section of a document or template. For example, managers might use this feature to add a list of courses that an employee should take. The system assigns a unique identifier to each freeform item that's added, but does not store these items in a table so that they can be reused.
Mandatory	Select if items can be identified as mandatory, meaning that they cannot be edited or deleted by the author of the document. This applies to all items regardless of whether they were defined on the template or job profile.
Description	Select if the description that's defined for the item can appear on the performance document. For example, if this section pertains to responsibilities, and you select this check box, the performance document can include the description that's defined for each responsibility on the Responsibility page. During the performance process, the author of the document can click an Update link to edit the description.
Measures	Select if each item can include a field for explaining the criteria for measuring the employee's success at meeting the performance criteria. For example, in a goals and objective section, you might have the measurement defined on the Goal/Objective page to display on the performance document. Select this check box if you want the option of displaying the Measures attribute on a performance document. If you add items (of any type) through the Items/Sub-Items page, you can enter a freeform description of the measurement method. During the performance process, managers and employees can click an Update link on the performance document to edit the Measurement field.
Supports Item	Select if items in this section can be associated with an item in a different section of the same review. This field works in conjunction with the Supports field on the Rules/Roles page of the Template Definition component. During the performance process, authors can click an Update link on the performance document to edit the Supports field. See Chapter 5, “Designing Performance Documents,” Defining Rules and Roles for a Template, page 53.
Due Date	Select if items can include a due date. For example, you might allow managers to enter a due date by which an employee must become proficient in a certain competency, or attain a particular goal.

	During the performance process, authors can click an Update link on the performance document to edit the due date.
Reminder Date	Select if items can contain a reminder date. During the performance process, authors can click an Update link on the performance document to edit the reminder date.
Ownership	Select if items can contain an Owner field that indicates who is responsible for the item: the employee or the manager. The flag is informational only; it does not cause any special processing to occur. During the performance process, authors can click an Update link on the performance document to edit the Ownership field.
Critical	Select if items can contain a Critical indicator. During the performance process, authors can click an Update link on the performance document to edit the Critical field. This is informational only.
Initialize from Job Profile	This field is available only when Special Processing is set to <i>Competencies</i> or <i>Responsibilities</i> . If selected, the system can automatically load the competencies or responsibilities that are associated with a job profile into the template or document.
Minimum Weight	Select if items can be given a minimum weighting. Minimum weights can be entered on the Items/Subitems page of the Template Definition component. They can also be defined on the Competency and Responsibility pages of the Job Profile component. During the performance process, authors can click an Update link on the performance document to edit the minimum weight.
Status	Select if items can include a drop-down list that enables the self-service user to identify the status of the item. Possible statuses are Complete, In Progress, and N/A (Not Applicable).
Percentage Complete	Select if items can include a field for specifying a percentage of completion. For example, you might want employees to enter a percentage to indicate their progress towards certain goals.
Comments	Select if each item can contain an area for authors to add a freeform description of the employee's performance.
Results Writer	This option is available only if the Items and Comments check boxes are selected. It applies to only manager documents. Your selection in this field determines if a Results Writer link can appear next to each Comments area for each item in this section of the performance document. When evaluating the employee's performance document, managers can click this link to go to the Results Writer page where they can select predefined statements that describe the employee's proficiency level for the associated item. The selected statements populate the Comments text box.

If you select *Competency*, the Results Writer page lists the statements that have been defined for competencies (through the Competency Proficiencies-Results Writer page).

If you select *Sub-competency*, the Results Writer page lists the statements that have been defined for sub-competencies (through the Sub-Competency-Proficiencies page).

Select *Not Used* if you do not want the Results Writer link to appear.

The Results Writer is designed primarily for competency and sub-competency sections of a performance document, however, you can enable this feature for other categories of assessment items as well.

See Results Writer and Marc's description of Results Writer.

Development Tips

This option is available only if the Items check box is selected.

Your selection in this field determines if a Development Tips link can appear after each item in this section of the performance document and what appears on the Development Tips page. When displaying a document, users can click this link to go to the Development Tips page where they can view tips for improving or developing proficiency in a particular area.

If you select *Competency*, the Development Tips page lists the tips that have been defined for competencies (through the Competency Proficiencies-Development Tips page).

If you select *Sub-competency*, the Development Tips page lists the tips that have been defined for sub-competencies (through the Sub-Competency-Development Tips page).

Select *Not Used* if you do not want the Development Tips link to appear.

Development Tips are designed primarily for competency and sub-competency sections of a performance document, however, you can enable this feature for other categories of assessment items as well.

See [Chapter 4, "Defining Performance Criteria," Defining Development Tips and Results Writer, page 30](#) and [Chapter 10, "Using Performance Documents," Using Development Tips, page 130](#).

Prompt Table

Select the name of the table that holds the items to be included in the section. You can select from tables you defined through any of the following components: Mission Statements, Initiatives, Goals/Objectives, Responsibilities, Competencies, or Sub-Competencies (that is, all tables within ePerformance that have Item IDs as a key).

If you have created your own tables to store items you can select these as well.

See [Chapter 4, "Defining Performance Criteria," page 25](#).

Sub-Items

These fields are available only if you select Sub-Items in the Section group box.

Free Form Allowed	Select if users can add freeform (non-coded) sub-items to this section.
Description	Select if the description that's defined for the sub-item can appear on the performance document. During the performance process, authors can click an Update link on the performance document to edit the sub-item's description.
Results Writer	This field is available only if the Items and Sub-Items check boxes are selected. It determines if the Results Writer link can appear after each sub-item on the performance document. For more information, see the description of the Results Writer link for sections.
Development Tips	This option is available only if the Items and Sub-Items check boxes are selected. It determines if the Development Tips link can appear after each sub-item on the performance document. For more information, see the description of the Development Tips link for sections.
Prompt Table	Select the name of the table that holds the sub-items to be evaluated or tracked. Though you'll typically select the sub-competency table here, you can select from the tables you defined through any of the following components: Mission Statements, Initiatives, Goals/Objectives, Responsibilities, Competencies, or Sub-Competencies. If you have created your own tables to store sub-items you can select these as well. See Chapter 4, "Defining Performance Criteria," Creating Tables for Performance Criteria, page 30.

Creating Templates

To create a template you complete the following steps:

- Create a unique identifier for the template and define general rules and parameters.
- Select the sections to include in the template and override the default business and processing rules, if applicable.
- Define if and how sections and items are rated and how authors can use each section.
- Identify the performance criteria (items and sub-items) to include in each section.

Note. A template defines the sub-documents for each participant in the performance process. For example, the template defines the structure, content, and processing rules for both the manager and employee documents for a given performance document generated from the template.

Prerequisites

Before you create templates, define the following:

- Documents types.

- Performance criteria that may be included in templates, such as initiatives, goals and objectives, responsibilities, and competencies.
- (Optional) Job profiles.
- Rating models.
- Sections.

Note. You cannot create a template without a document type and each template must at least contain an overall summary.

See Also

Chapter 3, “Defining Basic Settings and Tables,” page 15

Pages Used to Define Templates

Page Name	Object Name	Navigation	Usage
Template Definition – General	EP_TMPL_DEFN1	Set Up HRMS, Product Related, ePerformance, Document Structure, Template Definition, General	Create a unique identifier for the template and define general parameters.
Template Definition - Structure	EP_TMPL_DEFN2	Set Up HRMS, Product Related, ePerformance, Document Structure, Template Definition, Structure	Select the sections to include in a template and override default settings.
Template Definition - Rules/Roles	EP_TMPL_DEFN3	Set Up HRMS, Product Related, ePerformance, Template Definition, Rules/Roles	Define how sections are rated and section usage by role.
Template Definition – Content	EP_TMPL_DEFN4	Set Up HRMS, Product Related, ePerformance, Template Definition, Content	Identify the items and sub-items to include in the section.
Clone Template Definition	EP_CLONE_TMPL	Set Up HRMS, Product Related, ePerformance, Clone Template	Copy a template and modify it as desired.

Defining General Information for a Template

Access the Template Definition–General page

General	Structure	Rules/Roles	Content
Document Type:	KOPROMO Job Promotion Review		
Template ID:	KU000010	Effective Date:	01/01/1980
*Description:	Job Promotion Document		
*Status:	Active		
*Review Process:	Approval After EE Review Held		
Approval Rule Set:	EP_APPRAISAL_ADM		
Document Due:	15	Days:	After Period End Date
*Rounding Rule:	Standard	Decimal Places:	0
*Map Method:	Nearest		
	☒ Official Review ☐ Calculate Ratings ☒ Language Checker		
	▼ Japan		
	Review ID:		
	☐ Include in Grade Advance		

Template Definition–General page

Review Process

This field identifies when documents must be approved, if ever, and affects workflow. It identifies if and how a completed performance document is reviewed with the employee, and when this review takes place relative to a formal approval of the document. It also controls if and when the Submit, Complete, Available for Review, and Review Held buttons appear on the manager's document. Managers can click the Available for Review button to give employees the ability to display and print the manager's document or enter comments in the Employee Comments section (any section where Special Processing on the Section Rules page is set to Employee Comments).

Options are:

- *Approval After Review Held:* Select if the performance document can be approved only after the manager reviews the completed manager's document with the employee. When the document status is In Progress, managers can click the Available for Review button to give employees access to the manager's document. Upon clicking this button, a Review Held button appears on the form. The employee (or manager) clicks the Review Held button to acknowledge that the document has been reviewed with the employee. A Submit button then appears so that the manager can initiate the approval process.

- *Approval Before Review Held*: Select if the performance document must be approved before the manager reviews the completed document with the employee. In this case, the Submit button appears when the document status is *In Progress*. The Available for Review button becomes available only after the completed document has been approved.
- *Approval No Review Held*: Select if an approval process is required. The manager clicks the Submit button to initiate the approval process. The Available for Review button never appears on the performance documents; however employees can access the forms when the document status is *Complete*.
- *No Approval No Review Held*: Select if neither an approval process nor a review of the completed document is required. The document status changes to Complete when the manager clicks the Complete button. The Available for Review button never appears on the performance documents; however, employees can access these documents when the document status is *Complete*.
- *No Approval Review Held*: Select if the manager is to review the completed document with the employee, but no approval process applies. In this case, the Submit button never appears. The Available for Review button appears when the document status is In Progress. When the employee (or manager) acknowledges the document, the document status changes to Acknowledged. The document status changes to Complete when the manager clicks the Complete button.

See [Chapter 11, “Managing Approvals,” page 135](#).

Approval Rule Set

The approval rule set determines the chain of approvals a performance document must go through when the manager clicks the Submit button on the performance document. The default value selected on the Document Type page displays here, but you can change it.

This field applies only if an approval process is required. That is, if the Review Process field is set to *Approval After Review Held*, *Approval Before Review Held*, or *Approval No Review Held*.

PeopleSoft delivers the following rules sets:

- EP_APPRAISAL

Documents with this rule set must be approved by the manager’s manager and an ePerformance HR administrator.

- EP_APPRAISAL_ADM

Documents with this rule set must be approved by an ePerformance HR administrator only.

Document Due and Days

Enter the number of days that the document is due before or after the period end date. Performance documents always pertain to a specific period of time, defined by the *period begin* and *period end* dates. These dates are established when the document is created.

The document due date displays on the Employee Performance pagelet that managers can use to monitor pending performance documents (if you have PeopleSoft Portal Pack). It's also used to generate the Late Reviews report and to run the Create Summary Data process. Managers can use the Change Due Dates page to change the due date of the employee's document, which HR Administrators can use the same page to modify the due date of the manager's document.

Days

This field is used in conjunction with the Document Due field. Select *Before* or *After*.

Rounding Rule

Specify if and how the system is to round calculated ratings whenever using the Average calculation method. Values are *Down*, *Standard*, and *Up*. With standard rounding, the system rounds up on 5 and rounds down on 4. So, 2.5 rounds to 3, while 2.4 rounds to 2. This works in combination with the number of decimal places the system rounds to. For one decimal place, 2.45 rounds to 2.5, while 2.44 rounds to 2.4.

Decimal Places

If you select a rounding rule, enter the number of decimal places for rounding.

Map Method

This field applies only if the Calculate Rating check box is selected and determines how calculated numeric ratings will be mapped to qualitative ratings when there is no exact match after the rounding rule is applied.

Define what rating the system should assign when the calculated rating (such as 2.7) falls between the numeric ratings defined on the Rating Model Table page, such as 1, 2, 3, 4. The mapping method tells the system which rating model entry to use. Options are *Highest*, *Lowest*, and *Nearest*.

For example, assume the rating model has the following entries:

A = Superior (numeric rating = 1)

B = Good (numeric rating = 2)

C = Average (numeric rating = 3)

D = Needs improvement (numeric rating = 4)

Now, say the system calculates a rating of 2.7 (somewhere between Good and Average, leaning towards Average). The mapping method tells the system which entry to pick:

- *Highest* yields the next numerically highest rating—in this case 3, or Average.
 - *Lowest* yields the next numerically lowest rating, —in this case 2, or Good.
 - *Nearest* yields the numerically closest rating—in this case 3, or Average.
- Note that if the calculated rating falls exactly halfway between two ratings in the rating model, the system assigns the numerically lower of the two ratings.

To always give the employee the better rating:

- Select *Highest* when using a rating model where the best rating has the lowest numerical value (1 = Superior, 2 = Good).

- Select *Lowest* when using a rating model where the best rating has the highest numerical value (4 = Superior, 3 = Good).

Official Review

Select to designate that documents generated with this template are official. Results of official documents can be used by the Salary Planning by Group process and the Salary Increase Matrix function in PeopleSoft Human Resources. If an employee has more than one official document, these processes use the results of the document with the latest period end date.

The default value from the Document Type page displays here, but you can change it.

See [Chapter 3, “Defining Basic Settings and Tables,” Establishing Document Types, page 20.](#)

Language Checker

Select this check box to enable managers to use the Language Checker tool when updating performance documents. Managers can click a button on the performance document to have the system check for inappropriate language in the comments and results text boxes on the performance document.

See Defining Content for the Language Checker

Calculate Ratings

This field is selected, by default, to indicate that the system will automatically perform all roll-up calculations in order to calculate an overall summary rating.

When you use this feature, a Calculate button appears on the performance documents.

If you prefer that managers manually enter all ratings, clear this check box.

(JPN) Review ID

To enable the (JPN) Salary Planning process by review ID, select the ID here. You define IDs on the JPN Review Definition Table page. The prompt table displays only those performance documents defined for the selected document type.

See Defining Basic Settings and Tables: (JPN) Creating Review Definitions

(JPN) App Grd Adv (Applicable for Grade Advance)

This field indicates whether the selected Review ID is eligible for the Grade Advance feature of the Plan Salaries business process. It is selected automatically if the Appl for Grade Advance Prc check box is selected on the JPN Review Definition Table page.

Selecting Sections and Overriding Default Rules for a Template

Access the Section Rules page.

General		Structure		Rules/Roles		Content	
Document Type:	KOPROMO Job Promotion Review						
Template ID:	KU000010		Effective Date:	01/01/1980			
Sections Find View All First 1 of 9 Last							
*Section Type:	Mission Section			*Seq Nbr:	10		
Section ☐ Rate Section ☒ Items ☐ Sub-Items ☐ Weight Section ☐ Comments *Special Processing: None							
Items ☒ Description ☐ Status ☐ Measures ☐ Percentage Completed ☐ Supports ☐ Comments ☐ Ownership ☐ Initialize from Job Profile ☐ Minimum Weight ☐ Free-Form Allowed ☐ Due Date Prompt Table: EP_MISSION_TBL ☐ Reminder Date Results Writer: Not Used ☐ Critical *Development Tips: Not Used ☐ Mandatory							
Sub-Items ☐ Description ☐ Free-Form Allowed Prompt Table: Results Writer: Not Used Development Tips: Not Used							

Template Definition – Structure page

Fields in the Section, Items, and Sub-Items group boxes display the default values defined on the Section Definition page. You can override the default values here.

Section Type

Select a section to include in the performance documents that are generated with this template. You define sections using the Section Definition page. *Reminder:* only one Overall Summary section is allowed for each template.

Seq Number (Sequence Number)

Enter a unique sequence number to specify the relative order in which this section is to appear in the performance document. The section with the lowest number appears first.

The default value for the first section is 10. For subsequent sections, the system increments the default value by ten. So, if the section with

the highest sequence number is 25, the system assigns 35 as the next sequence number. You can override the default values.

Note. If you enter sequence numbers out of order, the system automatically reorders them when you leave the Template Definition component and reopen it. For example if you add sections 10, 20, and 15, save your changes, and leave the component, the next time you access it, the sections appear in sequential order: 10, 15, 20.

Section

The settings in this group box determine the attributes and business processing rules for this section of the performance document. When you first display the Section Rules page, it displays the section level default settings defined on the Section Definition page for this section. You can overwrite any of the default selections shown here.

Items

The settings in this group box determine the attributes and business processing rules for items in this section of the performance document. When you first display the Section Rules page, it displays the item level default settings defined on the Section Definition page for this section name. You can overwrite any of the default selections shown here.

Sub-Items

The settings in this group box determine the attributes and business processing rules for sub-items this section of the performance document. When you first display the Section Rules page, it shows the sub-item level default settings from the Section Definition page for this section name. You can overwrite any of the default selections shown here.

Defining Rules and Roles for a Template

Access the Template Definition – Rules/Roles page.

General
Structure
Rules/Roles
Content

Document Type: KOPROMO Job Promotion Review

Template ID: KU000010 **Effective Date:** 01/01/1980

Sections Find | View All First 1 of 9 Last

Section Type: Mission Section **Seq Nbr:** 10

Section Rules

Rating Model: ☐ Items Use Section Rating Model

Calculation Method: ☐ Show Numeric Ratings / Points

Minimum Weight: 0 ☐ Preliminary Rating

Weight: 0 ☐ View Other Authors

Supports Link:

☐ Rate Items

☐ Weight Items

Section Roles

*Author Type	Rate Section	Weight Section	Rate Item	Weight Item	Add Items	Override Calculated Rating		
Employee	☐	☐	☐	☐	☐	☐	+	-
Manager	☐	☐	☐	☐	☐	☐	+	-

Template Definition – Rules/Roles page

Section Rules

Use this group box to define what users can do within this section of the document. In some cases, the options you select determine which fields appear on the Items/SubItems page.

Rating Model

Select the rating model to use for the section rating.

This field is available if the Rate Section check box is selected on the Section Rules page.

See *PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies*, “Setting Up Competencies and Accomplishments,” Setting Up Competencies.

Calculation Method

This field is available only if the Calculate Rating check box is selected on the Template Definition page.

Select the method for calculating the section rating. Options are *Sum* (Summation), *Average*, and *Revw Band* (Review Band).

Revw Band applies only to the overall summary section (that is, when Overall Summary is selected in the Special Processing field on the Section Rules page). The rating model associated with the section must be set up for a review band.

Average is selected automatically if you've instructed the system not to calculate ratings (the Calculate Ratings check box on the Template Definition page is not selected). This makes it possible to generate the Rating Distribution Summary report in the event that managers enter all ratings manually.

The calculation method that you select for the Overall Summary section of the document determines which calculation methods are valid for the other sections.

Minimum Weight

Enter the minimum weight for this section, if applicable. If you enable users to change the section weight on the performance document, the weight cannot be less than this number.

Weight

Enter the default weight for this section, if applicable.

Supports Link

This field is enabled when you select Supports Item on the Section Rules page. Select the section of this document that contains the items to which you want to link the items in this section. For example, if you're defining a section for goals and you want to link each goal to an initiative, select the initiatives section. When performance documents are generated the linked initiative appears next to the goal.

Items Use Section Rating Model

Select this check box if the rating model selected for the section is also to apply to all items in this section.

This field is available only if the Items check box is selected on the Section Rules page and defaults the item rating to the section rating for all items in the section. It is not available if the Special Processing indicator is set to "Competencies". For competencies, the system uses the rating model defined on the Competency Table page.

Rate Items

This field is available only if Rate Section is selected on the Section Rules page. Select to enable users to rate the individual assessment items contained in this section of the document.

Weight Items

Select to enable each item in this section to be weighted. This field is applicable only if Rate Section is selected on the Section Rules page.

Show Numeric Ratings

This field is available if the Rate Section check box is selected on the Section Rules page.

Select to have the performance document display the numeric equivalent or points of the rating in addition to the rating. You define the numeric equivalent when you create the rating model for the section. (You enter the value in the Review Rating field of the Rating Model Table page).

Note. Numeric ratings display when the calculation method is *Average*. Points display when the calculation method is *Summation* or *Review Band*.

Preliminary Rating

Select to enable managers to enter a preliminary rating for this section on the Preliminary Rating self-service page. Managers can enter preliminary ratings while the document status is set to *In Progress*. This field is available

if the Rate Section check box is selected on the Section Rules page and the Special Processing field is set to Overall Summary.

The preliminary rating can be used in the Rating Distribution Summary report. It is not used elsewhere.

See [Chapter 14, “Generating Reports in PeopleSoft ePerformance,” page 175](#).

View Other Authors

Select to have a link to the employee’s document appear on this section of the performance document. The link takes the manager to the corresponding section of the employee’s document. (Managers can view the Performance Criteria Elements on the employee’s document, but they can only view the Evaluation Criteria after the employee indicates the employee document is complete.)

Section Roles

Define what each Author Type can do in this section of the performance document. Some check boxes may be unavailable depending on the settings on the Section Rules page. It also defines what managers can do in the manager’s document and what employees can do in the employee’s document.

Author Type	Identify whether the rules you define here apply to the <i>Manager</i> or the <i>Employee</i> .
Rate Section	This check box is available if Rate Section is selected on the Section Rules page. Select to enable the author to assign a section rating.
Weight Section	This check box is available if Weight Section is selected on the Section Rules page. Select to enable the author to assign a section weighting.
Rate Items	This check box is available if Rate Items is selected in the Section Rules group box on this page. Select to enable the author to rate items in this section of the document.
Weight Item	This check box is available if Weight Section is selected in the Section Rules group box on this page. Select to enable the author to weight items in this section.
Add Items	Select to allow the author to add performance items to this section. To add freeform items, the FreeForm Allowed check box on the Section Rules page must also be selected. To add items from a prompt table, a prompt table must be selected in the Items group box on the Section Rules page.
Override Calculated Rating	This check box is available when the Calculate Ratings check box is selected on the Template Definition page. When selected, it causes an Override Rating button to appear next to the Calculate button on the performance document. When the author clicks this button, a rating field opens so that the author can modify the calculated rating.

PeopleSoft recommends that you do not use this feature if the calculation method is Summation.

Adding Content to a Template

Access the Template Definition – Content page.

General **Structure** **Rules/Roles** **Content**

Document Type: KOANNUAL Annual Review

Template ID: KU000001 **Effective Date:** 01/01/1980

Sections Find | View All First 5 of 9 Last

Section Type: Competency Section **Seq Nbr:** 5

***Load Review from Job Profile:** Not Used

Job Profile ID: Load Items from Profile

Section Items Find | View All First 1 of 3 Last

Item ID: KNOW12 **Title:** Planning & Organization **Description:** Planning & Organization **Rating Model:** KNOW **Weight:** 0 **Minimum Weight:** 0 **Supports:** Deliver Innovative Solutions ☐ Critical

Sub-items Find | View All First 1 of 2 Last

Sub-Item ID: 1 **Title:** Prioritizes and plans work activities **Description:** Prioritizes and plans work activities

Template Definition – Content page

There are four ways to add content a performance document:

- Manually select items on the template.
- Load items into the template from a specified job profile.
- Automatically load items into the performance document from the job profile associated with the employee when the document is created.
- Manually enter items into a document after the document is created.

The first three methods involve templates and are covered in this section. The Using Performance Documents chapter explains the fourth approach.

See [Chapter 10, “Using Performance Documents,” page 99.](#)

Sections

Load Document from Job Profile

To have the performance documents that are generated with this template automatically include all competency or responsibility data defined for the employee's job profile, tell the system which table to check for the job profile. Options are: *Job Code*, *Job Family*, *Position*, *Sal Grade* (Salary Grade), and *Not Used*. When the document is created, the system looks at the employee's current job code, job family, position, or salary grade, according to your instructions, to determine which competencies and responsibilities to include in the document.

This field is available only if the Special Processing rule on the Section Rules pages is set to Competencies or Responsibilities, and the Initialize from Job Profile and Items check boxes on the same page are selected.

See *PeopleSoft 8.8 Human Resources PeopleBook: Manage Competencies*, "Setting Up Competencies and Accomplishments," Setting Up Competencies.

