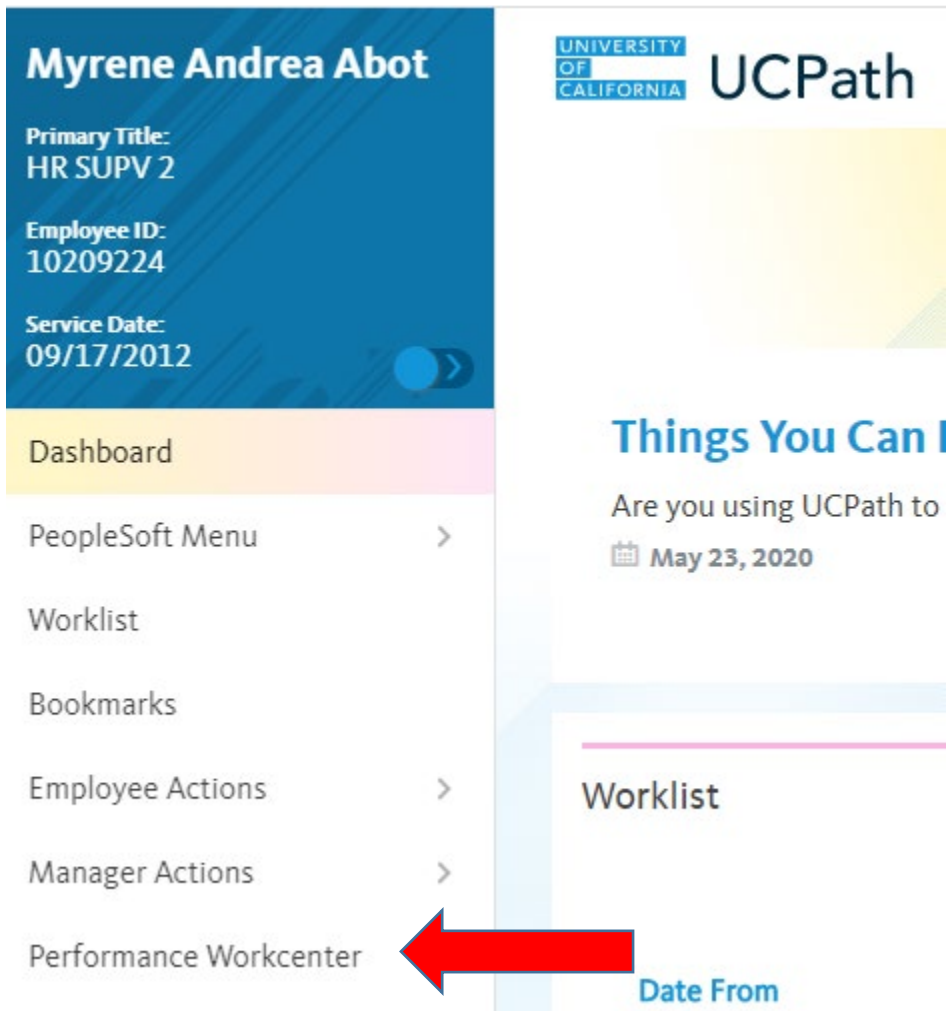


EPERFORMANCE – HOW TO SEND BACK A COMPLETED PERFORMANCE DOCUMENT

1. Log into UCPATH and access the performance document. Click on Performance Workcenter.



2. Then click on Teams Current Performance Docs.

Offices of the Chancellor and Provost – Human Resources

Favorites ▾ Main Menu ▾ > Performance V

ORACLE® All ▾

Performance WorkCenter

Performance Management

Employee Self Service

- My Current Performance Docs
- My Historical Performance Docs
- Others Pending Perf Evaln Reqs
- Others Current Perform Evaltns
- Others Perform Historic Evalns
- Employees Performance Notes
- My Current Development Docs
- My Historical Development Docs
- Others Pend Dev Evaln Requests
- Others Cur Evaln for Deve Docs
- Others Historical Develop Docs

Manager Self Service

- Teams Current Performance Docs
- Team Historic Performance Docs
- View-Only Performance Document

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3. Choose the employee whom you are sending back the document to.