Job Profile ID

To have all the competency or responsibility data that's associated with a selected job profile appear in this template, enter the job profile here and click the Load Items from Profile button. All items and sub-items that are associated with the job profile appear in the lower half of the page. You can add, delete, or modify items here, depending on the options you selected on the Rules/Roles page. The changes that you make do not update the job profile, but they define the content that will be included in each performance document that is created from this template.

Note. If you select a job profile ID *and* select either *Job Code*, *Job Family*, *Position*, or *Sal Grade* in the Load Review from Job Profile field, the system includes in the performance document all items and subitems that are listed on this page plus any additional items and subitems that are associated with the job profile for the job code, job family, position, or salary grade. If there are duplicate items, the information displayed on the Items/Subitems page takes precedence.

This field and button are available only if the Special Processing rule on the Section Rules pages is set to Competencies or Responsibilities, and the Initialize from Job Profile and Items check boxes on the same page are selected.

Section Items

The fields in this group box are available only if you select the Items check box on the Section Rules page. Items automatically appear here when you complete the Job Profile ID field and click Load Items from Profile, provided you have also selected a prompt table on the Section Rules page.

You can view, add, edit, or delete items to track or rate on the performance document. To see all items for this section, click View All. You can add freeform items if the FreeFormOK check box for this section is selected on the Section Rules page.

Item ID	To include an item from the prompt table associated with this section of the document, select the Item ID. You can select from the items that belong to the table that's identified in the Prompt Table field on the Section Rules page. This field does not apply to freeform items.
Title	The system displays the title of the selected item. If you're adding a freeform item, enter the title here.
Description	The system displays the description of the selected item. This field appears if you selected Descriptions in the Items group box on the Section Rules page. If you're adding a freeform item, enter the description here.
Measurement	Enter the criteria for measuring the employee's success at meeting the performance criteria. For goal/objective items, the system automatically displays the measurement defined on the Goal/Objective page, if any. If you update the displayed entry, your modifications will appear on the performance documents but will not update the information on the Goal/Objective page.
Rating Model	Select the rating model for this item. This field appears if Rate Items is selected on the Rules/Roles page. If the Items Use Section Rating Model check box is also selected on that page, the system displays the rating model for the section. To change the rating model that's associated with a competency, you must update the Rating Model field on the Competency Table page. This field displays only if the Rate Items check box is selected in the Section Rule group box. See Rating models; Competency Table page.
Min Weight	Enter the minimum weight for this item, if applicable. This field appears only if Minimum Weight s is selected on the Section Rules page.
Weight	Enter the weight of this item relative to all other items in the section. This field appears only if Weight Items is selected on the Rules/Roles page.
Supports	This field is visible only if the Supports Item option is selected on the Section Rules page and the Supports field is completed on the Usage/Rules page. Select the item to which this item is linked.
Due Date	Enter the due date to appear on the performance document for this item. This field displays only if the Due Date check box is selected on the Structure page.
Reminder Date	Enter the reminder date to appear on the performance document for this item. This field is visible only if the Reminder Date check box is selected on the Structure page.
Ownership	Indicate whether the employee or manager is responsible for this item. This field is visible only if the Ownership is selected on the Structure page.
Mandatory	Select to prevent authors from editing or deleting this item on the performance document. The word <i>Mandatory</i> appears next to the item on the performance document. This field is visible only if Mandatory is selected on the Section Rules page.

Note. Your selection here overrides the value in the Mandatory field on the Job Profile component. So, if you specify that an item on the job profile is mandatory, and do not select this check box, the item will not be mandatory on the document.

Critical Select to have the word *Critical* appear next to the item on the performance document. This field is visible only if Critical is selected on the Section Rules page.

SubItems

Use this group box to add sub-items for each item. The group box is visible only if you select Sub-Items on the Section Rules page.

SubItem ID To include a sub-item from the prompt table (typically, a sub-competency) in this section of the document, select the sub-item ID. You can select from the items that belong to the sub-items table that’s identified in the Prompt Table field on the Section Rules page.

This field does not apply to freeform items.

Title The system displays the title of the selected sub-item. If you’re adding a freeform sub-item, enter the title here.

Description The system displays the description of the sub-item. This field appears if you selected Descriptions in the Sub-Items group box on the Section Rules page.

Cloning a Template

Access the Clone Template Definition page. Select the template that you want to copy.

Clone Template Definition

Document Type:

KOPROMO

Job Promotion Review

Template ID:

KU000010

Job Promotion Document

Effective Date:

01/01/1980

New Document Type:



New Template ID:

Effective Date:



Clone Template Definition page

Follow these steps to clone the template:

- 1. On the Search page, select the template you want to clone.
- 2. Enter up to eight alphanumeric characters for the New Template ID.

3. Select the effective date for the new template.
4. Click the Save button. The Template Definition component opens so that you can update the new template as desired.

CHAPTER 6

Defining Content for the Language Checker

This chapter provides an overview of the Language Checker and discusses how to:

- Define content for the Language Checker.
- Import content for the Language Checker.

Understanding the Language Checker

Language Checker is a tool that provides managers with guidance and assistance during the performance process. Managers can use the Language Checker to identify words or phrases in a performance document that your organization deems objectionable and view suggested alternatives.

This tool is accessed by clicking a Language Checker button on the performance document. The system checks all Comments text boxes for inappropriate content.

You can manually define content for the Language Checker or you can import data from a third-party vendor.

Note. To enable the Language Checker feature, select the Language Checker option on the Template Definition page.

See Also

[Chapter 5, “Designing Performance Documents,” page 35](#)

[Chapter 10, “Using Performance Documents,” Using Development Tips, page 130](#)

Defining Content for the Language Checker

Follow the steps below to manually define or update content for the Language Checker:

1. Use the Language Checker Suggestions Table page to identify suggested language that should be used instead of words or phrases that are considered inappropriate.
2. Use the Language Checker Words page to identify words and phrases that are inappropriate to include in a performance document and link a suggestion to each of these words and phrases.

Pages Used to Define Content for the Language Checker

Page Name	Object Name	Navigation	Usage
Language Checker Suggestions	EP_CHK_SUG_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Language Checker Suggestions	Define the suggestions that are offered as an alternative to objectionable word or phrases identified by the Language Checker.
Language Checker Words	EP_CHK_WRD_TBL	Set Up HRMS, Product Related, ePerformance, Advisor Tools, Language Checker Words	Define the objectionable words or phrases that are targeted by the Language Checker. Also link these words and phrases to suggestions defined with the Language Suggestions table.

Defining Language Checker Suggestions

Access the Language Checker Suggestions page

Language Checker Suggestions

Suggestion Id: K0000AGE

***Content Supplier:** Customer Defined

Language Suggestions: It is best not to refer to an employees age or maturity when describing the employees ability or inability to perform job tasks or functions.

Proper Usage: (254 characters) Employee lacks the proper managerial training to manage other employees.

Incorrect Usage: (254 characters) Employee is too young to be managing other employees.

Language Checker Suggestions page

Suggestion ID

A unique identifier for the suggestion. Suggestion IDs can have up to eight alphanumeric characters.

Content Supplier

This field identifies the source of the content: *Customer Defined* or the third-party supplier's name.

Language Suggestions

Enter language suggestions for words and phrases, or list the reasons why the manager should not use certain words and phrases.

Proper Usage

Enter examples of the proper usage of words or phrases.

Incorrect Usage Enter examples of the incorrect usage of words or phrases.

Defining Language Checker Words and Phrases

Access the Language Checker Word/Phrase page.

Language Checker Word/Phrase

Language Check Id:

K0000AGE

*Words and Phrases:

*Content Supplier:

Customer Defined

*Suggestion Id:

K0000AGE

Language Suggestions:

It is best not to refer to an employees age or maturity when describing the employees ability or inability to perform job tasks or functions.

Language Checker Word/Phrase page

Words and Phrases	Enter the word or phrase that is deemed inappropriate to include in a performance document. Case is not important—the Language Checker is not case-sensitive. When invoked, the Language Checker follows these search rules: If you enter a single word here, the Language Checker searches for whole words that match; if you enter multiple words, the Language Checker looks for phrases with an exact match.
Content Supplier	Identifies the source of the content. The default value is <i>Customer Defined</i> .
Suggestion ID	Enter the ID for the suggested words or phrases that managers can use instead of the words and phrases entered on this page.
Language Suggestions	Displays the language suggestions that are associated with the suggestion ID.

Importing Third-Party Content

PeopleSoft has established a partnership with Knowledge Point as third-party vendor that provides language content.

ePerformance uses PeopleSoft Integration Broker technology to receive vendor-supplied data in the form of comma delimited flat files. The flat files are imported into ePerformance using the Inbound File Publish Application Editor (AE) process. You do not need to develop an interface to load third-party content into ePerformance—we deliver all integration functionality with the application.

Follow the procedures in this section to import data.

See Also

PeopleTools 8.42 PeopleBook: PeopleSoft Integration Broker

File Identifiers

The following table lists file identifiers for the inbound file rules. You'll use Inbound File Publish process to import the content of these files, as applicable.

File Identifier	Description
EP_CHK_SUG	Language Checker suggestions
EP_CHK_WRD	Language Checker words

Preparing to Import Data

Before you can import data, you need to perform the following steps:

1. Activate inbound file rules.
Use the File Inbound page to set the status of each inbound file rule to *Active*. (Navigation: Define Integration Rules, Rules, Inbound File Rules)
2. Activate messages.
Use the Node Definition page to change EP_CHK_SUG and EP_CHK_SUG status to *Active*. (Navigation: PeopleTools, Integration Broker, Node Definitions)
3. (Optional) Change the default directory for the incoming files.
The default directory is c:\temp. To select a different directory, complete the Inbound File field on the File Inbound page.

Importing Data

To import data:

1. Make sure that each channel is running (not paused). Channels are delivered paused.
See PeopleTools PeopleBook: PeopleSoft Integration Broker
2. Open Process Scheduler. The application server must have pub/sub running.
See PeopleTools PeopleBook: PeopleSoft Server Tools
3. For each file identifier, Initiate the publish process.
The publish process converts the flat file to a message.
 - a. Select Define Integration Rules, Process Integration Rules, Inbound File Publish.
 - b. Create a run control and initiate the process.

See PeopleTools PeopleBook: PeopleSoft Enterprise Integration, Introducing the Flat File, Initiating Inbound Flat File Processing

4. Confirm that the process is complete through Process Monitor.
5. Confirm that the subscription occurred.
 - a. Access the Monitor Message component (PeopleTools, Integration Broker, Monitor, Monitor Message).
 - b. Select your local node in the Publish Node field and *Subscription Contract* in the *Queue Type* field.
Look for a subscription contract for the message just processed.

CHAPTER 7

Modifying Text for Self-Service Pages and Email Notifications

This chapter provides guidelines for modifying text that appears on ePerformance self-service pages and in automated email notifications and explains how to update this text.

Guidelines for Creating and Modifying Text Entries

The Text Catalog stores the text that appears on the self-service pages within PeopleSoft ePerformance, including field labels, button names, hyperlinks, page instructions, and warnings. It also includes the text and subject lines of automated email notifications. You can modify text displayed on a page or in an email message by editing text in the Text Catalog.

Entries in the Text Catalog are context-sensitive, meaning that a particular piece of text that displays on a page can vary depending upon the page's usage or context. For example, instructional messages that display for managers can differ from the messages that display for employees. Context-sensitivity is accomplished through the use of four keys: section type, author type, user role, and document status. The values of these keys designate when the system is to use alternate versions of text.

Although you can have multiple versions of the same text, you do not have to set up a separate entry for every possible scenario. You can create one generic entry where all key values are blank, then add entries for the specific situations that vary from the norm. Blank key values function as wildcards.

Before creating or modifying data in the Text Catalog, you should understand how the system retrieves text from the catalog. The section type key takes precedence over author type, author type takes precedence over user role, and user role takes precedence over document status.

Example of Text Retrieval

Say you want to define two different instructional messages for completing the same section of a document: one message for employees and an alternate version for managers. The following example demonstrates how the system uses a hierarchy to search for the text when the manager's version of the performance document appears.

Text ID	Section Type (Key 1)	Author Type (Key 2)	User Role (Key 3)	Document Status (Key 4)
ANYID	<blank>	<blank>	<blank>	<blank>
ANYID	<blank>	<blank>	Manager	<blank>

First, the system looks for entries with an exact match on Key 1 (section type). If it finds entries that match the key value (including the wildcard entry), it searches only those entries for the other values and picks up the best match. In this case, the section type for both entries is a wildcard, so the system looks at Key 2 (author type). It applies the same logic. Again, both values are wildcards, so both entries remain possibilities. Now, the system looks for a match on Key 3 (user role) and finds an exact match on Manager. Only if the system could not find any match on the User Role, would it consider entries where the User Role is blank.

Warning! When the system looks for a match, it stops searching if the search keys narrow the possible choices to a single row—the lower order search keys are ignored. If you do not set things up correctly, the system may return the wrong results. Plan ahead before making changes, particularly for complex scenarios. Random changes can lead to errors that may be hard to debug later.

Use the Test Text Catalog page to test any changes you make. To test an entry, you enter the text ID that's associated with the text and any combination of key values. You can then click the Test button to see which text the system retrieves for the keys values you entered.

Identifying the Text ID for Content You Want to Modify

Each entry in the Text Catalog has a unique text ID. To update a text entry you need to know its ID. You can use the Display Text IDs option on the Configure Text Catalog page to find this information. When you activate this feature, the self-service pages, warnings, and emails display the text IDs in place of the corresponding text. In order to see the correct text IDs, you'll need to create the conditions that cause the page, warning, or email to display.

Note. You may want to activate this feature, print a copy of the self-service pages, then deactivate it. This will give you a hardcopy reference of all the text IDs used on each self-service page.

Creating and Modifying Text Entries

This section describes the pages used to create and modify text.

Pages Used to Modify Content in the Text Catalog

Page Name	Object Name	Navigation	Usage
Maintain Text Catalog	HR_SSTEXT_TEXT	Set Up HRMS, Product Related, ePerformance, Maintain Text Catalog	Add, delete, or modify text in the Text Catalog, as well as define the values for context-sensitive keys.
Test Text Catalog	HR_SSTEXT_TEST	Set Up HRMS, Product Related, ePerformance, Test Text Catalog	Test the text retrieval for a particular text ID using any combination of key values.
Text Catalog - View All Keys	HR_SSTEXT_ALLKEYS	Click the link on the Maintain Text Catalog page or the Test Text Catalog page.	View all versions and all context-key entries for a particular text ID/effective date combination.

Defining and Maintaining Content in the Text Catalog

Access the Maintain Text Catalog page.

Maintain Text Catalog
ePerformance Management

Text ID: APPR_EDIT1_INST **Usage:** Page Instructions

Description: Edit Criteria Page 01 - Page Instructional Text

Effective Date Find | View All First 1 of 1 Last
Effective Date: 01/01/1900

Context Keys and Text Find | View All First 1 of 1 Last

Section Type:

Author Type:

User Role:

Document Status:

Listed below are the sections contained within the performance document. To update the performance criteria for a section, click the hyperlink for the corresponding section.

[View all effective dates and context keys for this Text ID](#)

Maintain Text Catalog page

Text ID

This field displays the unique identifier that you entered to access this page. A text ID can have up to 18 alphanumeric characters.

To find out which text ID corresponds to a particular piece of text that you want to modify, you can use the Display Text IDs option on the Configure Text Catalog page.

See link to Configure Text Catalog info in Basic Settings and Tables chapter.

Usage

Indicate where the text can be used: *Email Body*, *Email Subject*, *Error/Warning*, *Field Label*, *Grid/Scroll Heading*, *Groupbox Title*, *Hyperlink/Button*, *Page Instructions*, or *Page Title*. The only text entries that you cannot modify through the Text Catalog are translate values and error messages that appear in Microsoft Windows error boxes. The Usage field can be used as a search item for the Maintain Text Catalog page when you don't have the Text ID, but you do have the specific text.

Effective Date

Delivered text is defined as system data in the PeopleSoft HRMS database and has an effective date of 1/1/1900.

Important! To prevent future updates to PeopleSoft ePerformance from overwriting any text entries that you add or modify, use a later effective date when you add new text entries, and insert a new effective date when you modify delivered text.

Context Keys and Text

Use the Section Type, Author Type, User Role, and Document Status keys to target the message or text to a particular audience or specify the conditions under which the text is appropriate. For example, if a particular set of page instructions applies only to managers and only when the document status equals In Progress, select *Managers* in the User Role field and *In Progress* in the Document Status field.

An empty key field represents a wildcard, meaning that the field represents any value. For each Text ID and effective date combination, PeopleSoft recommends that you define a complete wildcard entry in which you leave all key fields blank. This entry, known as the *root* entry, becomes the default text entry that's used when no section type, author type, user role, or document status is specified.

Section Type

Select the section type to which the text pertains. You define section types on the Section Types page.

Author Type

Select *manager* if the text pertains to the performance document; select *employee* if the text pertains only to the employee's employee document.

User Role

Select the role to which the text pertains. For example, *Manager* or *Employee*.

Document Status

Select the document status to which the text pertains: *Acknowledged*, *Available for Review*, *Cancelled*, *Completed*, *In Progress*, and *Review Held*.

(unlabeled)

In the text box, enter or modify the text. You can use HTML tags to format the text if you know that this text will be displayed in an HTML area on a page.

You can also insert up to five substitution tokens from the following list of available token in the text:

- %1 is the document type from the Document Type Table (EP_REVW_TYP_TBL).

- %2 is the employee name formatted as *First Last*.
- %3 is the employee ID (EMPLID).
- %4 is the Period Begin Date for the performance period.
- %5 is the Period End Date for the performance period.
- %6 is the due date of the either the manager's or employee's document.
- %7 is the component link that will take the user directly into the applicable manager or employee document.
- %8 is the success-list, which is the list of employees for whom a performance document was successfully created during the batch run.
- %9 is the failure list, which is the list of employee for whom performance documents were not created.
- %10 is the Form-Create-Msg, which is one of two alternate messages will display depending on the type of batch process run; managers only or both manager and employee.

Token substitution in the Text Catalog works just like token substitution in PeopleTools Message Catalog. You supply the values for the tokens in a PeopleCode function call at runtime. The values are replaced by parameters in the PeopleCode when the text is rendered on the performance documents. To use this feature, you must know PeopleCode. If you want to update the delivered text IDs such that the substitution tokens take on a different meaning or are resequenced, you will also need to make corresponding changes to the PeopleCode that calls the Text Catalog retrieval functions, since this copies supplier values to use in place of the tokens.

Testing Text Retrieval

Access the Test Text Catalog page.

Test Text Catalog

ePerformance Management

Text ID:

Effective Date:

[View all effective dates and context keys for this Text ID](#)

Language Code:

Context Keys

Section Type: **Test**

Author Type:

User Role:

Document Status:

Substitution Text and Style

Substitute Text 1: **Substitute Text 2:**

Substitute Text 3: **Substitute Text 4:**

Substitute Text 5: **Text Style:**

"Best Fit" Text

Test Text Catalog page

To test the text retrieval:

1. Enter the Text ID for the text to be tested.
2. (Optional) Enter values for any or all of the key fields.
 - If you leave all key fields blank, the system returns the root text when you click the Test button.
 - If you enter values for key fields, the system searches for the text with the “best fit”.
3. (Optional) Enter values in one or more of the Substitution Variable fields. When you click the Test button the system replaces the variable (%1, %2, %3, %4, %5) in the text entry with the value that you enter here.
4. (Optional) Select a Text Style to see the returned text rendered in a particular HTML style. This features helps you visualize how the text will appear on the self service page. Values are *Add'l Inst* (additional instructions), *Bold*, *Error*, *Page Inst* (page instructions), and *Page Title*.
5. Click the Test button.

The system displays the text entry that best matches your search criteria and the context keys that you entered for the selected Text ID.

Viewing All Effective Dates and Context Keys for a Text ID

Access the Text Catalog - View All Keys page.

Self-Service Text - View All Keys

ePerformance Management

Text Id: STATUS_CONF

Versions

Effective Date	view keys
01/01/1900	view keys

[Return](#)

Keys [Customize](#) | [Find](#) | View All First 1-2 of 2 Last

Section Type	Author Type	User Role	Review Status	
<blank>	<blank>	<blank>	<blank>	English
<blank>	<blank>	H	<blank>	English

Text

You have chosen to change the status of the performance review indicated above. The status will be changed to **In Progress**. To confirm this status change, click the **Save** button.

Text Catalog - View All Keys page

The Versions group box lists all effective-dated versions of the selected text ID.

- Click the view keys link to list each set of context keys that is associated with the selected version.
- Click on the language link to display the text that's associated with the context keys for the indicated language.

The designation <blank> represents a wildcard.

Types of Notifications

ePerformance uses system-generated email notices to inform authors of significant events in the performance cycle as well as any actions they must take to advance or complete the performance process. For example, you can set up your system to automatically generate notices informing employees of changes to document due dates any time a new due date is set.

Notices and Message Content

The following list describes the automatic notices that can be generated by the system, and specifies when and to whom notices are sent.

- *Manager documents created by HR department.*

Text Catalog ID: CREATE-MGRDOC

Recipient: Manager

Description: When the HR administrator creates manager performance documents for a group of employees using the mass creation process, the system generates a message notifying each affected manager that performance documents are available for their direct reports. The manager can click the link in the message to access a performance document selection list containing each employee. The message also displays a summary list of individuals for whom performance documents were created and for whom performance documents could not be successfully created.

- *Only Manager documents were created.*

Text Catalog ID: MGR-ONLY-CREATED

Recipient: Manager

Description: This is used with CREATE-MGRDOC when only manager documents were created by the HR department.

- *Both Manager and Employee documents were created*

Text Catalog ID: BOTH-ROLES-CREATED

Recipient: Manager

Description: This is used with CREATE-MGRDOC when both manager and employee documents were created by the HR department.

- *List of employees for whom performance documents failed to be created.*

Text Catalog ID: MGR-FAIL-LIST

Recipient: Manager

Description: This is used with CREATE-MGRDOC when documents failed to be created for specific employees.

- *Employee self-appraisal document created by either HR or Manager.*

Text Catalog ID: CREATE-ROLEDOC

Recipient: Manager and Employee

Description: When an HR administrator only employee documents using the mass creation process, each affected manager receives a notice stating that the employee documents have been created. At the same time, each employee receives a notice alerting them that their employee document is available. A link in the message allows each employee to access their employee document.

- *Employee has completed their self-appraisal.*

Text Catalog ID: ROLEDOC-COMPLT

Recipient: Manager

Description: When an employee completes their employee document and submits it to their manager, the manager receives an email notice alerting them to this event. A link in the notice enables them to access and view the employee document.

- *Manager returned Employee's self-appraisal for rework.*

Text Catalog ID: RQST-REWORK

Recipient: Employee

Description: Managers can review employee documents and return them to their employees by clicking the Rework button on the employee document. When the manager does this, the employee receives an automatic notice alerting them that they must rework their self-appraisal. The employee can then click the link in the notice to go directly to their employee document.

- *Manager has marked their document ready for employee review.*

Text Catalog ID: RQST-REVIEW

Recipient: Employee

Description: When a manager clicks the Available for Review button on the appraisal form, the employee receives a message indicating that the manager's document is now accessible to them for review and comment. The employee clicks on a link in the message to access the manager's document.

- *Manager has marked completed document ready for employee acknowledgement.*

Text Catalog ID: RQST-ACK

Recipient: Manager

Description: Following a review meeting, the system generates a notice asking the employee to acknowledge the document. When the employee indicates their acknowledgement (by clicking the Acknowledge button on the manager document), the system sends a message to the manager to notify them of this action. A link on the notice enables the manager to access the document.

- *Employee acknowledged that the document was held.*

Text Catalog ID: EE-ACKNOWLEDGE

Recipient: Employee

Description: Following a document meeting, the manager clicks the Document Held button on the performance document. At this point, the system generates a notice informing the employee that they must formally acknowledge the document. A link on the notice enables the employee to access the manager's document.

- *Due-date of document was changed by either HR or Manager.*

Text Catalog ID: CHG-DUEDATE

Recipient: Manager or Employee

Description: The text in this notification is role-sensitive depending on whether a manager or HR administrator is changing the due date of a performance document on the Change Document Due Dates page. The system generates a message informing the employee or manager of the change.

- *Status of the document changed to "In-Process" by either HR or Manager.*

Text Catalog ID: CHG-STATUS

Recipient: Manager or Employee

Description: There will be times when a performance document is accidentally or prematurely advanced to the next stage of the performance process. To address this, the HR Administrator or manager can reset the status of the document to *In Progress* using the Change Document Status page. This system automatically notifies the manager or employee that the status of the document has been reset. A link in the notice enables the manager or employee to access the affected document.

- *Document was transferred to new manager.*

Text Catalog ID: TRANSFER-MGR

Recipient: New Manager

Description: When an employee is transferred to a new manager on the Transfer Document page (ownership of any *In Progress* document can also be transferred), the system automatically notifies the new manager that they are now responsible for completing the performance document for that employee. A link on the notice enables the new manager to access the manager's document.

- *Please do not respond to automatic notification* statement.

Text Catalog ID: DO-NOT-RESPOND

Recipient: Manager and Employee

Description: This is used in all notices.

Prerequisites to Use Notifications

Before you use automatic notifications, you:

1. Identify which notifications you want to use in your business on the Global Options page.

See Chapter 3, "Defining Basic Settings and Tables," page 15.

2. Activate workflow for self-service transactions.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Working With Self-Service Transactions".

CHAPTER 8

Generating Performance Documents

This section provides an overview of performance documents, and explains how to:

- Generate mass performance documents.
- Generate manager-initiated performance documents.

Understanding Performance Documents

Managers and HR administrators can generate the following types of performance documents in ePerformance:

- Manager Documents

Managers use these documents to plan employee performance, adjust performance criteria such as goals, competencies, and responsibilities, track employee progress, and evaluate employee performance against plan performance criteria during a performance period.

- Employee Documents

Employees use employee documents to adjust performance criteria, track progress, and evaluate their performance against planned performance criteria throughout the performance period.

Both types of documents are based on document templates defined during setup. These templates control the structure, organization, and content of documents, as well as the actions authors can perform when they are editing a document.

See Also

[Chapter 5, “Designing Performance Documents,” page 35](#)

Understanding Pages Used to Generate Employee Performance Documents

The pages used to generate documents vary depending on whether an HR administrator or a manager is generating the performance documents.

Employee Performance Documents Created by HR Administrators

HR administrators use the Create Documents page to generate manager review and employee documents for large groups of employees defined by group ID.

Employee Performance Documents Created by Managers

The pages used to generate performance documents vary depending on whether the manager is creating manager performance documents or employee documents. There are three ways to create documents:

1. HR administrators create manager documents in high-volume batch mode for employees who are a member of a group.
2. Managers create a manager documents online for one or more direct reports.
3. Managers create a manager documents online for one or more employees who are a member of a group owned by the manager.

Each of the above techniques always creates a manager's document. HR administrators can optionally create an employee document for each manager's document at the time that the manager's document is created. (Employee documents can never be created without a manager document). That is, if an HR administrator chooses to create an employee document through the batch process, they must create it along with a manager document. (Note that the normal procedure for creating an employee document is to create a manager document, allow the manager to fine-tune the manager document, then while editing the manager document, click the "Create Employee Document" button to create the employee document from the edited version of the manager document).

Manager Documents:

Managers generate manager documents for groups of employees or individual employees using one of the following sets of pages:

- If the system is set up to enable managers to generate manager reviews for their direct reports, managers use the Create Performance Documents and View Document Creation Results pages.
- If the system is set up to enable managers to select employees for performance documents based on Group ID, managers use the Create Group Documents, and Creation Details pages to generate performance documents.

Employee Documents:

Managers generate employee self-evaluation documents by clicking the Create Employee Document button on the Maintain Performance Document page (manager document).

Note. Managers can create employee documents only from within individual manager documents, which have already been created either by an HR administrator or directly by the manager.

Prerequisites

This section describes the setup steps you must complete before you generate performance documents.

1. Define Templates Using Template Definition Pages

Whether mass-generated or defined by managers, performance documents are always created from document templates; consequently, you must define your templates as well as the building blocks used to created templates before you initiate the performance process. These building blocks, which include job profiles, document types, and sections, are discussed in the setup chapters of this PeopleBook.

See [Chapter 5, "Designing Performance Documents," page 35](#).

2. Identify the Template Source on the Document Type Page

When generating documents, the system uses the template source associated with a document type on the Document Type page to determine the record storing the appropriate template for each employee. You can choose from among the following template sources:

- *Job Code*
- *Job Family*
- *Position*
- *Salary Grade*
- *User Defined*

If the template source on the Documents Types page is *User Defined*, you must manually select the template ID when you generate the document.

See [Chapter 3, “Defining Basic Settings and Tables,” page 15](#).

3. Define Group IDs Using the Pages in the Group Criteria Definition and Group Definition Components in PeopleSoft Human Resources

To generate mass documents, HR administrators must specify the Group Definition IDs corresponding to the employees they want to process. These IDs must have been previously defined using the group build process in PeopleSoft Human Resources.

Similarly, when managers create documents for their direct reports, they have the option of doing so based on Group IDs. If they create documents by Group ID, then these IDs must be defined using the Group Criteria Definition and Group Definition Components in PeopleSoft Human Resources.

4. Connect Employees to Managers in PeopleSoft Human Resources (for mass review creation)

When an HR administrator runs the mass document creation process, the system associates a manager with each employee it processes using data previously defined in PeopleSoft Human Resources. It needs this information to route email message to managers informing them that review forms are available, and to associate a manager ID with each form so that the manager can act as the “author” of the manager’s document, and the owner of the performance process.

Depending on the manager selection method you specify when you set up the run control parameters on the Create Documents page, the system retrieves a manager ID for each employee from one of several locations:

- If the manager selection method is *Department Manager ID*, the system retrieves a manager based on the department of the employee, using the EmplId located in the Manager ID field in the Department Table (see Department Profile page).
- If the manager selection method is *Group ID*, the system retrieves the manager from the Manager ID field in the Group Profile Table (see Group Profile page).
- If the manager selection method is *ReportsToID*, the system retrieves the manager from the Reports To field in the Job Table (see Work Location page).

Note. The manager’s position number is found in the Reports To field on one or more of the employee’s job records. The row with the manager’s position number in the Reports To field must be the current one.

- If the manager selection method is *SupervisorID*, the system retrieves the manager based on the EmplID located in the Supervisor ID field on one or more of the employee’s job records (see Work Location page).

- If the manager selection method is *PartialPosnMgmt/DeptMgrID*, the system tries to find a *ReportsToID* relationship between managers and employees (as described above), and then uses the *Department Manager ID* selection method if a Reports To ID cannot be found.
- If the manager selection method is *PartialPosnMgmt/SupervisorID*, the system tries to find a *ReportsToID* relationship between managers and employees (as described above), and then uses the *SupervisorID* selection method if a Reports To ID cannot be found.

Note. The online manager self-service process for creating review forms utilizes the standard direct reports configuration for self-service setup to connect employees to managers. Managers can be associated to employees by a number of access types. The possible direct report access types are Department Manager ID, Department Security Tree, Group ID, Partial Position Management with Department Manager ID default, Partial Position Management with Supervisor default, Reports to Position, and Supervisor ID.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Organization Foundation Tables”; *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Groups” and *PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce*, “Hiring Your Workforce”.

5. Connect Employees to Managers in PeopleSoft Human Resources (for manager online review creation)

The online manager self-service process for creating documents utilizes the standard direct reports configuration for self-service transactions to connect employees to managers. Managers can be associated with employees by a number of access types. Possible direct report access types are:

- By Department Manager ID

Defines the reporting relationship based on information in the Manager ID field on the Department Profile page. For users who are department managers, the system displays a list of the employees who are in the user’s department.

- By Reports To Position

Defines the reporting relationship based on information in the Reports To field on the Work Location page. The system presents the user with a list of employees whose job record indicates that they report to that user’s position.

- By Supervisor ID

Defines the reporting relationship based on information in the Supervisor ID field on the Work Location page. The system presents the user with a list of employees whose job records indicate that they are supervised by the user.

- By Dept Security Tree

Determines employee data access using information from the security tree. The system presents the user with a list of employees whose data the user has access to, based on the security tree.

- By Group ID

Defines the reporting relationship based on information in the Manager ID field on the Group Profile page. The system presents the user with a list of employees whose group definition (group ID) indicates that they are supervised by the user.

- Partial Position Management with Department Manager ID Default

Determines employee data access based on the *Reports To Position* access type described above, and then uses the *Department Manager ID* access type if a Reports To ID cannot be found.

- Partial Position Management with Supervisor Default

Determines employee data access based on the *Reports To Position* access type described above, and then uses the *Supervisor ID* access type if a Reports To ID cannot be found.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Administering PeopleSoft Security,” Choosing a Security Type.

6. Set Up Notifications on the General Setting Page in ePerformance

You can set up your system to automatically send out email notices to managers and employees when an HR administrator generates documents using the mass review creation process. Similarly, you can set up the system to send email notices to employees when a manager creates an employee document by clicking the “Create Employee Document” button from within a manager’s document. To enable the routing of these messages, you must set up workflow and select the messages you want to send.

See [Chapter 3, “Defining Basic Settings and Tables,” page 15.](#)

Creating Mass Performance Documents (batch mode)

This section explains how HR administrators generate mass documents.

Understanding the Mass Employee Document Creation Process

Creating mass documents comprises the following steps:

1. Launch the mass document creation process using the Create Performance Documents run control page. On this page you:
 - Identify the employees you want to process using Group IDs.
 - Specify whether you want to generate employee documents in addition to manager documents (manager documents are generated by default, while employee documents are generated only if you select the Create Employee Document check box).
 - Select the document type. For example: annual review, quarterly review, and so forth.
2. Review the View Document Creation Results pages.

These pages display a list of the Manager Documents that could and could not be successfully created during the HR mass creation process, and if applicable the Employee Documents that could and could not be successfully created during the HR mass creation process.

Page Used to Create Mass Performance Documents

Page Name	Object Name	Navigation	Usage
Create Documents	RUNCTL_EPMGRDOC	Workforce Development, Performance Management, Administer Documents, Create Performance Documents	To mass-generate review forms based on Group ID.

Creating Mass Performance Documents

Access the Create Documents page.

Create Documents page

Period Begin Date and Period End Date

Enter the performance period begin and end dates. These dates define the period of time that these documents will cover.

Document Type

Enter a document type. For example, quarterly, semi-annual, and yearly.

Note. You must define your document types on the Document Type component.

Template ID

This field becomes available for entry only if the Document Types page was configured with a template source of “User Defined” for this document type. If available for entry, you must enter the template ID that should be used to generate the documents.

Manager Selection Method

When you launch the mass document creation process, the system determines the manager of each employee it processes using data defined in PeopleSoft Human Resources. It needs this information in order to route email messages to managers informing them that review forms are available, and to associate a manager ID with each document so that the manager can act as the “author” of the manager’s document, and the owner of the performance process.

In ePerformance, you use the Manager Selection Method field to specify a method for retrieving or “selecting” manager IDs. Valid manager selection methods are:

- Department Manager ID

If the manager selection method is *Department Manager ID*, the system retrieves a manager based on the department of the employee, using the EmplID located in the Manager ID field in the Department Table (see Department Profile page).

- Group ID

If the manager selection method is *Group ID*, the system retrieves the manager from the Manager ID field in the Group Profile Table (see Group Profile page).

- ReportsToID

If the manager selection method is *ReportsToID*, the system retrieves the manager from the Reports To field in the Job Table (see Work Location page).

- SupervisorID

If the manager selection method is *SupervisorID*, the system retrieves the manager based on the EmplID located in the Supervisor ID field on one or more of the employee’s job records (see Work Location page).

- PartialPosnMgmt/DeptMgrID

If the manager selection method is *PartialPosnMgmt/DeptMgrID*, the system searches for a *ReportsToID* relationship between managers and employees (as described above), and then uses the *Department Manager ID* selection method if a Reports To ID cannot be found.

- PartialPosnMgmt/SupervisorID

If the manager selection method is *PartialPosnMgmt/SupervisorID*, the system searches for a *ReportsToID* relationship between managers and employees (as described above), and then uses the *SupervisorID* selection method if a Reports To ID cannot be found.

Create Employee Document

Select to generate employee documents at the same time that you generate manager documents (manager forms are generated by default).

Employee Groups to Process

Group ID

Specify the employee groups for which you want to generate documents.

As of Date

Enter the date as of which you want to reconstitute the group used in the mass document creation process. The current system date is the default.

Note. The mass creation process always regenerates the selected groups before it creates the employee reviews.

Lang Cd (language code)

Identify the language used to create the review forms. This field is available only when the Allow Review Language Override check box is

selected on the ePerformance Installation table. You only need to enter a language code if you would like the document to be generated in a language other than the base language of the database.

Note. If document language overrides are not allowed, the document will be created using the base language associated with the database.

See [Chapter 3, “Defining Basic Settings and Tables,” Defining General Settings for ePerformance, page 17.](#)

Viewing the Mass Document Creation Results

See [Chapter 13, “Using Inquiry Pages,” page 151.](#)

Creating Manager Initiated Documents (online mode)

This section provides an overview of manager-initiated performance documents, and explains how to:

- Generate manager documents for a manager’s direct reports.
- Generate manager documents based on Group IDs.
- Generate employee documents.

Understanding Manager Initiated Documents

Managers can generate manager documents in one of two ways:

- By selecting the employees from a list of their direct reports.

Managers can create manager documents for their direct reports based on the company reporting structure by using the Create Performance Documents and Create Performance Documents — Results page.

- By selecting employees for review based on their association with a Group ID.

Managers can create manager documents for groups of employees for whom they are designated as managers by using the Select a Group, Create Performance Documents, and Create Performance Documents — Results pages.

Note. The two document creation methods described here share the following pages: the Create Performance Documents page and the Create Performance Documents — Results page. These pages are documented only once in the following section.

Creating Documents Based on the Reporting Structure

Below are the steps managers must follow to create manager documents for their direct reports:

1. Access the Select Employees page, where you will see a list of employees (direct reports) for whom you can create manager documents.
2. On the Select Employees page, select the individual employees for whom you want to generate manager documents by placing a check next to their names, or click Select All to include all direct reports.

Note. If you need help finding a direct report, click the Search for an Employee button on the Create Performance Documents page. This takes you to a page where you can search for employees by first name, last name, or employee ID.

3. Click Continue once you have selected all the employees for whom you'll be creating manager documents. This takes you to the Document Creation Details page, where you can define the performance period begin and end dates and specify the review type and the review template ID on which to base the document.
 4. Click on the Create Document button on the Document Creation Details page to generate the manager documents for the employees selected.
-

Note. To create an employee document, open the manager's document (Maintain Document page) and click the Create Employee Document button. (This button is available only if no employee document exists). Once you click this button, it will not appear again.

Creating Manager Documents Based on Group ID

Below are the steps managers must follow to create manager documents based on group IDs.

1. Access the Select a Group page and choose the group for which you want to generate documents.
-

Note. In order for managers to have access to groups on this page, they must be designated as the managers of these groups using the Manager ID field on the Group Profile page.

2. When you select a group, the system automatically takes you to the Select Employees page, where you will see a list of employees belonging to the group, for whom you can create documents. Generate a document for an individual employee by selecting the check box next to the employee's name, or click Select All to generate documents for all employees associated with the group ID.
-

Note. The only employees you can see listed on this page are employees belonging to groups for which you have been designated a manager using the Manager ID field on the Group Profile page.

Note. If you need help finding an employee, click the Search for an Employee button on the Create Performance Documents page. This takes you to a page where you can search for employees by first name, last name, or employee ID.

3. Click Continue once you have selected all the employees who will be part of the document creation. This button takes you to the Document Creation Details page, where you can define the performance period begin and end dates and specify the document type and the template ID on which to base the performance document.
 4. Click on the Create Document button on the Document Creation Details page to generate the document(s).
-

Note. To create an employee document, open the manager's document (Maintain Document page) and click the Create Employee button. (This button is available only if no employee document exists). Once you click this button, it will not appear again.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, "Setting Up Groups".

Pages Use Create Manager Initiated Performance Documents

Page Name	Object Name	Navigation	Usage
Document Creation	OPRROWS_MULTI	Manager Self-Service, Performance Management, Create Performance Documents, Click on a group ID on the Select a Group page.	To select individual employees for document creation.
Document Creation Details	EP_CREATEAPPR_MGR	Click the Continue button on the Document Creation page.	Enter review details and generate documents.
Select a Group	SS_GROUP_SELECT	Manager Self Service, Performance Management, Create Group Documents	Select employees by group ID.
Employee Search	OPRROWS_SEARCH	Access by clicking the Search button on the Document Creation page	Enables managers to search for employees for whom they want to create manager documents by first name, last name, or employee ID.

Creating Manager Initiated Performance Documents for Direct Reports

Access the Performance Document Creation page

Performance Document Creation

Select Employees

Enter the as of date for the selection of direct reports and click Go. Select the checkbox next to an employee's name or click Select All to initiate performance documents for all of your direct reports. Click Continue once you have selected all the employees who will be part of this document creation process.

Transaction Effective Date 

Direct Reports For Betty Locherty					Find	First	1-38 of 38	Last
Select	Name	EmplID	Job Title	Department				
☒	Adland Chu	KU0065	SrPyrI Clk	Finance				
☒	Angela McKay	KU0069	GenAuditor	Finance				
☐	Angelica Alvarez	KUZ100	SrFinAnlst	Finance				
☐	Annie Mirzoyan	KU0077	Bus Anlyst	Finance				
☐	Bailey MacDonald	KUL402	SrFinAnlst	Finance				
☐	Beatrice Test	K0G004	Fin Anlyst	Finance				
☐	Bianca Baltran	KUZ101	Fin Anlyst	Finance				
☐	Bruce McNally	KUL457	Fin Anlyst	Finance				
☐	Christelle Stevenson	KU0020	SrPyrI Clk	Finance				
☐	Connie Chung	KUZ112	GenAuditor	Finance				
☐	Connor Henderson	KUL408	T&L Spclst	Finance				

Document Creation page (1 of 2)

Performance Document Creation

Select Employees

Select the checkbox next to an employee's name or click Select All to initiate performance documents for all of your direct reports. Click Continue once you have selected all the employees who will be part of this document creation process.

Group Members for Betty Locherty					Find	First	1-47 of 47	Last
Select	Name	EmplID	Job Title	Department				
☒	Richard Stankowski	C10001	SrAP Clerk	Finance				
☒	Beatrice Test	K0G004	Fin Anlyst	Finance				
☐	Cynthia Thompson	KCL001	Acct Clerk	Finance				
☐	Patrick Seto	KU0011	GenAuditor	Finance				
☐	Christelle Stevenson	KU0020	SrPyrI Clk	Finance				

Review Document page (2 of 2)

The Document Creation page lists all employees for whom you can generate a manager document by Name, EmplID, Job Title, and Department.

Transaction Effective Date	Enter a transaction date. The system displays the manager's direct reports as of the date specified.
	Note. This field does not appear on the page when the user is generating reviews based on group IDs.
Go	Click to update the list of employees retrieved based on the as of date entered in the Transaction Effective Date field. Note that the "Go" button serves only to refresh the list of employees using the transaction effective date. It does not initiate the generation of documents.
Select All	Click to generate manager documents for all employees displayed in the list. If you do not want to generate documents for all employees in the list, place a check next to the names of the individual employees for whom you want to create documents.
Search For an Employee	Click to go to the search page where you can look for employees by first name, last name, or employee ID.
Continue	Click to go to the Document Creation Details page, where you define the performance period begin and end dates and specify the document type and the template ID on which to base the performance document.

Entering Document Creation Details and Generating Performance Documents

Access the Document Creation Details page.

Create Performance Documents

Below is a list of employees that you selected for Performance Document Creation. Complete the information in the *Document Creation Details* section below, then click the **Create Documents** pushbutton to generate documents for these employees.

Document Creation Details

Period Begin Date: 
Period End Date: 

Document Type: 
Template ID:

Create Documents

Selected Employees

Employee ID	Last Name	First Name	Job Title
C10001	Stankowski	Richard	Clerk-Accounts Payable Sr
K0G004	Test	Beatrice	Analyst-Financial

Document Creation Details page.

Effective Date	Displays the Transaction Effective Date you entered on the Document Creation page.
-----------------------	--

- Period Begin and End Date** Enter the dates that the performance period begins and ends. The performance period is the segment of time for which you are creating the document.
- Document Type** Enter the Document Type. For example: annual, quarterly, project review, and so forth.
- The types available for selection are those you defined on the Document Type page.
- Template ID** This field becomes available for entry only if the Document Types page was configured with a template source of “User Defined” for this document type. If available for entry, you must enter the template ID that should be used to generate the documents.
- Create Documents** Click to generate manager documents for the employees listed at the top of the page.

Selecting a Group

Access the Select a Group page.

Performance Document Creation

Select Group

Select the group of employees you wish to process from the list below.

Groups Managed by Betty Locherty			
	Group ID	Description	Last Update Date/Time
1	HXPSGRP1	Merit Increase Group	10/08/02 10:30:48PM
2	HXPSGRP10	PlanSal Group	10/28/02 4:36:34PM
3	HXPSGRP11	Merit Inc Gp	10/28/02 5:53:22PM
4	HXPSGRP12	Sal Plan Unoffc	
5	HXPSGRP13	PS Unoffc	
6	HXPSGRP2	Merit Increase Group	10/08/02 10:20:16PM
7	K0BUDGET2002	Salary Budget Group 2002	
8	K0MERIT2001	Merit Increase 2001	
9	KU100	Department 13000	10/17/02 2:49:52PM
10	KU120	Project Group for KU0007	10/11/02 9:29:23AM

Select Group page

Note. This page is available only if you have enabled employee selection by group ID.

- Group ID** Click on the group ID associated with the employees for whom you want to generate documents. When you select a group ID, the system automatically takes you to the Create Performance Documents page, where you will see a list of employees for whom you can create documents.
- Group Member List Updated On** Displays the date on which the member list was last updated by Human Resources. This date comes from the group build process.

Note. When the manager accesses this page the group must have already been generated by Human Resources. Any changes, such as termination or transfer, that occur after this date will not be reflected. These changes will only be incorporated when the group is regenerated.

CHAPTER 9

Accessing Performance Documents

This section discusses how to access performance documents in ePerformance.

Understanding Access

In ePerformance the most common way to access performance documents is by way of the Document Selection page. (Documents can also be accessed via URLs embedded in emails sent via PeopleSoft workflow, but we'll concentrate on the Document Selection page in this chapter). The Document Selection page displays a list of documents users can view, update, and modify, or on which they can perform administrative actions such as changing due dates. The list of documents displayed on this page includes hyperlinks to those documents that are accessible to the user. Because this page appears in different locations with only minor variations throughout the application—users must pass through this page before they can access many other transaction pages—we document it once here and refer to it without further documentation in other sections of this PeopleBook.

The Document Selection page can be accessed from the following links, each representing a different action or set of actions a user can perform:

- Manager Links

- Maintain Documents

This link can be found on the Managers homepage, under Performance Management. You can also navigate to this link using the Portal menu by going to Manager Self-Service, Performance Management, Maintain Documents.

- View Performance History

This link can be found on the Managers Homepage, under Performance Management. You can also navigate to this link using the Portal menu by going to Manager Self-Service, Performance Management, View Performance History.

- Enter Preliminary Ratings

This link can be found on the Manager Homepage, under Performance Management. You can also navigate to this link using the Portal menu by going to Manager Self-Service, Performance Management, Enter Preliminary Ratings.

- Transfer a Document

This link can be found on the Manager Homepage, under Performance Management. You can also navigate to this link in the Portal menu by going to Manager Self-Service, Performance Management, Transfer a Document.

- Change a Document Due Date

This link can be found on the Manager Homepage, under Performance Management. You can also navigate to this link in the Portal menu by going to Manager Self-Service, Performance Management, Change a Document Due Date.

- Change Document Status

This link can be found on the Manager Homepage, under Performance Management. You can also navigate to this link in the Portal menu by going to Manager Self-Service, Performance Management, Change Document Status.

- Cancel Documents

This link can be found on the Manager Homepage, under Performance Management. You can also navigate to this link in the Portal menu by going to Manager Self-Service, Performance Management, Cancel Document.

- Employee Links

- Performance Documents

This link can be found on the Employee Homepage, under Performance Management. You can also navigate to this link on the Portal menu by going to Employee Self-Service, Performance Management, Performance Documents.

- HR Administrator Links

- Change Due Dates

You can navigate to this link on the Portal menu by going to Workforce Development, Performance Management, Administer Documents, Change a Document Due Date.

- Change Document Status

You can navigate to this link on the Portal menu by going to Workforce Development, Performance Management, Administer Documents, Change Document Status.