Performance WorkCenter

Performance Management

Employee Self Service

- My Current Performance Docs
- My Historical Performance Docs
- Others Pending Perf Evaln Reqs
- Others Current Perform Evaltns
- Others Perform Historic Evalns
- Employees Performance Notes
- My Current Development Docs
- My Historical Development Docs
- Others Pend Dev Evaln Requests
- Others Cur Evaln for Deve Docs
- Others Historical Develop Docs

Manager Self Service

- Teams Current Performance Docs
- Team Historic Performance Docs
- View-Only Performance Document
- Transfer Performance Documents
- Teams Current Development Docs
- Team Historic Development Docs
- View-Only Teams Develop Docs
- Approve Perform/Develop Docs
- Transfer Development Documents
- View Annual Workflow Status

Current Performance Documents

Listed are the current performance documents for which you are the Manager.

Filter Criteria

First Name Last N

Document Type Document St

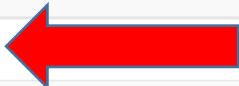
Period Between - Department S

Job Code Depart

Filter Clear

Performance Documents

Employee ID	Name	Document Type	Document Status
10211336	David Decarr	Appraisal	Evaluation in Progress
10207434	Genevieve Villaruel	UCD Campus Staff Appraisal	Evaluation in Progress
10222457	Yekaterina Rodriguez	UCD Campus Staff Appraisal	Evaluation in Progress



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- 4. Click Review Self Evaluation. Note that a green check icon is present. Otherwise, the performance document is still pending the employee’s submission.

The screenshot shows the Oracle HR system interface. At the top, there are navigation menus for 'Favorites' and 'Main Menu'. Below that is the Oracle logo and a search bar. The main content area is titled 'Performance Process' and 'Steps and Tasks'. It displays a task for 'David Decarr' with a due date of '04/30/2020'. The task list includes 'Review Self Evaluation' (marked with a green checkmark and a red arrow), 'Complete Manager Evaluation' (marked with a yellow warning icon), and 'Update and Share' (highlighted in yellow). The status is 'Pending Acknowledgement'. On the right, there is a profile card for 'David Decarr' with an 'Actions' dropdown menu and a 'Docum' label.

- 5. Click View Self Evaluation

This screenshot shows the same Oracle HR system interface as the previous one, but with the 'View Self Evaluation' link under the 'Review Self Evaluation' task highlighted by a red arrow. The 'Update and Share' button remains highlighted in yellow. The right-hand panel shows the 'Actions' dropdown menu and the start of the 'Section 1 - Employee Self-Evaluation' form, including a description: 'Description : The employee deta' and a 'Manager Comments' field.

6. Click Reopen and Confirm.

UCD Campus Staff Appraisal

Self-Evaluation - Completed


David Decarr

Actions ▾



Job Title ACAD HR ANL 3
Document Type UCD Campus Staff App
Template UCD Campus Staff App
Status Completed

The document status is Completed.

Long Format | Reopen 

Empl Self-Evaluation | Future Goals | Employee Comments

Section 1 - Employee Self-Evaluation

Expand | Collapse

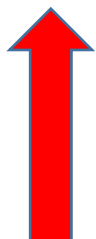
Favorites ▾ | Main Menu ▾

ORACLE All ▾ Search

Reopen Evaluation

You have chosen to reopen this document. Select confirm to have the document status set back to Evaluation In Progress.

Confirm | Cancel



7. You have successfully transferred the ePerformance Document back to your employee.

UCD Campus Staff Appraisal

Confirmation - Reopen Evaluation

✔ You have successfully reopened this document and changed the status back to Evaluation In Progress.

8. Below is the sample email that they will receive.

From: ucpath-notifications@universityofcalifornia.edu <ucpath-notifications@universityofcalifornia.edu>

Sent: Thursday, May 28, 2020 10:24 AM

To: David Decarr <dgdecarr@ucdavis.edu>

Subject: Your UCD Campus Staff Appraisal self-evaluation requires additional work.

This automatic notification is to alert you that your manager/HR Administrator has reviewed your UCD Campus Staff Appraisal document and is returning it to you for additional information or modification. Please review this document and modify it as necessary.

You may select this link to go directly to your UCD Campus Staff Appraisal:

https://ucpath.universityofcalifornia.edu/peoplesoft-native/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=30012&EP_REVIEWER_ID=10211336&EP_ROLE=E&EP_USER_ROLE=E&TRANS_NAME=RQST-REWORK

(Please do not respond to this automatic notification.)