- Transfer Document

You can navigate to this link on the Portal menu by going to Workforce Development, Performance Management, Administer Documents, Transfer Document.

- View Performance Documents

You can navigate to this link on the Portal menu by going to Workforce Development, Performance Management, Administer Documents, View Performance Documents.

- Cancel Documents

You can navigate to this link on the Portal menu by going to Workforce Development, Performance Management, Administer Document, Cancel Documents.

Selecting Documents Using the Document Selection Page

This section explains how to use the Document Selection page to access performance documents.

Page Used to Access Performance Documents

Page Name	Object Name	Navigation	Usage
Document Selection	EP_APPR_SELECT	Many possible navigations.	Displays performance documents users can view, update, and modify, or on which they can perform various administrative actions.

Selecting Reviews

Access the document selection page.

Note. The title of the page changes depending on the navigation used to access the page.

Maintain Documents

Enter an Employee Id in the search criteria, then click the **Refresh** button. This list can be filtered further by entering a Document Type, Earliest End Date and/or Author Type.
To access a particular author's portion of one of these documents, click on the document's "Author" hyperlink.

Search Criteria

Document Type: Refresh
Employee ID: Santos, Antonio Reset
Earliest End Date: Author Type:

Documents								
Employee	Begin Date	End Date	Document Type	Document Status	Author	Author Type	Author Status	Employee Job Title
Santos, Antonio	06/15/2002	12/31/2002	Project	InProgress	Locherty, Betty	Manager	InProgress	Assistant-Administrative

Document Selection page

Note. Not all versions of the Document Selection page contain the complete set of fields defined below. The fields that appear vary slightly from version to version (depending upon the role context and navigation path).

Search Criteria

Enter your search criteria to limit the display of documents you can access. The selection criteria fields are as follows:

Document Type

Enter a document type. For example, annual review, quarterly review, or project review. The document types available are those you defined on the Document Types page.

EmplID

Enter an EmplID. Only documents for which the employee selected is the subject will be displayed in the grid.

Note. This field only appears on manager or HR administrator versions of the Performance Document Selection page. It is not available when the user role is employee, because employees can only view documents for which they are the subject.

Earliest End Date	Enter the earliest period end date of the documents you want to access. The system only selects documents with period end dates that are equal to or greater than the date you specify here.
Author Type	Specify the author type. Valid values are: • Manager Select <i>Manager</i> to display only manager sub-documents. • Employee Select <i>Employee</i> to display only employee sub-documents. • Blank Leave the field blank to display both manager and employee sub-documents. This will display only those sub-documents owned by the indicated author type.
Refresh	Click on the Refresh button to bring up a list of documents based on the selection criteria you defined.

Documents

The Documents grid displays a list of documents (generally sub-documents) meeting the selection criteria you have defined. To open a document, click the link in the Author column.

Name	Displays the name of the employee that is the subject of the performance document. This field is hidden when the user role is employee, since employee's cannot access performance documents pertaining to employees other than themselves.
	Note. This field does not appear when you specify an employee ID in the search criteria.
Begin Date	Displays the performance period begin date for each document meeting the selection criteria. Documents are listed based upon the most recent begin date in alphanumeric order.
End Date	Displays the performance period end date for each document meeting the selection criteria.
Document Type	Displays the Document Type for each document meeting the selection criteria. For example, annual review, quarterly review, or project review.
	Note. Document types are defined on the Document Type page.
Rating	Displays the overall rating received by an employee on either the manager or employee sub—document.
	Note. This field appears only on the Performance Document Selection page associated with the View Performance History component.

Document Status	Displays the current status of the overall performance document. For example, <i>In Progress</i> , <i>Review Held</i> , or <i>Cancelled</i> .
Author	Displays the name of the individual who owns the listed sub-document. If this sub-document is accessible to the user, then this field will be an active hyperlink. Clicking on this hyperlink will transfer the user into this sub-document. Note. The manager is considered to be the “owner” of the manager’s sub-document, and the employee is defined as the “owner” of the employee’s sub-document.
Author Type	Displays either <i>Manager</i> or <i>Employee</i> , depending on who owns the listed sub-document.
Author Status	This is the status of the listed sub-document. For example, the employee’s sub-document may be "Complete", while the manager’s sub-document "In Progress". The "Document Status" field is the status of the overall logical performance document, taking the status of each individual sub-document into account.
Job Title	Displays the job title of the employee that is the subject of the performance document. For employees with multiple concurrent jobs, a performance document relates to only one of the employee’s jobs. There would typically be a separate performance document for each of the employee’s jobs.

CHAPTER 10

Using Performance Documents

This section provides an overview of performance documents, and explains how to:

- Understand Review Process Options and statuses.
- Record preliminary performance ratings.
- Record performance notes.
- Modify and update performance criteria.
- Enter and maintain ongoing performance data on the manager's document.
- Enter and maintain ongoing performance data on the employee's document.
- Use the Language Checker.
- Review Development Tips.
- Use the Results Writer.

Understanding Employee Performance Documents

A performance document can comprise multiple sub-documents. Each sub-document is owned by an author acting in a specific role. Currently, ePerformance has two types of authors and sub-documents: managers with manager documents and employees with employee documents. These two typically make up the performance document. Generally, when the term document is used it is referring to a sub-document.

- **Manager's Document**

Managers use this sub-document to update employees performance criteria, track progress, and evaluate and comment on an employee's performance. There can be only one manager's document per performance document. Once the performance process is complete, the information contained in the manager's sub-document becomes the official source of information used by HR and other business processes regarding an employee's performance.

- **Employee's Document**

Employees use this document to enter or update their own performance criteria, track their progress against their performance plan, and evaluate and comment on their own performance. Managers can use this document throughout the performance period for insight into the employee's perception of goals and objectives, progress, and assessments.

In addition, ePerformance provides the following pages to support the process of recording, maintaining, and finalizing performance document data:

- The Preliminary Ratings page

This page enables managers to enter preliminary (unofficial) ratings for employees before they enter official rating data in the manager's document. These ratings are used to generate the Ratings Distribution Summary, which enables managers and HR administrators to compare preliminary ratings with desired and actual rating distributions. Employee cannot see these preliminary ratings.

- Performance Notes and Performance Notes Details pages

These pages enable managers and employees to record notes about an employee's performance and accomplishments that can be referenced later when managers and employees are updating or completing their respective performance documents. Performance notes cannot be seen by anyone other than the author of the notes.

- Results Writer

Managers can use these pages to select predefined statements that describe an employee's proficiency in a particular area. Selected statements can be modified as needed. In addition, managers can view a composite of result statements in to help determine the proficiency level that best fits the employee's performance.

- Development Tips

Managers and employees can access these pages through the performance document to display tips that can help employees develop or use proficiencies in various areas. Though designed for competencies and sub-competencies, development tips can apply to other capabilities as well.

- Language Checker

The Language Checker page alerts the manager to inappropriate language that appears in a manager's document and suggests alternative language.

Example of Process Flow

Depending on how you set up your system, participants in the performance process can use the ePerformance pages as follows:

Note. The following is provided only for the purpose of illustration. How (and if) you use these pages depends on your own performance process and how you configure your system.

1. Managers use the *Create Employee Documents* or *Create Group Documents* pages to create a single employee document or group of employee documents at the beginning of the performance period.
2. Managers enter preliminary ratings for employees on the Preliminary Ratings page at the beginning of the performance process.
3. Managers access the manager document (Maintain Documents page) for the performance documents they own and review the performance criteria for the employee that is the subject of the document. Managers can edit, delete, and add (if the template is configured as such) additional performance criteria.
4. After review or updating the performance criteria, managers click the Create Employee Document button on the manager's document to create the employee documents for the employees for which they are responsible. Provided the automatic notification feature is enabled, employees are automatically notified when the employee document becomes available.
5. Managers begin taking notes on individual employees' performance using the Performance Notes and Performance Notes Details pages. This can continue throughout the performance process period. Managers can refer to these notes when updating the employee's progress or evaluating employee performance.

6. Employees begin to taking notes on their own performance and accomplishments on the Performance Notes and Performance Notes Details pages. They can continue throughout the performance process period. Employees can later refer to these notes when updating their employee documents.
7. Employees can edit, add, and delete performance criteria on their employee document. If the document template allows it, they can also add performance criteria.
8. The employee completes any updates to their employee document and clicks the Complete button to submit the document to the person responsible for reviewing their performance.
9. The manager reviews the employee document and uses the manager's document to evaluate the employee's performance. The employee's document can be displayed from within the manager's document. This enables the manager to cut and paste from the employee's document into their document. The manager can use the Language Checker and Results Writer tools, if these features are enabled.
10. The manager makes the manager's document available to the employee by clicking the Available for Review button on the manager's document, if this feature is supported by the template.
11. The employee accesses the manager's document and can add comments if a section is provided for employee comments. The employee can also view development tips. The employee review of the manager's document can be face-to-face, using printout of the document, or viewing the document online.
12. Depending on how your system is configured, the manager can submit the document to for approval. ePerformance supports multiple approval options, using the standard PeopleSoft HR approval process, and sequencing options, such as approval is required after the employee review, before the employee review, or not at all.

Common Terms Used in this Chapter

Author Status	The status of the sub-document.
Document Status	The status of the overall performance document, taking into account the statuses of the individual sub-documents.
Evaluation Fields	The fields (page elements) on a document that managers and employees can use to assess an employee's performance. These can include: Rating, Weight, Comments, Status, and Percent Complete. Users can enter values for these fields on the Maintain Documents page during the performance process.
Performance Criteria Fields	The fields on a document that managers and employees can edit. These can include: Item Title, Item Description, Item Measurement, Item Supports, Item Due Date, Item Reminder Date, Item Critical flag, Item Ownership, Item Minimum Weight, Sub-Item Title, Sub-Item Description. Users can edit these fields on the Update Performance Criteria page during the performance process.

Understanding Review Process Options and Statuses

ePerformance uses Review Process Options, document statuses, and approval status values to control the following:

- The page elements available to users on the manager and employee documents.

- The different levels of access that managers, employees, and administrators have to sub-documents and to the data stored in these documents.
- The actions managers, employees, and administrators can perform at different points in the performance cycle.

In this section we describe the different review process options and status values that can be associated with a performance document, and then discuss how these values work together to control user access and user actions.

Review Process Options

In ePerformance you select a performance process option as part of your template setup. This option controls when (and if) performance documents require approval. It also determines workflow; that is, the stages (document statuses) through which documents must pass before they are considered complete.

The performance process values are:

- **Approval Before Review Held**
This value indicates that the document should be approved before the manager discusses it with the employee.
- **Approval After Review Held**
This value indicates that the approval process must be initiated after the manager has reviewed the document with the employee and the employee or the manager has acknowledged the document.
- **Approval, No Review Held**
This value indicates that the manager will not review the document with the employee, but approval is still required.
- **No Approval, Review Held**
This value indicates that the manager will review the document with the employee, but the document does not need approval.
- **No Approval, No Review Held**
This value indicates that the manager will not review the document with the employee, and the document does not need approval.

Note. The approval process is documented in detail in the chapter *Understanding Approvals*.

See [Chapter 11, “Managing Approvals,” page 135](#).

Review Document Statuses

ePerformance tracks the status of manager and employee documents using a set of status codes. Status codes provide a way of identifying the *stages* a performance document moves through during the performance cycle. They also control when users can view or edit documents and data during the performance cycle, what actions they can perform, and what page controls are available to them.

The statuses through which documents must pass and the sequence of these statuses are determined by the performance process option defined on the template.

Document Statuses for Managers

Following is a description of the document statuses for manager documents.

- **In Progress**

This is the status of the manager's document when it is first created. The document stays in this status until the manager selects *Available for Review*, *Complete*, or *Submit for Approval* depending on the setup and approval process required.

- **Available for Review**

A document can only become *Available for Review* when the current status of the document is in *In Progress* and the following two conditions are met:

- Review Process is set to *Approval Required After Review Held*, or to *No Approval – Review Held*, or to *Approval required Before Review Held*.
- Approval Status is set to *Approved*.

To change the status of a document to *Available for Review*, the manager must click the Available for Review button located on the manager's document. Now the employee is able to view the document and add comments to section where Special Processing is set to *Employee Comments*. The manager can only edit the document in sections that are configured as *Manager Comments*.

While the document is in the status of *Available for Review*, the Review Held button appears on the document. This button enables the manager to change the status of the document to *Review Held* and indicates that the manager has met with the employee to review the document.

- **Review Held**

This status indicates that the manager has discussed the document with the employee. While a performance document has the status of *Review Held*, the employee and the manager have view only access to the document except to enter or edit the Manager Comments or Employee Comments sections of a document, if these sections exist.

- **Acknowledged**

This status indicates that the employee or the manager has acknowledged the document. When this status is in effect, the Employee Comments and Manager Comments sections can no longer be updated (both managers and employees have read-only access). When a performance document is in this status, only the HR administrator can change the status back to *In Progress*.

- **Complete**

This status indicates that the performance process is finished and no further changes can be made to the document.

- **Cancelled**

This status indicates that the document has been cancelled. Managers can use the Cancel Document page to cancel documents up until the time that the document status is *Acknowledged* or *Complete*. HR administrators can cancel documents at any time using their own Cancel Document page.

Note. The *Available for Review*, *Review Held*, and *Acknowledged* statuses never apply when the performance process option is set to *No Approval*, *No Review Held* or *Approval No Review Held*. In these cases, employees can only view the manager's document when the status is *Complete*.

Employee Document Status Values

Following is a description of the document statuses for employee documents.

- In Progress

This is the status of the employee document when it is first created. While the status is *In Progress*, the employee can modify all aspects of the document as allowed by the template definition. The Manager may also see selected performance criteria fields. However, managers cannot access evaluation fields on the employee document.

- Complete

With this status, employees have view only access to the document and are unable to edit or modify the content. Similarly, the manager has view only access to the document but can select the Rework button to return the document to the employee for revision. When the manager returns a document, the system changes the self-appraisal status back to *In Progress* and makes the Complete button available again.

The employee changes the status of the employee document from *In Progress* to *Complete* by selecting the Complete button. This button becomes available when the document is first created or sent back for rework.

Note. Only the manager has the ability to send the document back for rework when the status of the Manager's document is *In Progress*.

- Cancelled

The status of the employee document changes to *Cancelled* only when the manager's document is canceled.

Note. To cancel a document, access the Cancel Document page.

Approval Statuses

Approval status values track the status of manager documents through an optional approval process. They work in combination with the document statuses to determine when and if documents can be accessed, what actions a user can perform, and which page controls are available to them.

For example, if during setup, the performance process option is set to *Approval After Review Held*, managers can give employees access to performance documents by setting the status of their documents to *Available for Review* before their approval status has been set to *Approved*. However, if the performance process option is *Approval Before Review Held*, the manager cannot grant access to a performance document until the approval status is set to *Approved*.

Below is a list of *approval* status values:

- Not Submitted

This status is set when a document is first created—unless the template rules indicate that approval is not required.

- Submitted

This status indicates that the document has been submitted for approval.

- Approved

This status is set when the last approval is obtained during the approval process.

- Denied

This status is set if an approver denies or rejects a document. If this occurs, the document is sent back to the manager, and the document status of the manager's document is set back to *In Progress*. The manager must then resolve the problem that led to approval being denied, and go through the employee review and employee acknowledgement process again.

- **Approval Not Required**

This status is set if approval is not required based on the performance process option selected during the template setup.

See [Chapter 11, “Managing Approvals,” page 135](#).

How Document Status, Approval Status, and Review Process Options Control User Actions

For each review process option, the following tables illustrates how document status and approval status work together to control user actions on the manager document.

Note. The buttons referred to in the following tables are hidden until they are valid for use.

Approval Before Review Held

The following table applies when the performance process option is Approval Before Review Held.

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Not Submitted
2. Manager clicks the Submit for Approval button	In Progress	Submitted
3. All persons in the approval chain approve the document.	In Progress	Approved
4. Manager clicks the Available for Review button.	Available for Review	Approved
5. Manager discusses document with employee and clicks the Review Held button.	Review Held	Approved
6. Employee or manager clicks the Acknowledge button to acknowledge the document.	Acknowledged	Approved
7. Manager clicks the Complete button.	Complete	Approved

Note. If approval is denied in step 3, the document status remains *In Progress* and the approval status changes to *Denied*.

Approval After Review Held

The following table applies when the performance process option is Approval After Review Held.

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Not Submitted
2. Manager clicks the Available for Review button.	Available for Review	Not Submitted
3. Manager discusses document with employee and clicks the Review Held button.	Review Held	Not Submitted
4. Employee or manager clicks the Acknowledge button to acknowledge the document.	Acknowledged	Not Submitted
5. Manager clicks the Submit for Approval button	Acknowledged	Submitted
6. All persons in the approval chain approve the document.	Complete	Approved

Note. If approval is denied in step 6, the document status changes to *In Progress* and the approval status changes to *Denied*.

Approval No Review Held

The following table applies when the performance process option is Approval No Review Held.

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Open
2. Manager clicks the Submit for Approval button to initiate the approval process.	In Progress	Submitted
3. All persons in the approval chain approve the document.	Complete	Approved

Note. If approval is denied in step 3, the document status changes to *In Progress* and the approval status changes to *Denied*.

No Approval No Review Held

The following table applies when the performance process option is No Approval No Review Held.

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Approval Not Required
2. Manager clicks the Complete button to complete the document.	Complete	Approval Not Required

No Approval Review Held

The following table applies when the performance process option is No Approval Review Held.

Action	Document Status	Approval Status
1. Manager completes edits to the document.	In Progress	Approval Not Required
2. Manager clicks the Available for Review button.	Available for Review	Approval Not Required
3. Manager discusses review with employee and clicks the Review Held button.	Review Held	Approval Not Required
4. Employee or manager clicks the Acknowledge button to acknowledge the document.	Acknowledged	Approval Not Required
5. Manager clicks the Complete button to complete the document.	Complete	Approval Not Required

Entering Preliminary Review (Rating) Data

This section discusses how to enter preliminary review data for an employee.

Understanding Preliminary Ratings

ePerformance enables you to enter preliminary ratings for an employee based upon the rating model for the Overall Summary section defined on the template. You can update preliminary ratings at any time while a performance document has a status of *In Progress*. Preliminary ratings are used for planning only and to generate the Review Results Distribution report, which can be used to determine whether your ratings are distributed in the expected manner. Employees cannot view preliminary ratings.

See “Chapter on Inquiry pages”

Page Used to Enter Preliminary Ratings

Page Name	Object Name	Navigation	Usage
Preliminary Ratings	EP_APPR_PRELIM	Manager Self Service, ePerformance, Enter Preliminary Ratings	Enter preliminary ratings.

Entering Preliminary Rating Data

Access the Preliminary Ratings page.

Preliminary Ratings

Employee	Begin Date	End Date	Document Type	Document Status	Author	Author Status	Employee Job Title
Chu,Adland	01/01/2002	12/31/2002	Annual	InProgress	Locherty,Betty	InProgress	Clerk-Payroll Sr

You have chosen to enter or update the Preliminary Rating on the document indicated above.
Enter the new Preliminary Rating in the box below, then click the **Save** button.

Preliminary Rating

Save

Cancel

Preliminary Ratings page.

Preliminary Rating

Enter a preliminary rating. You select from the list of ratings defined for the Rating Model that's associated with the Overall Summary section of the document.

Save

Click to save the preliminary rating.

Cancel

Click to cancel the preliminary rating and return to the Document Selection page.

Recording Performance Notes

This section presents an overview of performance notes functionality and explains how to use the Performance Notes and Performance Notes Detail pages.

Understanding Performance Notes

ePerformance enables both employees and managers to record or update performance notes on the Performance Notes and Performance Notes Detail pages at any time during the performance cycle. Employees can create a record of events, activities, and accomplishments that they can later use to complete their performance document. Similarly, managers can record details of an employee's performance that they may find useful to have on hand when they are completing the employee's evaluation.

Note. Although there are different navigations to the manager and employee versions of the Performance Notes and Performance Notes Detail pages, the manager and employee versions of these pages are almost identical. Any minor differences are noted.

Pages Used to Enter Performance Notes

Page Name	Object Name	Navigation	Usage
Performance Notes	EP_PERF_NOTES	- Manager Self Service, ePerformance, Maintain Performance Notes - Employee Self-Service, ePerformance, Performance Notes	View or update existing performance notes; access the Performance Notes Detail page where you can enter new notes.
Performance Notes Detail	EP_NOTES_DETAILS	Click the Add New Note button on the Performance Notes page.	Enter a new performance note.

Viewing and Editing Existing Performance Notes

Access the Performance Notes page.

Note. The following screenshot displays the manager version of the Performance Notes page.

Maintain Performance Notes

Enter the Employee Id of the subject employee in the search criteria, then click the **Refresh** button. (This list can be filtered further by entering a "Starting Date").

New notes can be added and existing notes can be edited. To add a new note, click on the "Add New Note" button. To edit or access the details of an existing note, click on the note's "Edit Note" button.

Search Criteria

Emplid:

Earliest Note Date:

Maintain Performance Notes page

Search Criteria

To view performance notes for a specific employee, enter an EmplID and a Starting Date in the Search Criteria group box. The EmplID field appears only on the manager version of this page, since employees can only view their own notes.

Refresh

Click to view a list of performance notes meeting the search criteria.

Add New Note

Click to access the Performance Notes Detail page where you can create a new note.

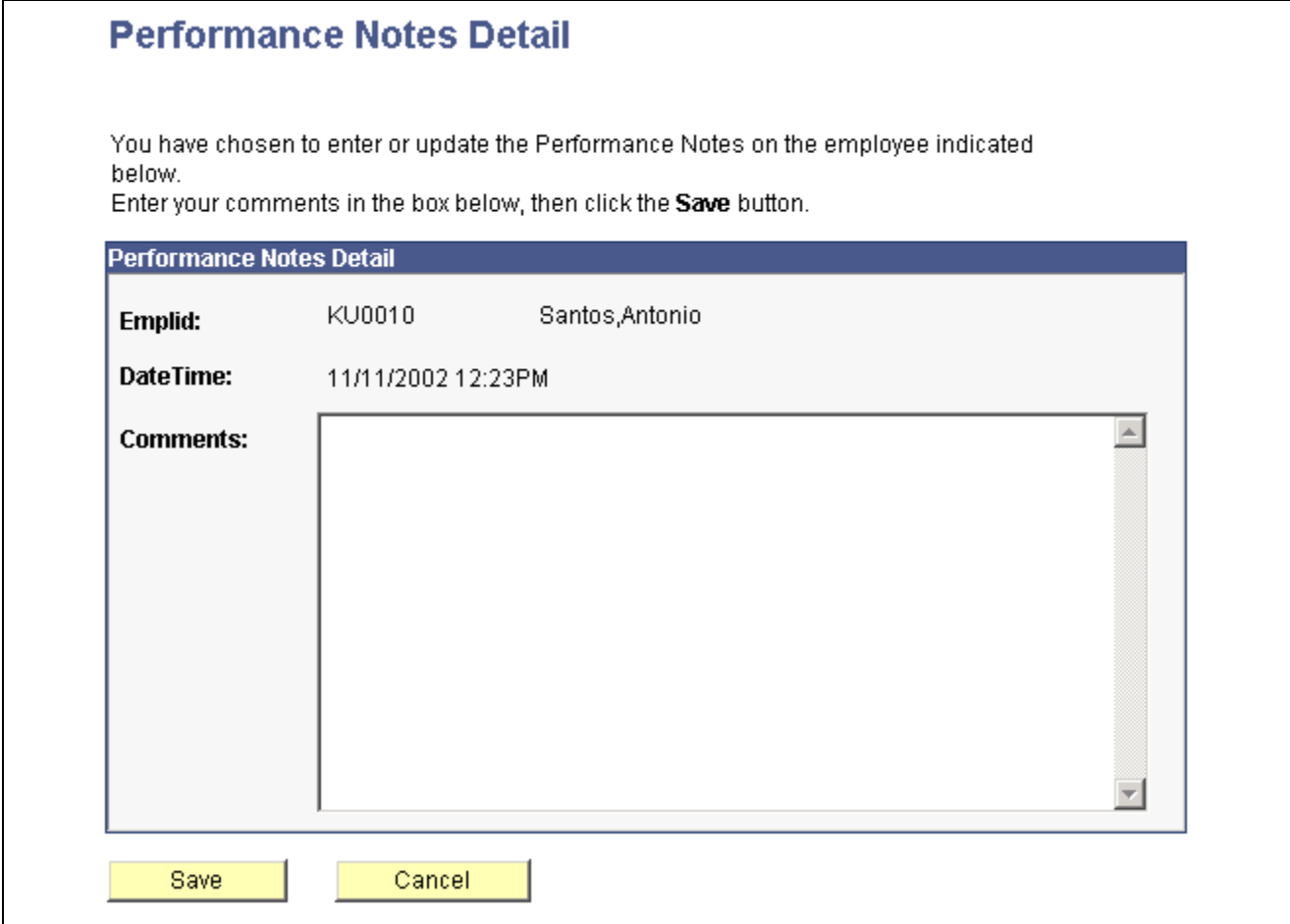
Performance Notes

The Performance Notes group box displays existing performance notes.

Edit Note Click the Edit Note button to view or edit an existing performance note.

Entering New Notes

Access the Performance Notes Detail page.

The screenshot shows the 'Performance Notes Detail' page. At the top, the title 'Performance Notes Detail' is in a blue header. Below the title, a message states: 'You have chosen to enter or update the Performance Notes on the employee indicated below. Enter your comments in the box below, then click the **Save** button.' Below this message is a form titled 'Performance Notes Detail' with a blue header. The form contains three fields: 'Emplid:' with the value 'KU0010' and 'Santos, Antonio'; 'DateTime:' with the value '11/11/2002 12:23PM'; and 'Comments:' with a large, empty text area. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Performance Notes Detail page

Comments Update existing notes in the Comments text box, or enter a new note.

Save Click to save the new note.

Cancel Click to cancel the new note.

Modifying Performance Criteria

While the template that generates a performance document determines its layout and content, managers and employees can make certain modifications to their respective documents by clicking the Update Criteria link on the Maintain Documents page. The types of modifications allowed depend, in part, on the template rules.

Employees and managers should work together when modify performance criteria in either the employee or manager documents. If the template allows performance criteria to be updated, these updates can take place at any time during the performance period.

This section discusses:

- The types of modifications that authors can make to their documents.
- The steps for modifying manager and employee documents.
- Prerequisites for adding performance criteria to performance documents.
- Pages used to modify performance criteria.

Types of Modifications

The following is a summary of the types of changes that authors can make to their documents.

- Add performance criteria, such as goals, responsibilities, or competencies against which the employee will be evaluated.

Authors can add *freeform* criteria or select *coded* criteria (predefined items) from a prompt table.

- Delete performance criteria.

Performance criteria can only be deleted when they are not identified as *mandatory*.

- Edit performance criteria.

The following rules apply:

- Predefined criteria identified as mandatory cannot be edited.
- Predefined non-mandatory criteria and freeform mandatory items can be edited when they contain any of the following fields: Supports, Due Date, Reminder Date, Critical, Ownership, Minimum Weight fields or freeform sub-items.
- Freeform non-mandatory criteria can be edited when they contain any of the following fields: Description, Measurement, Supports, Due Date, Reminder Date, Critical, Ownership, and Minimum Weight fields or freeform sub-items.

Managers can only modify performance criteria in documents that they own. They cannot edit the employee documents once it is created. Because the employee document is a snapshot of the performance criteria contained in the manager's document, it's recommended that managers make any updates to their own document prior to creating the employee document so both document start out in sync.

Employees can only modify performance criteria in the their own documents.

This section explains how to modify performance criteria.

Understanding Modification Steps

The procedures for modifying performance criteria on a performance document are as follows:

1. Click the Update Criteria link on the Maintain Documents page. The Update Performance Criteria page appears.

Note. The Update Criteria link appears within individual sections of the Maintain Documents page if the template definition allows that section to be modified.

2. Click the OK button to confirm that you want to update performance criteria.

The Performance Criteria page for the selected section appears. (The title of this page changes depending on the section that you're editing).

3. Click one of the following links or buttons associated with a performance criterion, as appropriate:
 - Title. Click the item's title to access the Performance Criteria Detail page, where you can view the item's definition.
 - Edit. Clicking this button takes you to the Edit Criteria page, where you can modify (edit) the criterion.
 - Delete. Click this button to delete a performance criterion. This takes you to the Delete Confirmation page.

Note. You cannot delete a criterion that is defined as mandatory—the Delete button does not appear for these items.

- Add. Click this button to access the Add Performance Criteria page, where you can select from the following options depending on your template configuration:

Add Predefined Criteria. Select this option to add a performance criterion that's already defined in the system.

Add Your Own Criteria. Select this option to add a freeform criterion.

After making your selection, click the Next button. If adding predefined criteria, you can search for and select the items to add and save your selections. If adding your own criteria, you enter the criteria you want to add and save your entries. (This option appears only if the template used to create the document enables the creation of Freeform items in this section.)

Prerequisites for Adding Evaluation Criteria

To add evaluation criteria to a document, the Add Items feature box must be enabled on the Rules/Roles page of the Template Definition (setup) component.

Pages Used to Modify Performance Criteria

Page Name	Object Name	Navigation	Usage
Maintain Documents	EP_APPR_SELECT	Manager Self Service, Performance Management, Maintain Documents	Select the document for which you want to modify performance criteria.
Performance Documents	EP_APPR_SELECT	Employee Self Service, ePerformance, Performance Documents	Select the document for which you want to modify performance criteria.

Page Name	Object Name	Navigation	Usage
Maintain Documents	EP_APPR_MAIN1	Managers: on the Maintain Documents page, select the document to modify. Employees: on the Performance Documents page, select the document to modify.	Initiate process of updating performance criteria by selecting the Update Criteria link.
Update Performance Criteria	EP_APPR_MAIN2	Click the Update Criteria link on Maintain Documents or Performance Documents page.	Confirm intention to update performance criteria.
Update Review Criteria	EP_APPR_EDIT1	Click the OK button on Update Performance Criteria page.	Select the section of the document containing the criteria you want to modify.
Performance Criteria Section	EP_APPR_EDIT2	Click the OK button on Update Performance Criteria page.	Select the Edit button to edit specific performance criteria within a section; select the Delete button to delete performance criteria; click the Add button to create entirely new performance criteria; view details of performance criteria by clicking the title of a criteria item.
Performance Criteria Detail	EP_APPR_EDIT5	Click on a performance criteria title on the Performance Criteria Section page.	View details of a performance criterion.
Edit Criteria	EP_APPR_EDIT5	Click the Edit button on the Performance Criteria Section page.	Edit performance criteria.
Delete Confirmation	EO_DEL_CONFIRM	Click the Delete button on the Performance Criteria Section page.	Confirm intention to delete performance criteria.
Add Performance Criteria	EP_APPR_EDIT3	Click the Add button on Performance Criteria Section page.	Register intention to add a performance criterion already defined in the system, or one that has not yet been defined.
Extension of Add Performance Criteria page #1	EP_APPR_EDIT3	Select the Add Pre-Defined Criteria radio button and click the Next button on the Add Performance Criteria page.	Select predefined criteria to add to a performance document.
Extension of Add Performance Criteria page #2	EP_APPR_EDIT5	Select the Add Your Own Criteria radio button and click the Next button on the Add Performance Criteria page.	Define new performance criteria to add to a performance document.

Evaluating Employee Performance on the Manager's Document

This section presents an overview of entering and maintaining ongoing performance data, and explains how to use the manager's document.

Understanding the Evaluation Process

ePerformance is designed to be a complete performance process that covers performance planning to performance evaluation. However, you have the option of implementing the complete process or just portions of it.

In the preceding chapter, we discussed how employees and managers can adjust the performance criteria contained in their respective documents. We've already seen that at the beginning of the performance period, managers may define performance criteria on the manager's performance document (as described elsewhere in this chapter) and make employee documents available to their employees, based upon this baseline, or snapshot of the manager's document. We've also seen that managers and employees can both adjust the performance criteria contained in their respective documents in a collaborative environment (if permitted by the template). In this section, we'll be focusing on the part of the process where the employee's performance against the performance criteria is evaluated. (Organizations that do not formally evaluate employee performance may choose to not implement this part of the process). In order to evaluate an employee's performance against plan (that is, performance against the performance criteria contained in the performance document), managers can enter ratings and/or comments as permitted by the template, at any time during the performance period. This evaluation information can be updated at any time, is not visible to the employee (or anyone else) until the manager marks the document as "complete" and ready for employee review. While updating evaluation information, the manager has full access to the performance notes that they have been maintaining on the subject employee. In addition, the manager can also view the performance criteria contained in the employee's document. (Note that employee's can evaluate their own performance in the employee's document, just as managers evaluate employee performance in the manager's document. This employee self-evaluation is discussed in a subsequent section). At the end of the performance period, after the manager has entered all evaluation information, and the document is "finalized", the manager's document is considered to be the official record of reference of the employee's performance. The process of "finalizing" the manager's document varies, depending upon settings in the template. For example, the document may need to go through an electronic approval process (as defined by an approval ruleset), and/or a formal review of the document with the employee may be required. Whether there is an approval process, whether there is a review with the employee, and when a review occurs relative to gaining any required approvals is defined in the template. Thus, the process of evaluating an employee's performance and finalizing the performance document can be made up of the following steps:

- Evaluate an employee's performance.

Depending on the template definition, you can enter ratings, weights, status information, completion percentages, comments, and other content in the performance document on an ongoing basis throughout the performance period. The employee's document may be accessed from within the manager's document in order to view the employee's perspective of performance criteria. Once the employee has completed their document, any self-evaluation information contained in the employee's document is available to the manager as well as the performance criteria.

- Move the manager's document from one status or stage in the performance cycle to another—for example, from *In Progress* to *Available for Review*, and from *Review Held* to *Review Acknowledged*. Each of these changes in status is triggered by a page control (a button) on the manager's document itself.

Pages Used by Managers to Enter and Maintain Performance Data

Page Name	Object Name	Navigation	Usage
Maintain Performance Documents	EP_APPR_MAIN1	Manager Self Service, ePerformance, Maintain Documents, Maintain Documents	Enter and maintain employee performance data.

Entering and Maintaining Review Data

Access the Maintain Performance Documents page.

Maintain Performance Document

Antonio Santos

Enter ratings and result statements for each section containing performance criteria. You can edit the performance criteria by clicking the Update Criteria hyperlink. Save entries made on the performance document by clicking the Save for Later button. Once complete, save and submit the document for approval by clicking the Submit for Approval button.

Performance Document			
Document Type:	Project Review	Document ID:	284
Author Type:	Manager	Template ID:	KU000007
Author:	Betty Locherty	Employee ID:	KU0010
Begin Date:	06/15/2002	Due Date:	01/30/2003
End Date:	12/31/2002	Document Status:	In Progress
Job Title:	Assistant-Administrative	Approval Status:	Not Required

[Expand All Sections](#) [Collapse All Sections](#)

▼ **Initiatives**

[Update Initiatives Criteria](#)

▼ **Increase Customer Satisfaction**

Description: To increase the level of customer satisfaction

Maintain Documents page (1 of 3)

▼ Employee Goals

[Update Goals Criteria](#)

[View Other Authors](#)

Goals Summary

Summary Rating:

Numeric Rating:

0.00

Summary Weight:

%

Minimum Weight:

0 %

▼ Competencies

Listed below is a set of competencies to be rated. Some competencies will contain behaviors that should be rated. You must also enter comments for each competency listed below. For help writing comments, click the Results Writer hyperlink.

[Update Competencies Criteria](#)

[View Other Authors](#)

Competencies Summary

Summary Rating:

Numeric Rating:

0.00

Summary Weight:

%

Minimum Weight:

0 %

Maintain Performance Documents page (2 of 3)

The screenshot displays a web interface for performance reviews. It features two main sections: 'Overall Summary' and 'Employee Comments'. The 'Overall Summary' section includes buttons for 'Calculate Rating' and 'Override Rating', a field for 'Overall Rating', a 'Numeric Rating' field showing '0.00', and a 'Comments' text area with a vertical scrollbar and a print icon. The 'Employee Comments' section has a larger 'Comments' text area. At the bottom, there are buttons for 'Create Employee Document', 'Calculate All Ratings', 'Save for Later', and 'Available for Review'.

Maintain Performance Documents page (3 of 3)

Note. The Performance Review page shown here includes sections for a company's mission statement and initiatives, and an illustrative group of responsibilities, competencies and goals. The actual sections, items, and subitems that appear in the documents you use will vary depending on your selections on the template definition pages.

Buttons and Links

The availability of the buttons and links described below depend on your system setup.

View Printable Performance Review

Click this link to view a printable version of the performance document. Use the browser's File → Print command to print a hardcopy of the document.

Update <section name> Criteria

Click this link to modify the performance criteria in this section of the document. This takes you to additional pages where you can add, delete, and modify criteria in this section.

See [Chapter 10, "Using Performance Documents," Modifying Performance Criteria, page 111.](#)

Check Language

Select to run the Language Checker. The Language Checker allows the manager to check a performance review for inappropriate language that may be used in the manager's document. When inappropriate words are identified, the Language Checker suggests alternative words or phrases that might be used that would be more acceptable from an organization's perspective.

See [Chapter 10, "Using Performance Documents," Using the Language Checker, page 128](#).

Calculate All Ratings

Click to calculate all of the item and section ratings, as well as the overall rating displayed on the performance document. (Ratings are not calculated for items, sections, or summaries that have been overridden.)

Override Rating

Click this button to override a system-calculated rating or remove an existing override.

The button can be found at the following levels on the performance review page (depending on your template definition):

- At the item level within a section.

You can override the system calculated average of individual sub-item ratings.

- At the section summary level.

You can override the section rating that the system derives from the individual item ratings.

- At the overall performance review summary level.

You can override the overall rating that the system derives from the section-level ratings.

Note. An override that you enter remains in place until you remove it. To have the system recalculate the rating, remove the override.

Save for Later

Click this button to save your work and return to it later. The system calculates all ratings contained in the review (according to template rules) prior to saving the review to the database.

Create Employee Document

Click to generate a self-appraisal form for the employee.

Sections in the Review

Documents are divided into sections, with each section containing a different type of content. For example, a section can include your organization's mission statement, assessment criteria, employee comments, manager comments, an overall summary, or signature lines. The sections that appear in a performance document are determined by the template that generates the form.

Evaluation Fields

You can use the following fields to evaluate an employee's performance. The template associated with the performance document determines which of these fields appear on the document and which fields you can update.

Rating

Rating fields can be found at any or all of the following levels on the performance document page (depending on your template definition):

- The sub-item level (sub-item rating).
- The item level (rating).
- The section level (section rating).
- The overall performance document summary level (overall rating). (This is the rating assigned to the Overall Summary section of the review).

Use the Rating field to view or enter ratings. The action permitted depends on where the field occurs and the user actions allowed by the template definition. For example, at the overall summary and section summary levels, the rating field is view only unless the manager has permission to override system calculated ratings.

Weight

Use this field to:

- Define the weight of an item relative to the other items in the same section.
- Define the weight of a section relative to the other sections in the document.

Note. The sum of the weights for all items in a section, or all sections in a document must equal 100% in the manager's document.

Comments

The comments text box can appear at any level of the document specified in the template definition: the item level or the section summary level.

For example, you can include a Goals Summary edit box in a Goals section, or a Responsibilities Summary edit box in a Responsibilities section.

Use this freeform text box to summarize an employee's performance results relative to the corresponding performance criteria item or section.

Status

Identify the status of the item. Possible statuses are Complete, In Progress, N/A (Not Applicable).

Percent Complete

Enter the completion percentage for an item displayed on the performance document.

Results Writer

Click to access the Results Writer page where you can select predefined statements to include in the review. This content can be associated with items or sub-items.

Development Tips

Click to access the Development Tips page where you can view tips that can help the employee improve or develop proficiency in a particular area.

Performance Criteria Fields

The following fields display additional information about the performance criteria included on the performance document. The template associated with the document determines which of these fields appear on the forms. To update the values in these fields, click the Update Performance Criteria link on the Maintain Performance Review page.

Note. You cannot change the value of items indicated as mandatory.

See [Chapter 10, “Using Performance Documents,” Modifying Performance Criteria, page 111](#).

Item Description	This field displays a brief description of the performance item. You can change the description of freeform items, as needed.
SubItem Description	This field displays a brief description of the performance sub-item. You can change the description of freeform sub-items, as needed.
Measurement	This field can display a description of the criteria for measuring an employee's success at meeting this goal or objective. For example, if the goal is to reduce customer complaints by 5%, the measurement might be: “Based on the number of complaints received by Customer Support through December 31, as compared to complaints made in the previous year.” You can change the information for freeform items, as needed.
Supports Item	This field can display the name of a performance item in another section that is closely related. You can modify the value in this field. Typically, this field is used to link goals to initiatives, or competencies to responsibilities, initiatives or goals.
Due Date	You can enter a due date in this field. For example, you might specify when a particular goal should be completed.
Reminder Date	You can enter a date in this field for informational purposes.
Critical	If marked <i>Y</i> (yes), the corresponding item in the section is considered critical for the job. You can override this setting. Values are <i>Y</i> and <i>N</i> . (note: no special processing occurs for Items flagged as Critical)
Ownership	Indicates who owns the item. Options are <i>Manager</i> or <i>Employee</i> .
Minimum Weight	If you're permitted to change the weight of the item or section, you cannot enter a value that's below the minimum weight displayed here.

Other Page Elements

Mandatory	If marked <i>Y</i> (yes), the corresponding item in the section is required for the job. The manager cannot delete or edit the item corresponding to the mandatory flag when used in a document.
------------------	--

Note. The Mandatory indicator is set as part of the template definition.

Overall Summary, Comments, and Signature Sections

At the end of a performance document (or elsewhere if you want) you can add sections for an overall summary, employee comments, manager comments, and signatures. PeopleSoft delivers the following predefined section definitions:

Summary	This freeform text box can be used by managers to summarize the overall performance and accomplishments. It can also be used to discuss future actions or expectations for the next performance period.
Manager Comments	This freeform text box is used by managers to comment on the employee's performance or address comments or concerns the employee might express in the employee comments section.
Employee Comments	This freeform text box is used by employees to comment on the manager's document. Employees can use this text box to record comments regarding anything, including the performance process, agreement/disagreement with the manager's evaluation, issues, concerns, etc.
Signatures	This section includes lines for the manager's and employee's signatures. At this time, ePerformance does not support a true electronic signature, however clicking the "Acknowledge Review" button records the fact that a review of the document was held with the employee.

Evaluating Performance on the Employee's Document (Employee Self-Evaluation)

This section presents an overview of entering and maintaining ongoing performance data, and explains how to use the employee self-evaluation form.

Understanding the Self-Evaluation Process

In ePerformance, the performance process is not a one-time activity, but an ongoing process requiring use of the performance document at different points in the process. Although ePerformance supports a complete end-to-end performance process (from planning for performance through evaluation of performance), you have the option of implementing as much or as little of the complete end-to-end process as fits your organization's requirements.

In the preceding sections, we saw how employees and managers can adjust the performance criteria contained in their respective documents at any time throughout the performance period. We've already seen that at the beginning of the performance period, managers may define performance criteria on the manager's performance document (as described elsewhere in this chapter) and make employee documents available to their employees, based upon this baseline, or snapshot of the manager's document. We've also seen that managers and employees can both adjust the performance criteria contained in their respective documents in a collaborative environment (if permitted by the template). Finally, we've seen how managers can record an evaluation of the employee's performance in the manager's document (which is the official record of reference for employee performance).

While entering evaluation information, managers have the ability to view an employee's perspective on their own performance (the self-evaluation). In this section, we'll be focusing on the part of the process where the employee records a self-evaluation of their own performance against the performance criteria contained in the employee's document. (Organizations that do not enable employees to self-evaluate their performance may choose to not implement this part of the process).

In order to self-evaluate their performance against plan (that is, performance against the performance criteria contained in the employee's performance document), employees can enter ratings and/or comments as permitted by the template, at any time during the performance period. This evaluation information can be updated at any time, and is not visible to the manager (or anyone else) until the employee marks the document as "complete". (Marking the employee document "complete" provides full access to the manager, including visibility into the self-evaluation information).

While updating self-evaluation information, the employee has full access to the performance notes that they have been maintaining throughout the performance period. At the end of the performance period, after the manager has entered all evaluation information, and the document is "finalized", the manager's document is considered to be the official record of reference of the employee's performance.

The process of "finalizing" the employee's document is much simpler than finalizing the manager's document. The employee simply enters ratings and comments (as permitted by the template), and marks the document as "complete". Thus, the process of self-evaluating an employee's performance is as follows:

- Enter and update ratings, summaries, results, and other content in the employee's document on an ongoing basis if allowed by the template.
- Employees access the employee document to move the document from a status of *In Progress* to *Complete*. This status change is triggered by a page control on the employee document itself.

When the status of an employee document is *In Progress*, managers can only view the performance criteria; they cannot view the evaluation fields until the employee document is *Complete*. Once the employee document is complete, the employee cannot update it further. Managers have view access only, but can click the Return for Rework button to return the form to the employee for revision. (Clicking the Return for Rework button changes the status of the employee document back to In Progress).

Note. Employee documents can be created by an HR administrator when the manager documents are created, or can be created by managers using the Create Employee Document button on the manager's document.

Pages Used by Employees to Enter and Maintain Self-Evaluation Data

Page Name	Object Name	Navigation	Usage
Performance Documents	EP_APPR_MAIN1	Employee Self-Service, Performance Management, Documents, Maintain Document	Enter and maintain employee self-evaluation data.

Entering and Maintaining Performance Data

Access the Maintain Performance Document page.

Maintain Performance Document

Wendy Kwan

Enter ratings and result statements for each section containing performance criteria. You can edit the performance criteria by clicking the Update Criteria hyperlink. Save entries made on the performance document by clicking the Save for Later button. Once complete, save and submit the document for approval by clicking the Submit for Approval button.

Performance Document			
Document Type:	Annual Review	Document ID:	208
Author Type:	Employee	Template ID:	DEMO_FA
Author:	Wendy Kwan	Employee ID:	KU0096
Begin Date:	01/01/2002	Due Date:	03/01/2003
End Date:	12/31/2002	Document Status:	In Progress
Job Title:	Analyst-Financial		

[Expand All Sections](#)

[Collapse All Sections](#)

- ▶ **Mission Statement**
- ▶ **Initiatives**
- ▶ **Employee Goals**
- ▶ **Responsibilities**

Maintain Performance Document page (1 of 6)

▼ Competencies

Listed below is a set of competencies to be rated. Some competencies will contain behaviors that should be rated. You must also enter comments for each competency listed below.

[Update Competencies Criteria](#)

▼ Competency 1: Analytical thinking

Description:

- Anticipates obstacles.
- Breaks problems apart systematically
- Makes logical conclusions
- Sees consequences, implications.
- Sees causal relationships, inferences.

Rating: 4-Very Good

Comments: My performance during the performance period to date has demonstrated my ability to perform analytical analyses. As an example, the development of our new customer program required significant analytical analysis of revenue and cost curves, operating margining, customer behaviours, etc.

▼ Competency 2: Conceptual thinking

Description:

- Recognizes key actions, underlying problems
- Makes connections and patterns.
- Recognizes patterns, uses concepts to diagnose situations
- Simplifies, clarifies difficult material.

Rating: 5-Expert

Comments: I've consistently demonstrated excellence in conceptual thinking skills. As an example, I created a training program for all junior financial analysts to help them use financial constructs and concepts when determining accounting treatment for nonrecurring expenses.

Maintain Performance Document page (2 of 6)

▼ Competency 3: Articulate & concise	
Description:	
Rating:	4-Very Good ▼
Comments:	My peers have consistently recognized my ability to deliver clear, succinct messages. Additionally, our CFO has asked me to speak on his behalf at two conferences this past year. 
▼ Competency 4: Organize & present ideas well	
Description:	
Rating:	4-Very Good ▼
Comments:	I've been able to demonstrate this skill multiple times over the past two quarters. First, I was asked to present our new customer support policy at our customer conference where I received high presentation marks from our customers. Second, our CFO has asked me to speak on his behalf at two conferences this past year. 

Maintain Performance Document page (3 of 6)

▼ Competency 5: Action Oriented

Description:

Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.

Behavior 1: Drives hard, shows initiative

Sub-Rating:

Talented

Development Tips

Behavior 2: Takes risks, moves with little planning

Sub-Rating:

Overused Skill

Development Tips

Behavior 3: Takes independent action

Sub-Rating:

Towering Strength

Development Tips

Behavior 4: Immediately tackles problems

Sub-Rating:

Towering Strength

Development Tips

Behavior 5: Seizes opportunities

Sub-Rating:

Talented

Development Tips

Calculate Rating

Rating:

Talented

Comments:

Maintain Performance Document page (4 of 6)

The screenshot shows two sections of a performance document. The top section, titled 'Competencies Summary', contains a 'Calculate Rating' button, a 'Summary Rating' of 'Exceeds Expectations', and a 'Comments' text area with the text: 'I've consistently demonstrated the company values set forth to guide employee behaviour. My contribution to the new customer program is an excellent example of achieving a strategic company objective with professional and polished leadership skills.' The bottom section, titled 'Overall Summary', contains a 'Calculate Rating' button, an 'Overall Rating' of 'Exceeds Expectations', and the same 'Comments' text area.

Competencies Summary

Calculate Rating

Summary Rating: Exceeds Expectations

Comments: I've consistently demonstrated the company values set forth to guide employee behaviour. My contribution to the new customer program is an excellent example of achieving a strategic company objective with professional and polished leadership skills.

Overall Summary

Calculate Rating

Overall Rating: Exceeds Expectations

Comments: I've consistently demonstrated the company values set forth to guide employee behaviour. My contribution to the new customer program is an excellent example of achieving a strategic company objective with professional and polished leadership skills.

Maintain Performance Document page (5 of 6)

The screenshot shows the 'Employee Comments' section of a performance document. It contains a 'Comments' text area with the text: 'Key points to make during my performance review with Betty: 1) I achieved goals not included in my performance document (i.e., built a new revenue projection model all new healthcare products, reducing turnover of high-performers, etc.). 2) I'm ready to take the next step in my career. I want to seek'. Below the text area are three buttons: 'Calculate All Ratings', 'Save for Later', and 'Complete'.

Employee Comments

Comments: Key points to make during my performance review with Betty:
1) I achieved goals not included in my performance document (i.e., built a new revenue projection model all new healthcare products, reducing turnover of high-performers, etc.).
2) I'm ready to take the next step in my career. I want to seek

Calculate All Ratings

Save for Later

Complete

Maintain Performance Document page (6 of 6)

Note. The Performance Document page shown here includes sections for a company's mission statement and initiatives, and an illustrative group of responsibilities, competencies and goals. The actual sections, items, and subitems that appear in the documents you use will vary depending on the selections on the template definition pages.

Page Controls Used to Move the Document From Status to Status

Complete

Click this button to change the status of the employee document from *In Progress* to *Complete*.

Note. If workflow is enabled for notifications, the manager is notified when the employee clicks this button. The manager can then view all fields on the employee document. Before the employee document is *Complete*, the manager cannot view the performance evaluation elements (ratings, weights, comments, status, and the complete percentage).

Rework Employee Document

Click to return the employee document to the employee for revision.

Note. This button appears only in the manager view of the employee document, and only when the status of the employee document is *Complete* and the status of the manager's review is *In Progress*. (That is, the manager must select the employee document from the Document Selection page). When the manager clicks this button, the employee receives an automatic email notification that the employee document needs rework (provided workflow is enabled for notifications). The status of the employee document is reset to *In Progress*.

Additional Control Buttons

Calculate All Ratings

Click to calculate the item, section, and overall ratings displayed on the performance document. (Ratings are not calculated for items, sections, or summaries that have been overridden).

Save for Later

Click to save your work and return to it later. The system calculates all ratings contained in the review (according to template rules) prior to saving the review to the database.

Sections in the Review

Documents are divided into sections, with each section containing a different type of content. For example, a section can include your organization's mission statement, assessment criteria, employee comments, manager comments, an overall summary, or signature lines. The sections that appear in a performance document are determined by the template that generates the form.

Performance Evaluation Page Elements

The fields and other elements that employees can use to assess their own performance on the self-appraisal form are the same as the fields that managers can complete on the manager's review. These fields are documented earlier in this chapter. (The Results Writer link does not appear on the employee document).

Using the Language Checker

This section explains how to use the Language Checker feature.

If the Language Checker feature is set up for your system, a Check Language button appears at the bottom of the manager's document. When you click this button, the system checks all Comments text boxes for inappropriate language, displays any objectionable words or phrases, and suggests possible alternatives.

See Also

[Chapter 6, "Defining Content for the Language Checker," page 63](#)

Page Used to Review Language Checker Results

Page Name	Object Name	Navigation	Usage
Check Language	EP_LANG_CHECK_SEC	Click the Check Language button at the bottom of the manager's performance document.	Check for inappropriate language within a review and review suggested alternatives.

Reviewing the Results of the Language Checker

Access the Check Language page.

Maintain Performance Document

Check Language

Word/Phrase found: Age

Found in...

Overall Summary Section

Results:

Wendy is consistently a high-performer. She is extremely valuable to the company. Her efforts are always superior to her peers. Wendy never takes short-cuts or performs the same old routines, but always provides thorough analysis in her work. Overall, Wendy performs at a higher level than her peers of the same **age**.

Change

Ignore

Ignore All

Close

Apply

Cancel

Language Suggestions:

It is best not to refer to an employees age or maturity when describing the employees ability or inability to perform job tasks or functions.

Proper Usage:

Employee lacks the proper managerial training to manage other employees.

Incorrect Usage:

Employee is to young to be managing other employees.

Check Language page

The word or phrase that's deemed inappropriate appears at the top of the page. The sentence in which it's used is shown below it.

You can edit sentences or click the Ignore button to see the next sentence. To edit a sentence:

1. Click the Change button to access edit mode.
2. Edit the sentence.
3. Click the Apply button to save your change and continue checking.

If more than one objectionable word or phrase is found in the document, each is displayed in succession, and you can the field where the text is found by following the procedure above. If you click the Ignore button, the system continues to check the remainder of the document without opening this field for edits. If you click the Ignore All button, the system will not notify you of this same objectionable text if it appears elsewhere in the document. If you click the Close button, the Language Checker will be terminated, and you'll be returned to the performance document.

Using Development Tips

This section describes how managers and employees can use the Development Tips page to view tips for developing a particular competency, sub-competency, or other performance criterion. This feature is available only if it has been implemented for your organization. During system set up, development tips can be associated with performance criteria (items and sub-items) contained in a performance document.

The behavior of the Development Tips page varies, depending on your system setup and when the user accesses the page:

- If you access the page after entering a rating, the system lists tips that are specific to the employee's proficiency as determined by the rating.
- If you access the page before entering a rating, the system displays all tips that are appropriate for the item being rated, regardless of the employee's proficiency.

Note. If no tips are associated with the selected competency or sub-competency during setup, all fields on the Development Tips page are empty. You can search for tips that meet your selection criteria.

Page Used to Review Development Tips

Page Name	Object Name	Navigation	Usage
Development Tips	EP_DEV_TIPS	Click the Development Tips link on the document.	View tips for improving a competency, sub-competency, or other capability.

Reviewing Development Tips

Access the Development Tips page.

Development Tips

Below are tips to help improve performance for the following competency and rating.

Competency:

Sub-Competency:

Review Rating:

[Advanced Search](#)

Development Tip	
Rating:	Skilled
Not comfortable marketing yourself? You don't know how to get promoted. You dislike people who blow their own horns. Here's how to do it. Build a performance track record of variety - start up things, fix things, innovate, make plans, come under budget. This is what will get you promoted. All organizations are looking for broad thinkers to give fresh opportunities to. Start by thinking more broadly.	

Development Tips page

You can search for development tips by completing the Search for text field or by completing the other fields on this page.

Search for Text	To search for tips that contain a particular word or phrase, enter the word or phrase here and click the Search button.
Competency Type	To have the system display tips for competencies of a certain type or category, select the type here. (Competency types are associated with competencies when competencies are defined).
Competency	To have the system display tips for a particular competency, select the competency here.
Review Rating	To have the system display tips that are appropriate to the employee's competency rating, select the rating here.

Using the Results Writer

Managers can use the Results Writer to select predefined statements to include in the Comments text box on a review. Upon selecting the statements to insert, the system automatically modifies any gender references and inserts the employee's name where appropriate. The manager can then make additional changes, as needed. The Results Writer is not available to employees, even when an employee is viewing a manager's document.

The behavior of the Results Writer page varies, depending on your system setup and when the user accesses the page:

- If you access the page after entering a rating, the system lists suggested statements that are specific to the employee's proficiency as determined by the rating.
- If you access the page before entering a rating, the system displays all statements that are defined for the item being rated, regardless of the employee's proficiency, along with the rating corresponding to each statement.

Note. If no statements are associated with the selected competency or sub-competency during setup, all fields on the Results Writer page are empty. You can search for statements that meet your selection criteria.

Page Used to Search for Results Writer Content

Page Name	Object Name	Navigation	Usage
Results Writer	EP_RESULTS_WRITER	Click the Results Writer link on the performance document.	Search for predefined performance statements that can be used in the Results area.

Using the Results Writer

Access the Results Writer page.

Results Writer

The suggested results text below can be used to describe the employee's performance for the following competency and rating.

Competency:

Sub-Competency:

Review Rating:

[Advanced Search](#)

Select	Suggested Results Text
☒	%1 enjoys working hard. %2 will generally do what is necessary to get things moving. %2 has an optimistic outlook and is prepared to go the extra mile.

Results:

Wendy enjoys working hard. She will generally do what is necessary to get things moving. She has an optimistic outlook and is prepared to go the extra mile.

Results Writer page

You can search for statements by selecting the check box next to the Suggested Result Text. Click Search and the system displays the suggested text, as it would appear in the performance document, in the Results area. You can directly modify the text in the Results area.

Done Click this button to save the text to the performance document.

Clear Click this button to clear the text in the Results area.

CHAPTER 11

Managing Approvals

This section provides an overview of the approval process, discusses the prerequisites for approval workflow, and explains how to approve documents.

Understanding Approvals

Because the process for approving performance documents varies greatly from one organization to another, ePerformance enables you to tailor the approval process to fit your organization. This section provides an overview of the approval options and the approval process, and explains how the system does the following:

- Controls where in the business process approvals must be obtained (if any).
- Controls who participates in the approval process.
- Identifies the approval status of documents.
- Controls what users can do during different points in the approval process.

Controlling When Approvals Must be Obtained

The template that's used to generate documents determines when, and if, documents must be approved. To require approval, one of the following options must be selected in the Review Process field on the Template Definition page during setup:

Review Process Option	Description
Approval Before Review Held	Designed for organizations that require the manager's document to be approved before the manager meets with the employee to discuss the document.
Approval After Review Held	Designed for organizations that do not require approval until after the manager and employee have discussed the document and the employee or the manager has acknowledged the document.
Approval No Review Held	Designed for organizations in which approval is required, but no review meeting is held.

Note. Two additional review process options are available for organizations that do not require review approvals.

See Also

Designing Employee Performance Documents, Defining General Information for a Template

Controlling Who Participates in the Approval Process

The number of approvers required for a performance document is controlled by the Approval Rule Set option selected when creating the template definition for the performance documents. You can have performance documents approved by:

- The manager's manager and the ePerformance HR administrator, or
- The ePerformance HR administrator only.

See Also

Designing Employee Performance Documents, Defining General Information for a Template

Approval Statuses

The system uses approval status values to track and manage the approval of documents. Certain changes to the approval status automatically update the document status.

Approval Status Values

ePerformance tracks and manages the approval status of documents using the following status values:

Approval Status	Description
Not Submitted	The initial status for performance documents that require approval. It indicates that there has been no approval action.
Submitted	The approval status of a performance document changes to submitted when the manager submits a performance document for approval (by selecting the Submit button on the performance document).
Approved	Indicates that the last approver has approved the document.
Denied	Indicates that an approver has denied the document. When a performance document is denied the document status of the manager's document changes back to <i>In Progress</i> and the approval process must be initiated again based upon the timing.
Approval Not Required	This status is set when a performance document is created and the document requires no approval.

When a performance document is first created, its approval status is set to *Not Submitted* or *Approval Not Required* based on the Review Process option defined on the template:

- The initial status is *Approval Not Required* if the Review Process is set to No Approval No Review Held or No Approval Review Held.
- The initial status is *Not Submitted* if the Review Process is set to any other value.

Controlling User Actions During the Approval Process

Approval Rulesets, Review Process options, Approval Status values, and Document Status values control which page elements appear on the documents and what users can do during different points in the approval process. For example, if the Review Process option is Approval After Review Held, the Submit button becomes available on the manager's document when the document status changes from *Review Held* to *Acknowledged*.

See Also

Link to discussion in Using Employee Performance Documents chapter.

Understanding How to Initiate and Complete the Approval Process

The general procedure for initiating and completing the approval of documents is outlined here. The specific steps you take depend on the performance process option selected on the template definition, as described later in this chapter.

1. The manager initiates the approval process by clicking the Submit button on the manager's document.
Once the document is submitted, this button is no longer visible unless the approval is denied. The manager can track the approval process for the document through the View Approval Status page.
See [Chapter 13, "Using Inquiry Pages," page 151](#).
2. The first designated approver in the approval chain (a manager, an HR administrator, or other individual) is notified that the document is ready for approval.
3. Each designated approver signs off on the document.
Each time a reviewer gives his or her approval, the system notifies all those who previously approved the document. The current approver receives a confirmation notice of their approval.
4. If all required approvals are granted, the approval status of the document changes to *Approved*.
After approval is obtained, the manager cannot edit the ratings, review band, points, or weights.
5. If approval is denied at any point, the approval status of the document changes from *Submitted* to *Denied*.
The system notifies the initiating manager and all previous approvers. The current approver also receives a notice confirming the denial.
The status of the manager's document reverts to *In Progress*, giving the manager the ability to edit the document and address the reason for the denial.

Understanding the Review Process Options

Following are descriptions of the three options that are available for document approvals. In each case, the manager initiates the approval process by clicking the Submit button on the manager's document. The point at which this button becomes available depends on the document status of the manager's document, which is determined by the value in the Review Process field on the template definition.

Approval Required Before Review Held

If the performance process is set to Approval Before Review Held, the following events occur:

1. The manager clicks the Submit button on the manager's document to initiate the approval process.
2. When the approval process is complete, the document status is *In Progress*, approval status is *Approved*, the Available for Review button appears.
3. The manager clicks the Available for Review button. The Review Held button appears.
4. The manager clicks the Review Held button after meeting with the employee. The Acknowledgement and Acknowledgement Override buttons appear.
5. The employee or the manager acknowledges the review of the document (using the Acknowledgement button or the Acknowledgement Override button). The Complete button appears.
6. The manager clicks the Complete button.

Approval Required After Conducting Review Meeting

If the performance process is set to Approval After Review Held, the following events occur:

1. The manager clicks the Available for Review button. The Review Held button appears.
2. The manager clicks the Review Held button after meeting with the employee. The Acknowledgement and Acknowledgement Override buttons appear.
3. The employee or the manager acknowledges the document (using the Acknowledgement button or the Acknowledgement Override button). The Submit button appears.
4. The manager clicks the Submit button to initiate the approval process.
The document status changes to Complete once all approvals are given.

Manager Submits Review for Approval—Review is Not Held

If the performance process is set to Approval No Review Held, the manager clicks the Submit button to initiate the approval process and the document status changes to *Complete* once all approvals are given.

Prerequisites

The approval process is designed to automatically route performance documents from one designated approver to another in the approval chain, and to notify each approver by email when it is his or her turn to sign off on a performance document. Procedures for enabling notification are provided in the Defining Basic Settings and Tables chapter.

Note. The Alternate Role User feature is not available in ePerformance.

See [Chapter 3, “Defining Basic Settings and Tables,” page 15](#).

Approving a Review Document

This section discusses how to approve a performance document.

The pages that managers and HR administrators use to grant or deny approval are essentially the same. For this reason we document only the manager version of the page.

Note. Managers can use the View Approval Summary and Detail pages to view the approval status of documents in which they are the originator or approver of the document. HR administrators can view the approval status of the document at any point in the approval process.

See Also

[Chapter 13, “Using Inquiry Pages,” Viewing Approval Status \(Managers\), page 154](#)

Pages Used to Approve Documents

Page Name	Object Name	Navigation	Usage
Select Transaction to Approve	SS_LIST	Manager Self-Service, Performance Management, Approve Performance Documents	(Managers) Select the employee for whom you want to grant or deny approval of a performance document.
Approve Performance Documents	EP_APPRAISAL_MGR	Select the document for which you want to grant or deny approval.	(ePerformance HR Administrators) Grant or deny approval of a performance document.
Approve Performance Documents	EP_APPRAISAL_ADM	Workforce Development, Performance Management, Administer Documents, Approve Documents	(ePerformance HR Administrators) Grant or deny approval of a performance document. Note: this page is not accessible from the self service Workflow Inquiry page for administrators in this release.
Comments	SS_PROC_CMNTS_SEC	Click the Comments link on the Approve Performance Documents page.	View comments entered by other approvers.

Approving a Document

Access the Approve Performance Documents page.

Approve Performance Documents

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

MacDonald,Bailey

EmplID: KUL402

Performance Document

Doc Type: Annual Review**Author:** Locherty,Betty**Period Begin Date:** 01/01/2002**Period End Date:** 12/31/2002**Rating:** Meets Expectations
[Performance Document Details](#)

Process Detail

Name	Role Name	Process Action	Process Action Date
Locherty,Betty	Originator	Submit	11/11/2002
Kessler,Marc	ePerformance HR Admin		
Rodriguez,Anna Lucia	ePerformance HR Admin		
Locherty,Betty	ePerformance HR Admin		
Locherty,Betty	ePerformance HR Admin		
Rodriguez,Anna Lucia	ePerformance HR Admin		

[Comments](#)

Approve Performance Document page (1 of 2)

The screenshot shows a web form titled 'Approve Performance Document page (2 of 2)'. It contains a 'Process Action' section with a dropdown menu. Below this is a 'Comment' section with a text area and a scroll bar. At the bottom left is a yellow 'Save' button.

Approve Performance Document page (2 of 2)

The employee's name appears at the top of the page, followed by the EmplID (employee ID).

Performance Documents

Document Type Displays the type of document whose approval status is displayed on the page. For example, annual review, quarterly review, or project review.

Note. Document Types are defined on the Document Type page.

Author Displays the name of the individual with primary responsibility for the employee's performance process and content of the document.

Period Begin Date Displays the begin date of the performance period.

Period End Date Displays the end date of the performance period.

Rating Displays the final overall rating received by the employee.

Performance Document Details Click this link to access the Maintain Performance Document page in display-only mode. This page contains the complete performance document.

Process Detail

This group box displays detailed information regarding the approval history of a performance document.

Name Displays the name of the individual who submitted the document for approval as well as the name of any individual required to approve the document. Note that there can be multiple approvers for a single document.

Role Name Displays the role/position of the individual who submitted the review for approval or who is required to approve the document.

Process Action	Displays the approval action taken by each individual in the approval queue. Possible actions are <i>Submit</i> , <i>Approve</i> , and <i>Deny</i> .
Process Action Date	Displays the date that each approval process action was taken.
Comments	Click the Comments link to view comments made by other approvers.

Process Action

Select whether to *Approve* the review or *Deny* approval.

Comment

You can use this text box to explain the reason for approving the document, or denying approval.

Approval Transactions in Error

An approval transaction may result in an “error” status if a participating manager approver cannot be resolved. Review the setup tables pertaining to the manager Access Type in use. The transaction will be available to the next approver (ePerformance HR Administrator) for approval/denial. An error message is displayed at the top of the administrator Approve Performance Documents page indicating the nature of the error.

CHAPTER 12

Performing Administrative Tasks

This section provides an overview of the tools delivered with ePerformance to help managers and HR administrators accomplish routine administrative tasks, and explains how to:

- Transfer a performance document to another manager.
- Change a due date on a performance document.
- Change the status of a performance document.
- Cancel a performance document.
- View performance documents.

Understanding Administrative Tasks

ePerformance enables managers and HR Administrators to handle routine administrative tasks.

Transfer a performance document to another manager.

There may be situations in which a performance document may need to be transferred from one manager to another. A common situation is when a reorganization causes an employee to report to a new manager. Managers and HR administrators can use the Transfer Document page to do this.

The only documents managers can transfer are those they currently own and have with a status of *In Progress*, *Available for Review*, or *Review Held*.

The only document HR administrators can transfer are those with a status of *In Progress*, *Available for Review*, or *Review Held*.

When transferring a document to another manager, the system automatically notifies the new manager that they are responsible for completing the performance process that is in progress for that employee.

Change the due date on a performance document.

Initial due dates are set directly on the document template by specifying the number of days managers and employees have to complete their document before or after the document end date. Since there is only one field on the template to store the number of days (before or after the document period end date), the system uses the same due date for both manager and employee documents.

To change the due date, managers and HR Administrators use the Change Document Due Dates page. When the due date of a document is changed, the system automatically sends out a notice alerting the employee about the date change.

Note. Managers cannot change the due date on their own documents — this must be done by an HR Administrator.

Change the status of a performance document.

Managers and HR administrators can use the Change Document Status page to change the status of a document.

- Managers can change the status of a document to *In Progress* while its current status is *Available for Review*, *Review Held* or *Acknowledged*.
- HR administrators can change the status of employee or manager documents to *In Progress* after the manager marks the document as *Complete*.

After the manager marks the document as *Complete*, the manager can no longer modify its status. Only an HR administrator can change the status or a review from *Complete* to *In Progress*.

Changing the status from *Complete* to *In Progress* removes the document from all approval queues and starts the approval process over when the document is submitted later. This also changes the status of the employee's document to *In Progress*, and makes the manager's document inaccessible to the employee.

If any competency evaluations from the completed document have been pushed to Competency Management, they are rolled back. The manager must then move the document back through the entire sequence of document statuses (for example, from *Available for Review*, to *Review Held*, to *Review Acknowledged*, and so forth), until it can once again mark it as *Complete*.

Note. Managers can set the status of an employee's document back to *In Progress* without changing the status of the manager's document by clicking the "Send Back for Rework" button on the manager's document while the manager's document is *In Progress*. This has no impact on the approval process and Competency Management.

Cancel a document.

ePerformance enables managers and HR administrators to cancel a performance document. To cancel a document, use the Cancel Document page. You can only cancel documents with a status of *In Progress* or *Available for Review*. Once a performance document is cancelled, you can no longer access or update any of the documents associated with that logical performance document. Cancelling a performance document does not remove it from the system — it only marks it as being cancelled.

View a performance document.

ePerformance enables you to view performance documents by selecting a document on the Document Selection page. You can view documents for any employee for whom you have normal HRMS security access.

Note. The Document Selection page is documented in the chapter Accessing Documents.

Accessing Performance Documents

Before you can perform any administrative action on a document, you must select a document by way of the Document Selection page. This page automatically displays whenever you click any of the navigational links to one of these administrative functions. The Document Selection page displays a list of documents matching the search criteria entered on the page, or in the case of Managers a list of performance documents owned by the manager. Once a document is selected, the user can transfer, cancel, change the status of, or set new due dates for the document.

See [Chapter 9, “Accessing Performance Documents,” page 93](#).

Common Terms Used in This Section

Name	Displays the name of the employee that the performance document is for.
Begin Date	Displays the performance period begin date for the document.
End Date	Displays the performance period end date for the document.
Document Type	Displays the Document Type for each document meeting the selection criteria.
Status	Displays the status of the document.
Job Title	Displays the job title of the employee who is the subject of the performance document.

Managing Administrative Tasks

This section discusses how to use the delivered online pages to perform common administrative tasks.

Pages Used Perform Administrative Tasks

Page Name	Object Name	Navigation	Usage
Transfer Document	EP_APPR_XFER	Manager: Manager Self Service, Performance Management, Transfer Document HR Administrator: Workforce Development, Performance Management, Administer Documents, Transfer Documents	Transfer the responsibility of an employee's performance process from one manager to another.
Change Document Due Dates	EP_APPR_DUEDATES	Manager: Manager Self Service, Performance Management, Change Document Due Date HR Administrator: Workforce Development, Performance Management, Administer Documents, Change Due Dates	Change the due date on manager or employee documents.
Change Document Status	EP_APPR_STATUS	Manager: Manager Self Service, Performance Management, Change Document Status HR Administrator: Workforce Development, Performance Management, Administer Documents, Change Document Status	Change the status of a manager document.
Cancel Document	EP_APPR_CANCEL	Manager: Manager Self Service, Performance Management, Cancel Documents HR Administrator: Workforce Development, Performance Management, Administer Documents, Cancel Documents	Cancel a manager document. When a manager document is cancelled, all documents associated with the performance document are inaccessible.
View Performance Document	EP_APPR_SELECT	HR Administrator: Workforce Development, Performance Management, Administer Documents	View performance documents.

Transferring Documents

Access the Transfer Document page.

Transfer Document

Employee	Begin Date	End Date	Document Type	Document Status	Author	Author Status
Kwan,Wendy	01/01/2002	12/31/2002	Annual	InProgress	Locherty,Betty	InProgress

You have chosen to transfer the document indicated above to another manager.
Enter the receiving manager's employee id in the box below, then click the **Save** button to complete the transfer.

Receiving Manager's ID: 

Transfer Document page

- Receiving Manager's ID** Enter the ID of the manager or any other employee to whom you are transferring responsibility for the document.
- Save** Click to transfer responsibility of the document. An automatic email notification is sent to the new manager if you have set this up.
- Cancel** Click to end the transaction without transferring document responsibility to a new manager.

Changing Document Due Dates

Access the Change Document Date page.

Change Document Due Date

Enter an Employee Id in the search criteria, then click the **Refresh** button. This list can be filtered further by entering a Document Type, Earliest End Date and/or Author Type.
You can **update the due date** for any listed author of a particular document by clicking on the document's "Author" hyperlink.

Search Criteria

Document Type:

Employee ID:  Santos,Antonio

Earliest End Date:  Author Type:

Employee	Begin Date	End Date	Document Type	Document Status	Document Due Date	Author	Author Type	Author Status	Employee Job Title
Santos,Antonio	06/15/2002	12/31/2002	Project	InProgress	01/30/2003	Locherty,Betty	Manager	InProgress	Assistant-Administrative

Change Document Due Date page

- Document Due Date** Enter the new due date for the selected document. The displayed date defaults to the current due date.
- Save** Click to set a new due date for the document and to send an email notification alerting the employee.
- Cancel** Click to end the transaction without changing the due date of the document.

Changing Document Status

Access the Change Document Status page.

Change Document Status

Enter an Employee Id in the search criteria, then click the **Refresh** button. This list can be filtered further by entering a Document Type, and/or Earliest End Date.
To **change the status** of a particular document, click on the document's "Author" hyperlink. In order to change the status of an entire document, you must change the status of the Manager's document.

Note that you can only change the status of a Manager's document that is currently "Available for Review", "Review Held", "Acknowledged", "Complete" or "Cancelled". You can only change the status of an Employee's document when the employee document status is "Complete", and the overall status is "In Progress".

Search Criteria

Document Type:

Employee ID: Santos, Antonio

Earliest End Date:

Employee	Begin Date	End Date	Document Type	Document Status	Author	Author Status	Employee Job Title
Santos, Antonio	06/15/2002	12/31/2002	Project	InProgress	Locherty, Betty	InProgress	Assistant-Administrative

Change Document Status page

Save

Click to change the status of the document to *In Progress*. You can configure your system to automatically notify the author of this change.

Note. Managers can change the status of a performance document only up to its status being set to *Complete* (that is, while its current status is *Available for Review* or *Review Held* or *Acknowledged*.) HR administrators can change the status of a performance document that is currently in the status of *Available for Review*, *Review Held*, *Acknowledged*, *Complete*, or *Cancelled*.

Cancel

Click to end the transaction without changing the status of the document.

Canceling Documents

Access the Cancel Document page.

Cancel Document

Employee	Begin Date	End Date	Document Type	Document Status	Author	Author Status
Kwan,Wendy	01/01/2002	12/31/2002	Annual	InProgress	Locherty,Betty	InProgress

You have chosen to cancel the performance document indicated above.
To confirm this cancellation, click the **Save** button.

Cancel Document page

Save

Click to cancel the document for the employee or manager whose name is shown at the top of the page.

Cancel

Click to end the transaction without canceling the document.

Note. Managers and HR administrators can only cancel performance documents that have not yet been finalized.

Viewing Performance Documents

Access the View Performance Document page.

See [Chapter 9, “Accessing Performance Documents,” page 93](#).

CHAPTER 13

Using Inquiry Pages

This section discusses how to use inquiry pages in ePerformance to:

- View employee performance history.
- View document approval status.
- Prepare data for selected inquiry pages used by HR administrators.
- View rating distributions.
- View document status.
- View document creation results.
- View detailed calculations of performance results.

Understanding Inquiry Pages

PeopleSoft ePerformance provides two separate groups of inquiry pages to enable managers and HR administrators to monitor and track different aspects of the performance process.

Manager Pages

The following inquiry pages are designed specifically for managers:

- Employee Performance History

On this page, managers can view summary performance information for performance documents that they own. Each summary line on the Employee Performance History page acts as a link to a display-only version of the Maintain Documents page, where managers can view a selected performance documents.

- View Approval Status Summary and Detail

Managers can use these pages to view the approval status of documents. They can see whether a performance document has been approved and what approval process actions are pending.

Note. If PeopleSoft Portal Pack is installed, managers can use the Employee Performance pagelet to view the status of the performance documents for which they are responsible.

See Also

PeopleSoft 8.8 HRMS Portal Pack PeopleBook, “Setting Up the HRMS Portal Pack”

Chapter 10, “Using Performance Documents,” page 99

Administrator Pages

The following inquiry pages are designed specifically for HR administrators:

- Rating Distribution Summary

This page displays preliminary, actual, and desired rating distributions for a group of employees (defined by group ID) in the form of a bar chart. Administrators can use this page to see how preliminary ratings compare to desired and actual results. This comparison enables administrators to determine whether ratings are distributed in the expected manner, and what actions they must take to bring actual ratings in line with desired ratings.

- Status Summary

Use this page to view the status of performance documents for a group of employees.

- Document Creation Results for Performance Documents

HR administrator can use these pages to view a list of employees for whom manager or employee performance documents could not be successfully created using the mass creation process, as well as performance documents that were successfully created.

- Debug/Trace Results page

This page displays the detailed calculations associated with a particular document. An HR administrator can use this information to debug suspected problems with rating calculations. (Producing the data that's required for this page can have a significant impact on system performance).

Viewing Employee Performance History (Managers)

This sections discusses how managers can view a history of performance documents.

Page Used to View Employee Performance History

Page Name	Object Name	Navigation	Usage
Employee Performance History	EP_APPR_HIST	Manager Self Service, Performance Management, View History	Display summary information about the employee performance documents that you own, including the document type, rating, and the begin and end date of each review.

Viewing Employee Performance History

Access the Employee Performance History page.

View Performance History

Below is a list of Completed documents that you own.

You can access a document by clicking on the document's "Author" hyperlink. (This list can be filtered by entering a Document Type, Employee Id, Earliest End Date and/or Author Type in the "Search Criteria" box, then click on the Refresh button.)

Search Criteria			
Document Type:		Refresh	
Employee ID:		Reset	
Earliest End Date:		Author Type:	

Completed Performance Documents

Employee	Begin Date	End Date	Document Type	Author Rating	Author	Author Type	Author Status	Employee Job Title
Adams,Cynthia	01/01/2001	12/31/2001	Perf Reww	Co Maker	Locherty,Betty	Manager	Complete	Officer-Loan
Chae,Kevin	01/01/2001	12/31/2001	Perf Reww	Meets	Locherty,Betty	Manager	Complete	Clerk-Payroll
Hoinck,Susan	01/01/2001	12/31/2001	Perf Reww	Meets	Locherty,Betty	Manager	Complete	Analyst-Business
Holsinger,Derek	01/01/2001	12/31/2001	Perf Reww	Exceeds	Locherty,Betty	Manager	Complete	Accountant
Lee,Mei	01/01/2001	12/31/2001	Perf Reww	Meets	Locherty,Betty	Manager	Complete	Analyst-Financial
McKinley,Larry J	01/01/2001	12/31/2001	Perf Reww	Exceeds	Locherty,Betty	Manager	Complete	Manager-Employee Relations
Miles,Jarred	01/01/2002	12/31/2002	Annual	Meets	Locherty,Betty	Manager	Complete	Analyst-Financial Sr
Mirzoyan,Annie	01/01/2001	12/31/2001	Perf Reww	Co Maker	Locherty,Betty	Manager	Complete	Analyst-Business
Osborn,Courtney	01/01/2001	12/31/2001	Perf Reww	Exceeds	Locherty,Betty	Manager	Complete	Auditor-General
Quilligan,Shawn	01/01/2001	12/31/2001	Perf Reww	Needs Impr	Locherty,Betty	Manager	Complete	Analyst-Financial
Schwartz,Heidi	01/01/2002	12/31/2002	Annual	Exceeds	Locherty,Betty	Manager	Complete	Analyst-Financial Sr
Zinn,Vicki	01/01/2001	12/31/2001	Perf Reww	Exceeds	Locherty,Betty	Manager	Complete	Analyst-Financial

Employee Performance History page

Search Criteria

Enter search criteria to control the display of performance documents to which you have access.

Earliest End Date

To have the system retrieve only those documents that have a performance document period end date that's the same as or later than a given date, enter that date here.

Author Type

You can have the system retrieve the manager's version of the performance documents (the official documents), self-appraisals, or both:

- Select *Manager* to retrieve the manager's documents.
- Select *Employee* to retrieve self-appraisals.
- Leave this field empty to retrieve both the manager and employee documents.

Refresh

Click to display the list of documents that meet your selection criteria.

Documents

This group box displays the list of sub-documents that meet your selection criteria. Sub-documents belonging to performance documents that are in a status of *Complete* are only displayed in the list.

Author

Displays the name of the person who authored the sub-document.

Click on the name in this field to access a display-only version of the Maintain Documents page where you can see the document.

Author Type

The author of a sub-document can be either a *Manager* or an *Employee*.

Author Status

Displays the document status of the sub-document.

Job Title

Displays the job title of the individual who owns the manager review or employee document.

Viewing Approval Status (Managers)

This section discusses how managers can view the approval status of performance documents.

Pages Used to View Approval Status

Page Name	Object Name	Navigation	Usage
View Approval Status Summary	SS_LIST	Manager Self Service, Performance Management, View Approval Status	Lists all performance document transactions for which the user is a participant in the approval process.
View Approval Status Detail	EP_APPRAISAL_MGR	Select the Performance Review link on the View Approval Status Summary page.	Displays approval status of a single employee review.

Viewing Approval Status Summary

Access the View Approval Status Summary page.

View Approval Status Summary

The hyperlinks below indicate groups for which you are a participant in the approval process. Click on a hyperlink to see details about the status of each transaction contained in the group

[Performance Document 1](#)

Submitted By: Locherty,Betty

Submitted Date: 11/11/2002

Find  1 of 1				
EmplID	Name	Description	Last Process Action	Last Processed By
KUL402	MacDonald,Bailey	Analyst-Financial Sr	Submit	Locherty,Betty

View Approval Status Summary page

Performance Review #	Indicate which sub-document this is in the sequence of sub-documents associated with the performance document.
EmplID	Displays the ID of each employee whose performance document the manager or other participant in the approval chain is required to approve.
Description	Displays the employee's job code.
Last Process Action	Displays the last approval action taken on the employee's performance document. For example, <i>Submit</i> (document submitted for approval, approval pending), <i>Approved</i> (document approved), or <i>Deny</i> (approval denied)
Name	Displays the name of the last individual who approved or denied the document.

Viewing Approval Status Detail

Access the View Approval Status Detail page.

View Status of Request

Review the status of each transaction request.

The following transactions require approval.

Lewis,Douglas

Process Detail			
Name	Role Name	Process Action	Process Action Date
Locherty,Betty	Originator	Submit	04/14/2002
Santos,Antonio	Manager		
Seto,Patrick	Manager		

[Comments](#)

EmplID: KU0001 Empl Rcd Nbr: 0

▼ Performance Reviews

Appraisal ID: 1 Review Type:

Period Begin Date: Period End Date:

Rating Model: Rating: Reviewer ID:

[Performance Review Details](#)

View Approval Status Detail page

The name and ID of the employee whose document the manager or other participant in the approval chain is required to approve.

Performance Documents

Document Type

Displays the type of document whose approval status is displayed on the page. For example, annual review, quarterly review, or project review.

Note. Document Types are defined on the Document Type page.

Author

Displays the name of the individual with primary responsibility for the employee's performance process.

Period Begin Date

Displays the begin date of the performance period.

Period End Date

Displays the end date of the performance period.

Rating

Displays the final overall rating received by the employee.

Performance Document Details

Click this link to access the Maintain Documents page in display-only mode. This page contains the complete performance document.

Process Detail

This group box displays detailed information regarding the approval status of an employee's performance document.

Name	Displays the name of the individual who submitted the document for approval as well as the name of any individual required to approve the document. There can be multiple approvers for a single document.
Role Name	Displays the role/position of the individual who submitted the document for approval or who is required to approve the document.
Process Action	Displays the approval action taken by each individual in the approval queue. Possible actions are: • Submit Submit appears next to the name of the individual who submitted the document of approval. • Approve Approve appears next to the name of each individual who approves the document. • Deny Deny appears next to the name of each individual who denies approval to the document.
Process Action Date	Displays the date that each approval process action was taken.
Comments	Click this link to view any comments that approvers in the approval chain may have made when approving or denying the document.

Preparing Data for Administrators' Inquiry Pages (HR Administrators)

This section explains how to:

- Define the desired rating distribution.
- Run the Create Summary Data process.

Desired Rating Distribution

The desired rating distribution defines, for a given group of employees, the desired percentage of performance documents that should fall into each performance rating category or point spread. For example, you might want 5% of employees to receive an outstanding rating, 10% to receive an excellent rating, and so forth. The system uses these parameters to display data on the rating distribution inquiry pages, which show the variance between desired performance results and the preliminary and actual results. (The Rating Distribution Summary and Rating Distribution Details inquiry pages are described later in this chapter).

Create Summary Data Process

The Create Summary Data process collects the evaluation data from performance documents that is represented in the rating distribution and status inquiry pages. You use the Create Summary Data run control page to define which performance documents you want the inquiry pages to reflect for selected groups of employees.

See Also

[Chapter 13, “Using Inquiry Pages,” Viewing Rating Distributions \(HR Administrators\), page 161](#)

Prerequisites

Before defining the parameters for the desired rating distribution or the Create Summary Data process, use the Group Build process in PeopleSoft Human Resources to define the group ID(s) to which your parameters will apply.

For rating distribution information to be meaningful, all group members should be subject to the same rating model and calculation method. In addition, an employee cannot be a member of more than one group for which you are defining and evaluating a performance document result distribution. Therefore, it's important that you accurately use the Group Build operand "in list" when you define performance rating distribution groups. Use the Group Member Overlap report that is part of the Group Build process to identify any overlapping groups.

For the status inquiry pages, PeopleSoft recommends that group member share the same performance process option. (The performance process option is defined on the template and determines when, and if, performance documents must be approved. It also determines which statuses performance documents must pass through before they reach a status of Complete).

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Groups”

[Chapter 10, “Using Performance Documents,” Understanding Review Process Options and Statuses, page 101](#)

Pages Used to Prepare Data for Inquiry Pages

Page Name	Object Name	Navigation	Usage
Desired Rating Distribution Table	EP_DESIRE_DIST	Workforce Development, ePerformance, Reports, Setup Desired Rating Distribution	Define the parameters for generating the Rating Distribution Summary report for a selected group of employees.
Create Summary Data	RUNCTL_EP_RPT_SNAP	Workforce Development, ePerformance, Reports, Summary Snapshot	Create a snapshot of rating distribution and document status data. This is a prerequisite for using the Rating Distribution Summary and Status Summary inquiry pages.

Defining the Desired Rating Distribution

Access the Desired Rating Distribution Table page.

Desired Rating Distribution Table

Group ID: HXMUGRP1 Mass Update Group

Review Rating Model Find | View All First 1 of 1 Last

*Effective Date: 11/11/2002 Status: A Total Pct: 0.00

*Descr: Short Desc: + -

*Doc Type: *Rating Model: *Calc Method: -

Desired Rating Distribution Find First 1 of 1 Last

From Points: To Points: Desired Distribution: 0.00

+ -

Desired Rating Distribution Table page

This group for which you're defining the desired distribution parameters appears at the top of the page.

Review Rating Model

For the report to be meaningful, all group members for which you are defining parameters should share the same rating model and calculation method that you select in the following fields.

Document Type	Select the type of document for which you're defining the desired distribution.
Rating Model	Select the rating model for which you're defining the desired distribution.
Calc Method (Calculation Method)	Select the calculation method for which you're defining the desired distribution. Options are: <i>Average</i> , <i>Revw Band</i> (review band), or <i>Sum</i> (summation).

Desired Rating Distribution

The selected calculation method determines which fields appear in this group box:

Review Rating	If the calculation method is <i>Average</i> or <i>Review Band</i> , this field displays the document qualitative ratings from the rating model table.
Description	If the calculation method is <i>Average</i> or <i>Review Band</i> , the description of the qualitative rating appears here from the rating model table.
From Points and To Points	These fields appear if the calculation method is summation. Enter the point range (the beginning point value and ending point value) for which you want to define a desired distribution. Enter point ranges sequentially; do not leave gaps or enter overlapping point ranges.
Desired Distribution	If the calculation method is summation, enter the percentage of employees that should receive the number of points defined by the From Points and To Points fields.

If the calculation method is average or review band, enter the percentage of employees that should receive the rating specified in the Document Rating field.

Distribution percentages must add up to 100.

Examples

The following examples illustrate how the Desired Distribution field works with the From Points, To Points, and Review Rating fields:

- Assume that you want 5% of the group members to receive a rating of 10 to 20 points.
Enter 10 in the From Points field, 20 in the To Points field, and 5 in the Desired Distribution field.
- Assume you want 5% of the group members to receive a review rating of O (outstanding)
Enter 5% in the Desired Distribution field that corresponds to the O rating.

Running the Create Summary Data Process

Access the Create Summary Data page.

Create Summary Data

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameter(s)

*Group As Of Date: 11/11/2002 Doc Type:

Period Basis

☒ Period Begin Date ☐ Period End Date

From Date: To Date:

Group ID [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

*Group ID	Description

Create Summary Data page

Group As of Date

The system summarizes data for employees belonging to the group defined in the Group ID field (defined below) as of the date specified.

Period Basis

This field works in conjunction with the From Date and To Date fields to determine which performance documents to include in this summary. Options are:

- *Period Begin Date*

Select to have the system retrieve data for performance documents that have a performance period begin date that falls between the dates that you enter in the From Date and To Date fields. The period begin date represents the first day of the performance period and is associated with a document when the document is first created (using either the Create Documents page or the Document Creation Details page).

- *Period End Date*

Select to have the system retrieve data from performance documents that have a period end date that falls between the dates that you enter in the From Date and To Date field. The period end date represents the last day of the performance period and is associated with a performance document when the document is first created.

Document Type

Select a Document Type such as quarterly, annual, or yearly. If you leave this field empty, the system selects all document types.

From Date and To Date

These fields establish a date range that is used in conjunction with the Period Basis option to select documents to include in the “snapshot”.

For example, if you define a From Date and To Date range of 1 January 01 to 31 December 01, and the Period Basis is *Period End Date*, the report only selects performance documents whose period end dates falls between 1 January 01 and 31 December 01. If a performance document has a period begin date of 1 December 01, but a period end date of 31 Jan 02, that review will not be selected.

Group ID

Enter the Group ID associated with the employees for whom you want to generate the inquiry data. (Group IDs are defined as part of the Group Build process in PeopleSoft Human Resources).

Note. When generating data for the status inquiry pages, PeopleSoft recommends that group members share the same performance process option. (The performance process option determines when, and if, documents must be approved and subsequently determines the statuses through which documents must pass before they can be complete).

Viewing Rating Distributions (HR Administrators)

HR administrators can view a comparison of actual performance ratings to preliminary ratings and desired ratings. This section explains how to:

- View a rating distribution summary.
- View rating distribution details.

Prerequisites

Before you can generate a Rating Distribution Summary you must:

1. Define the desired rating distribution on the Desired Rating Distribution page.
2. If preliminary ratings are being used, make sure that managers have entered preliminary ratings for employees on the Preliminary Ratings page.
3. Check that actual ratings have been defined for all the employees in the group (defined by group ID).

You can determine if you have rated all members of the group by running the Missing Reviews report. Although you can product this report without having all document in a *complete* status, the results of the distribution inquiry will not be reliable unless everyone in the group has received a rating during the performance period. The higher the percentage of employees with ratings, the more accurate and meaningful the distribution inquiry report will be.

4. Use the Create Summary Data page to create a snapshot of the rating distribution data to be displayed on the inquiry page.

See Also

Chapter 13, “Using Inquiry Pages,” Preparing Data for Administrators’ Inquiry Pages (HR Administrators), page 157

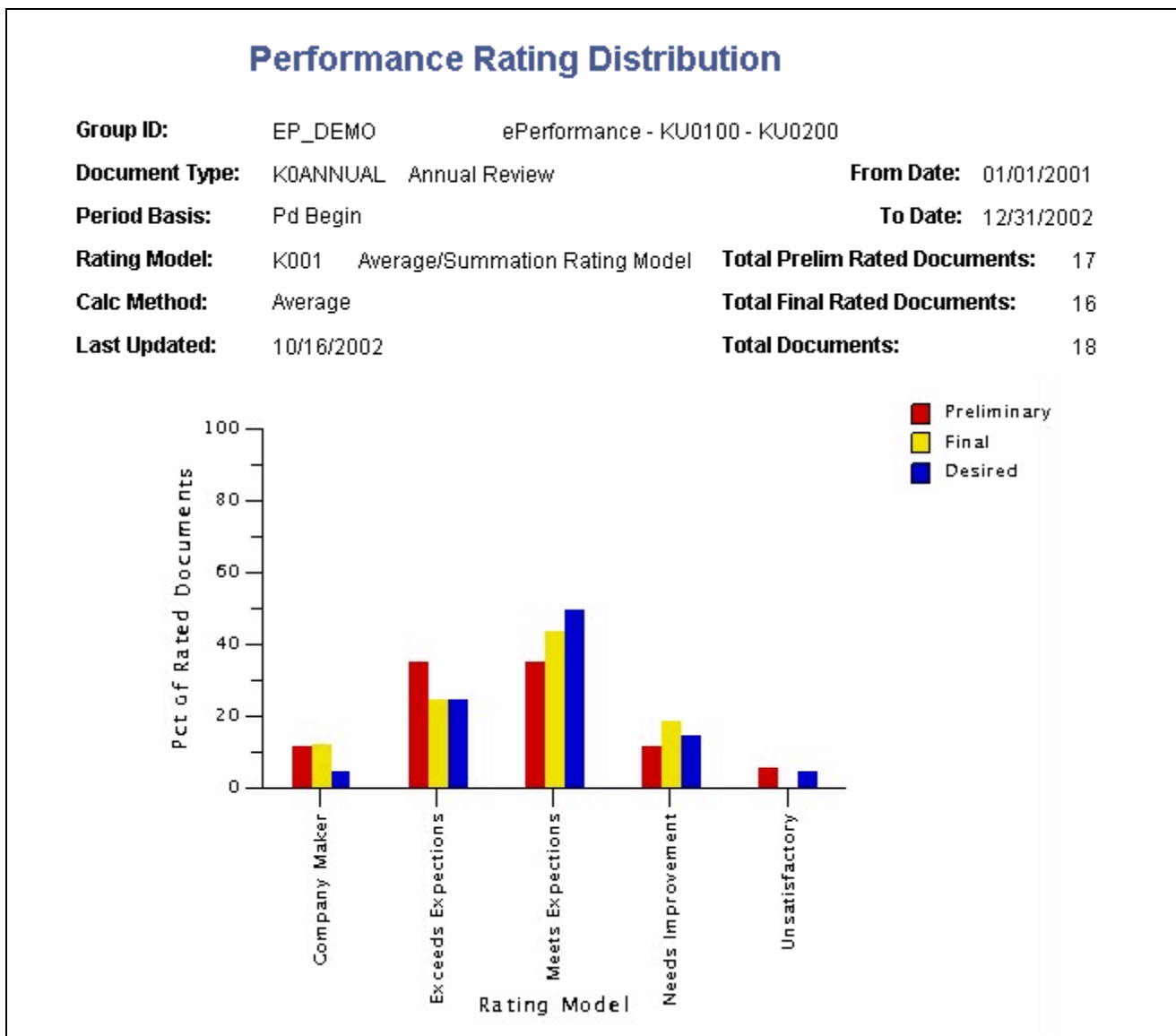
Pages Used to View a Rating Distribution

Page Name	Object Name	Navigation	Usage
Rating Distribution Summary	EP_DISTRIB_SUM	Workforce Development, Performance Management, Administer Documents, Reports, Rating Distribution Summary	Displays preliminary, actual, and desired rating distributions for a group of employees (defined by group ID) and document type.
Rating Distribution Details	EP_DISTRIB_DTL	Click a bar on the Rating Distribution Summary report.	View the list of employees that comprise the selected rating category or point spread on the rating distribution bar chart. Also see review details for each employee.

Viewing Rating Distribution Summaries

Access the Performance Rating Distribution page.

Note. To access this page, you must select the employees whose ratings you want to display by entering a Group ID and a Document Type. Only group IDs that have been generated using the Create Summary Data can be used. In addition, all members of the group must share the same document template for a specific document type.



Performance Rating Distribution page

Group ID	Displays the group ID for the employees whose rating results are displayed on the page.
Document Type	Displays the document type. For example, annual, quarterly, or project review.
Total Documents	Displays the total number of performance documents for which rating distribution results are available.
Last Updated	Displays the date when the performance document rating distribution data displayed on the page was last calculated.
Note. To calculate the displayed data you must run the Create Summary Data.	
Total Prelim Rated Documents (total preliminary rated documents)	Displays the total number of performance documents for which preliminary ratings have been defined.

Total Final Rated Documents	Displays the total number of performance documents with final rating results.
Rating Model	Displays the rating model used to quantify and evaluate employee performance.
Calculation Method	Displays the method used to calculate ratings. Valid values are: • Summary • Average • Review Band Note. The template that's used to generate the document defines the calculation method. See Chapter 5, “Designing Performance Documents,” Understanding Methods for Calculating Review Ratings, page 36.
Period Basis	Used with the From Date and the To Date to determine which documents are to be included in the summarized data. This was entered on the Create Summary Data run control page.
From Date	Used with the Period Basis to determine which documents are to be included in the summarized data. This was entered on the Create Summary Data run control page.
To Date	Used with the Period Basis to determine which documents are to be included in the summarized data. This was entered on the Create Summary Data run control page.

Bar Chart Data

The information represented by the bar chart depends on the method used to calculate the overall performance ratings.

- If the calculation method is *Average* or *Review Band*, the bar chart displays the following:
 - The vertical axis shows the percentage of completed performance documents.
 - The horizontal axis shows qualitative rating categories, for example: Company Maker or Exceeds Expectations.
- If the calculation method is *Summation* the bar chart displays the following:
 - The vertical axis shows the percentage of documents that fall into each From and To point spread defined on the Desired Rating Distribution page.
 - The horizontal axis displays each From and To point spread defined on the Desired Rating Distribution page.

For both calculation methods, the bar chart compares the preliminary, actual, and desired results. (Preliminary results come from the Preliminary Ratings page; actual ratings come from the Maintain Documents page; desired results come from the Desired Rating Distribution Table page).

Click on a bar to access the Rating Distribution Details page where you can see detailed information for the selected rating category or point spread.

Viewing Rating Distribution Details

Access the Rating Distribution Details page.

Rating Distribution Detail

Group ID: EP_DEMO ePerformance - KU0100 - KU0200

Document Type: Annual Review

Rating Type: Final

Distribution Group: Meets Expectations

Calculation Method: Average

Rating Model: Average/Summation Rating Model

Distribution Detail								
Customize Find View All First 1-7 of 7 Last								
EmpID	Empl Rcd Nbr	Name	Period Begin Date	Period End Date	Review Status	Approval Status	Preliminary Rating	Final Rating
KU0101	0	Adams,Cynthia	01/01/2002	01/31/2002	CO	NREQ	Meets	Meets
KU0102	0	Donahue,Edmund	01/01/2002	04/30/2002	CO	NREQ		Meets
KU0103	0	Davidson,Colin	01/01/2002	03/31/2002	CO	NREQ	Meets	Meets
KU0104	0	Dewberry,Kitty	01/01/2002	03/31/2002	CO	NREQ	Meets	Meets
KU0106	0	Chae,Kevin	01/01/2002	02/28/2002	CO	NREQ	Meets	Meets
KU0109	0	Chin,Jackson	01/01/2002	02/28/2002	CO	NREQ	Meets	Meets
KU0114	0	Dell,Emmylou K	01/01/2002	03/31/2002	CO	NREQ	Meets	Meets

[Return](#)

Rating Distribution Details page

This page lists detailed information for the employees within the rating category or point spread that you selected on the Rating Distribution Summary page.

Approval Status Displays the code for the approval status:

- NREQ - Not Required
- OPEN - Not Submitted
- SUBM - Submitted
- APRV - Approved
- DENY - Denied

Calculation Method Identifies the calculation method used to calculate the overall performance ratings. Values are A (average), R (review band) and S (summation).

Viewing Document Status (HR Administrators)

This section discusses how to:

- View a summary of documents in each status.
- View a detailed list of documents in a selected status.

Note. To access the status inquiry pages, you select the employees whose document statuses you want to display by entering either a Group ID or a Document Type. All members of the group should share the same document type. If more than one document template was used to generate the performance documents, and the review process options differ (for example, some performance documents require approval and some do not), then not every member of the group may go through the same set of statuses to reach the Complete status. The inquiry pages always represent the correct percentage of performance documents in each status; however, if more than one performance process option is represented, the pages may not give you a complete picture of the statuses through which performance documents must pass.

Prerequisites

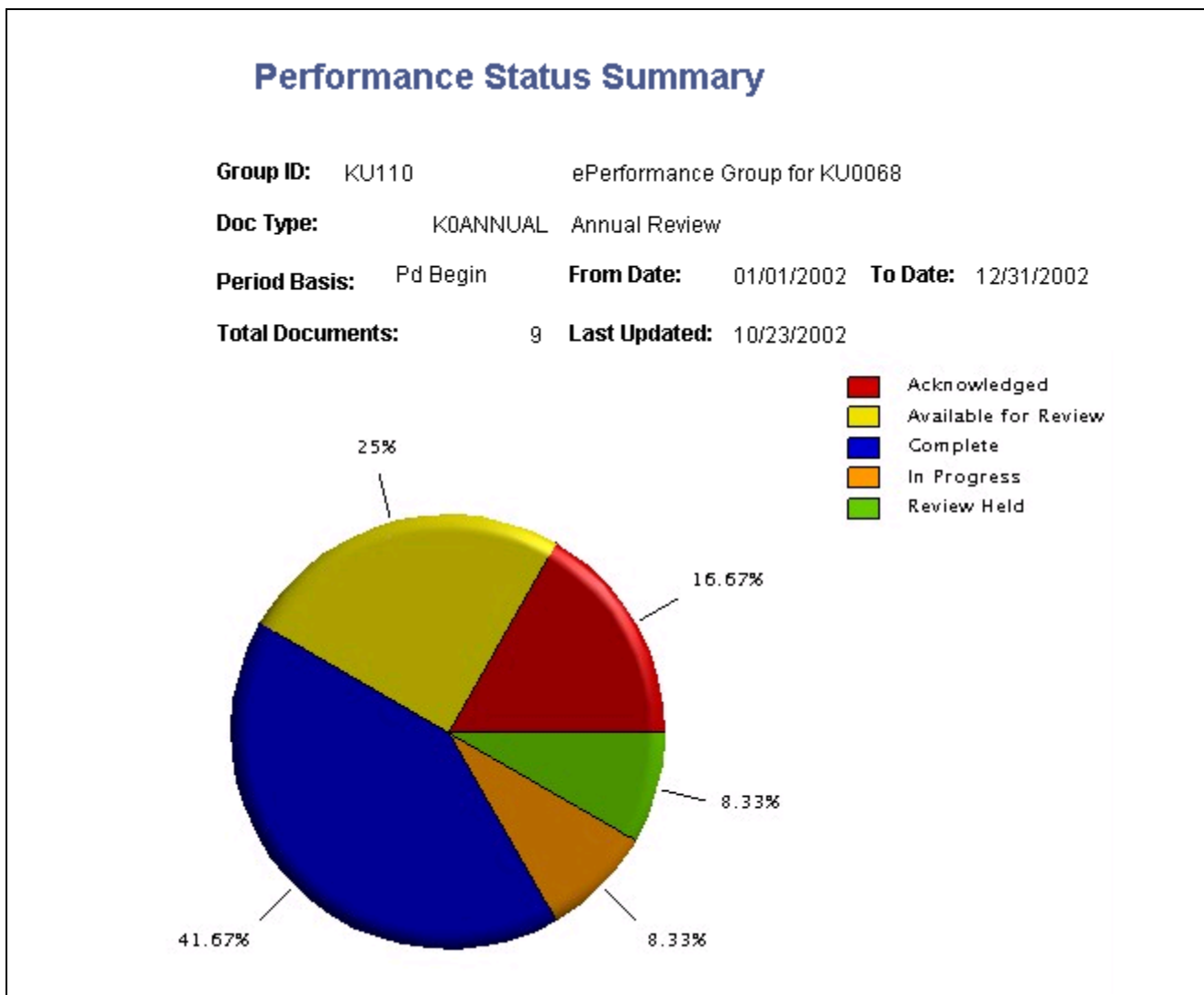
Before you can use inquiry pages to view the status of performance documents, use the Create Summary Data page to create a snapshot of the data to be used by the inquiry page.

Pages Used to View Document Status

Page Name	Object Name	Navigation	Usage
Performance Document Status Summary	EP_STATUS_SUM	Workforce Development, Performance Management, Administer Documents, Reports, Status Summary	For a group of employees, display a pie chart that shows the percentage of performance documents in each document status.
Performance Document Status Detail	EP_STATUS_DTL	Click on a wedge in the pie chart displayed on the Performance Document Status Summary page. Each wedge represents a performance document status.	View the list of employees that comprise the document status selected on the Performance Document Status Summary page. Also see review details for each employee.

Viewing the Performance Document Status Summary

Access the Status Summary page.



Status Summary page

Group ID

Displays the group ID for the employees whose statuses are displayed on the page.

Document Type

Displays the document type. For example, annual, quarterly, or project review.

Total Documents

Displays the total number of performance documents for which summary results are available.

Last Updated

Displays the date when the document status summary data displayed on the page was last calculated.

Note. To calculate the displayed data you must run the Create Summary Data.

Pie Chart Data

For the selected group and document type, the pie chart displays the percentage of performance documents currently associated with each document status.

Note. Document statuses are described in the Using Employee Performance Documents chapter.

Click on a wedge to access the Performance Document Status Detail page where you can see the list of employees with performance documents in the selected status.

See Also

[Chapter 10, “Using Performance Documents,” Understanding Review Process Options and Statuses, page 101](#)

Viewing Performance Document Status Details

Access the Document Status Details page.

Document Status Detail

Group ID: KU110 ePerformance Group for KU0068
Doc Type: K0ANNUAL Annual Review
Document Status: Available for Review

Status Detail					
EmplID	Empl Rcd Nbr	Name	Period Begin Date	Period End Date	Approval Status
KU0079	0	Parker,Russell	01/01/2002	12/31/2002	NREQ
KU0080	0	Sakata,Megumi	01/01/2002	12/31/2002	NREQ
KU0084	0	Reed,Nancy	01/01/2002	12/31/2002	NREQ

[Return](#)

Document Status Details page

Viewing Results of Review Creation Process (HR Administrators)

This section explains how HR administrators can view the results of the mass document creation process. This process enables administrators to generate manager or employee documents for groups of employees.

See Also

[Chapter 8, “Generating Performance Documents,” Creating Mass Performance Documents \(batch mode\), page 83](#)

Prerequisites

To view the results of the mass creation process for employee documents, the Create Employee Document check box must be selected on the run control page when the mass document creation process is initiated.

Pages Used to View Results of Review Creation Process

Page Name	Object Name	Navigation	Usage
Manager Documents	RUNCTL_EPMGRDC_INQ	Workforce Development, ePerformance, Reports, View Document Creation Results	View a list of any manager performance documents that were not created using the mass creation process as well as all performance documents that were successfully created.
Employee Documents	RUNCTL_EPMGRDC_INQ	Workforce Development, ePerformance, Reports, View Document Creation Results, Employee Documents	View a list of any employee documents that were not created using the mass document creation process as well as all performance documents that were successfully created.

Viewing Results of the Mass Document Creation Process for Manager Documents

Access the Manager Documents page.

Manager Documents
Personal Documents

Run Control ID: GN2

Run Request Parameters

Period Begin Date:

Period End Date:

Document Type:

Employee Groups Processed
Find | View All First 1 of 1 Last

Group ID:

Description:

Customize | Find | View All
First 1 of 1 Last

	EmpID	Name	Document Template ID	Success?	Status
1					

Manager Documents page

Success? Displays a *Y* (Yes) if the manager document was created successfully. Otherwise displays an *N* (No).

Status Displays the document status of the manager document. For example, *In Progress*, *Available for Review*, *Review Held*, *Complete*, or *Cancelled*.

Viewing Results for the Mass Document Creation Process for Employee Documents

Access the Employee Document page.

Manager Documents

Personal Documents

Run Control ID: GN2

Run Request Parameters

Period Begin Date:

Period End Date:

Document Type:

Employee Groups Processed

Find | View All First 1 of 1 Last

Group ID:

Description:

Customize | Find | View All

First 1 of 1 Last

	EmplID	Name	Document Template ID	Success?	Status
1					

Personal Documents page

Note. This page is similar to the Manager Document page with the exception of the following fields:

Success?	Displays a <i>Y</i> (Yes) if the employee document was created successfully. Otherwise displays an <i>N</i> (No).
Status	Displays the current document status of the employee document. For example, <i>In Progress</i> , <i>Complete</i> , or <i>Cancelled</i> .

Viewing Detailed Calculations of Performance Results

You can view a log of the steps the system takes to calculate the results of a selected performance document. This feature can be helpful when you're trying to debug setup problems that are not easily identified by looking at the results of a performance document calculation.

The system generates a debug/trace log for a performance document when the user clicks a Calculate button on the Maintain Documents page.

When the user first enters the Maintain Documents page, the system deletes any existing debug/trace information for the sub-document and begins a new trace. The document does not need to be saved to record the debug/trace results: clicking a calculate button automatically saves the results to the log.

Review the results of the debug/trace process after results are calculated and before accessing the Maintain Documents page for the same sub-document, since accessing the page again deletes the debug/trace data just created.

Prerequisites

To have the system log calculation entries, the Debug Rating Calculation feature must be selected on the General Settings page.

Warning! Enabling this feature can have a significant impact on system performance. We recommend that you use the feature only when you are testing and debugging your PeopleSoft ePerformance setup.

See Also

Chapter 3, “Defining Basic Settings and Tables,” Defining General Settings for ePerformance, page 17

Pages Used to View Calculations

Page Name	Object Name	Navigation	Usage
ePerformance Debug/Trace Log	EP_DEBUG_DTL	Workforce Development, Performance Management, Administer Documents, Debug/Trace Results	View the detailed calculations for a performance document so that you can debug or trace the calculation.
ePerformance Debug/Trace Log (printable version)	EP_DEBUG	Click the Printable Version link on the ePerformance Debug/Trace Log.	Display all calculation information on a single page for convenient printing. (Set your browsers page setup to landscape mode).

Viewing the Debug/Trace Log

Access the ePerformance Debug/Trace Log page.

ePerformance Debug/Trace Log

Document ID: 208 Role: Manager Log Entry Type:

EmplID: KU0096 Kwan,Wendy

Collapse All [Expand All](#) [Printable Version](#)

Customize | Find | View All |

First 1-5 of 5 Last

Seq	Function	Section	Item	Trace/Debug Message
2	CalcReview()			Calc All Ratings button clicked - Begin at 14.42.24.000000. (229)
90	CalcReview()	Responsibility Section		Calculating Average - Section 1: SectionRating: 4, MaxRating: 5, SectionWeight: 0, Result: 0.8000, Running Result: 0.8000. (257)
91	CalcReview()	Competency Section		Calculating Average - Section 2: SectionRating: 4, MaxRating: 5, SectionWeight: 0, Result: 0.8000, Running Result: 1.6000. (257)
92	CalcReview()			Review Average - MaxRating: 5, Basis: 1.6000, SectionCount: 2, Result: 4.0000 (259)
95	CalcReview()	Overall Summary Section		Calc All Ratings button clicked - End at 14.42.24.000000 (236)

ePerformance Debug/Trace Log page

Log Entry Type

You can filter the output by log entry type. Options are:

- *Trace*. Display only those entries that show the steps performed in the calculation.
- *Info*. Display informational entries only. For example, an Info entry is created when the system attempts to calculate a section for which none of the subordinate items have been rated. Info entries help explain why a particular result was obtained from a calculation.
- *Errors*. Display errors only. Errors are displayed in red and generally indicate a setup problem.

Printable Version

Click to display a page that presents all trace information, without tabs, so that you can print a copy.

Note. When using the browser's File, Print option to print this page, be sure to set the printer layout to landscape mode.

Step Detail Tab

Click the Step Detail tab to view the details of the calculation for each step, such as the rating model, calculation method, rating, and so on.

ePerformance Debug/Trace Log

Document ID: 208 Role: Manager Log Entry Type:

EmplID: KU0096 Kwan,Wendy

Collapse All [Expand All](#) [Printable Version](#)

Step Info Step Detail

Customize | Find | View All | First 1-5 of 5 Last

Seq	Function	Rating Model	Calc Method	Review Rating	Numeric Rating	Review Points	Trace/Debug Message	DateTime Stamp
2	CalcReview()						Calc All Ratings button clicked - Begin at 14.42.24.000000. (229)	11/11/2002 2:42PM
90	CalcReview()	K001	Average	E	4.00	8	Calculating Average - Section 1: SectionRating: 4, MaxRating: 5, SectionWeight: 0, Result: 0.8000, Running Result: 0.8000. (257)	11/11/2002 2:42PM
91	CalcReview()	K001	Average	E	4.00	8	Calculating Average - Section 2: SectionRating: 4, MaxRating: 5, SectionWeight: 0, Result: 0.8000, Running Result: 1.6000. (257)	11/11/2002 2:42PM
92	CalcReview()						Review Average - MaxRating: 5, Basis: 1.6000, SectionCount: 2, Result: 4.0000 (259)	11/11/2002 2:42PM
95	CalcReview()	K001	Average	E	4.00		Calc All Ratings button clicked - End at 14.42.24.000000 (236)	11/11/2002 2:42PM

ePerformance Debug/Trace Log: Step Detail tab

CHAPTER 14

Generating Reports in PeopleSoft ePerformance

This section provides an overview of delivered reports and explains how to generate reports in PeopleSoft ePerformance.

Understanding Reporting in PeopleSoft ePerformance

PeopleSoft ePerformance provides the following reports to enable HR administrators to track late or missing performance documents:

- Missing Documents.

Use this report to generate a list of missing performance documents for a group of employees (group ID) and a given document type and date range.

Note. Knowing whether performance documents are missing is important if the HR department has defined desired rating distribution percentages, as the results of the distribution report will not be reliable unless everyone in the group has received a rating during the performance period.

- Late Documents.

Use this report to generate a list of late performance documents, by document type, for a group of employees.

Generating Reports

This section explains how to generate reports in PeopleSoft ePerformance.

Pages Used to Generate Reports

Page Name	Object Name	Navigation	Usage
Missing Documents	RUNCTL_EP_RPT	Workforce Development, ePerformance, Reports, Missing Documents	Generate a list of missing performance documents.
Late Documents	RUNCTL_EP_RPT	Workforce Development, ePerformance, Reports, Late Documents	Generate a list of late performance documents. Note. To determine whether a report is late, the system looks at the document due date and compares this date to the current date. If the current date is greater than the due date, and the status of the document is not yet <i>Complete</i> , the document is reported as late (the report ignores performance documents that have been cancelled).

Monitor Missing Documents

Access the Missing Documents run control page.

Missing Documents

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameter(s)

*Group As Of Date: 11/16/2002

Group ID:

Doc Type:

Period Basis

- ☒ Period Begin Date
- ☐ Period End Date
- ☐ Due Date

From Date:

To Date:

Missing Documents run control page

Group ID

Enter the Group ID associated with the employees for whom you want to generate the report.

Group IDs are defined as part of the Group Build process in PeopleSoft Human Resources.

Group As Of Date

Enter a group as of date.

The report generates a list of missing performance documents for employees belonging to the group defined in the Group ID field as of the date specified.

Document Type

Select a Document Type such as quarterly, annual, or yearly. Document types are defined on the Documents Types page.

Period Basis

The period basis determines which date on the document the system uses when selecting missing performance documents to publish in the report. Valid values are:

- Period Begin Date

Selecting this option causes the system to look for employee who do not have a document, for the specified type, with a Period Begin Date falling within the range entered in the From Date and To Date fields.

- Period End Date

Selecting this option causes the system to look for employee who do not have a document, for the specified type, with a Period End Date falling within the range entered in the From Date and To Date fields.

- Period Due Date

Selecting this option causes the system to look for employee who do not have a document, for the specified type, with a Due Date falling within the range entered in the From Date and To Date fields.

From and To Date

The From and To dates establish a date range that is used in conjunction with the Period Basis to select performance documents to include in the report. For example, if you define a From and To date range of 1 January 01 to 31 December 01 and the Period Basis is *Period End Date*, the report only selects performance documents whose period end date falls between 1 January 01 and 31 December 01.

Monitor Late Documents

Access the Late Documents run control page.

Late Documents

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameter(s)

*Group As Of Date: 11/16/2002

Group ID:

Doc Type:

Late Documents page

Language	Select the language in which you want to generate the report.
Group ID	Enter the Group ID of the employees for whom you want to generate the report. Group IDs are defined as part of the Group Build process in PeopleSoft Human Resources.
Group As Of Date	Select the as of date. The report generates a list of late performance documents for employees belonging to the group defined in the Group ID field as of the date specified.
Document Type	Select a Document Type such as quarterly, annual, or project review. Document types are defined on the Document Types page.

Note. For information about additional pages found under the reports menu in ePerformance—including the Create Summary Data, Status Summary, and Rating Distribution Summary pages—see the chapter Using Inquiry Pages. Because these pages are used to configure or run inquiries with embedded graphics in real-time rather than to generate traditional batch-mode, they are documented outside the reports chapter.

See [Chapter 13, “Using Inquiry Pages,” page 151](#).

APPENDIX A

PeopleSoft ePerformance Reports

This appendix provides an overview of PeopleSoft ePerformance reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft ePerformance Reports: A to Z

This table lists the PeopleSoft ePerformance reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
HEP001 Missing Documents	Create a list of missing performance documents for a group of employees and a given document type and date range. Note. A performance document is reported as missing if it was not created by the mass review creation process or directly by a manager for the date range and document type specified (the report ignores employees who have been terminated).	Workforce Development, ePerformance, Reports	RUNCTL_EP_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
HEP002 Late Documents	Create a list of late performance documents for a group of employees and a given document type. Note. To determine whether a report is late, the system looks at the document due date and compares this date to the current date. If the current date is greater than the due date, and the status of the document is not yet <i>Complete</i>, the document is reported as late (the report ignores performance documents that have been cancelled).	Workforce Development, ePerformance, Reports	RUNCTL_EP_RPT

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
account	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting entry	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery method it may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure

	from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
application agent	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attachment	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
background process	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called system-maintained account.
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods.
category	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
child	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
corporate account	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.

data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
data row	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
data validation	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
DAT file	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
delivery method	In PeopleSoft Enterprise Learning Management, identifies a learning activity's delivery method type. An activity can have one or more delivery methods.
delivery method type	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
double byte character	If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
dynamic tree	A tree that takes its detail values dynamically directly from a table in the database, rather than from a range of values entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM job	Abbreviation for <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
equipment	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

event	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, <i>event</i> also refers to incidents that affect benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
external system	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
filter	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
homepage	Users can personalize the homepage, or the page that first appears when they access the portal.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
key	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
learning activity	See <i>activity</i> .
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
learning plan	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

level	A section of a tree that organizes groups of nodes.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location indicated by a <i>1</i> is the address you use most often and may be different from the main address.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
objective	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
override	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
pagelet	Each block of content on the homepage is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

parent node	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>participant object</i> .
payout	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a Web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
per seat cost	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context. If three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan section	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that

	defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
private view	A user-defined view that is available only to the user who created it.
process	See <i>Batch Processes</i> .
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record definition	A logical grouping of data elements.
record field	A field within a record definition.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to

	automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
results management process	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
routing	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes email message, electronic form, or worklist entry.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
self-service application	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

	Learning Management activity characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
sibling	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
SQR	See <i>Structured Query Report (SQR)</i> .
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
Structured Query Report (SQR)	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

URL

See *uniform resource locator (URL)*.

user interaction object

In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable

In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

warehouse

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

worksheet

A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

workflow

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

worklist

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

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