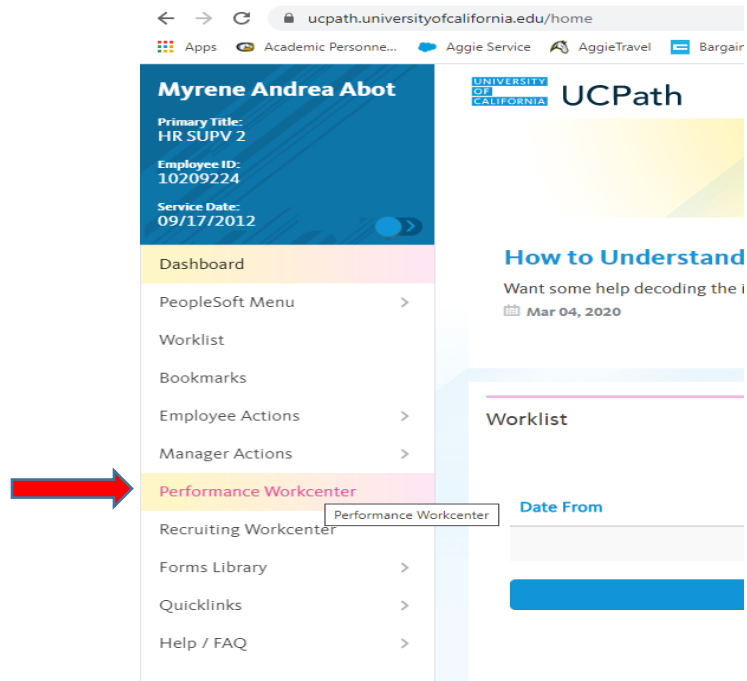
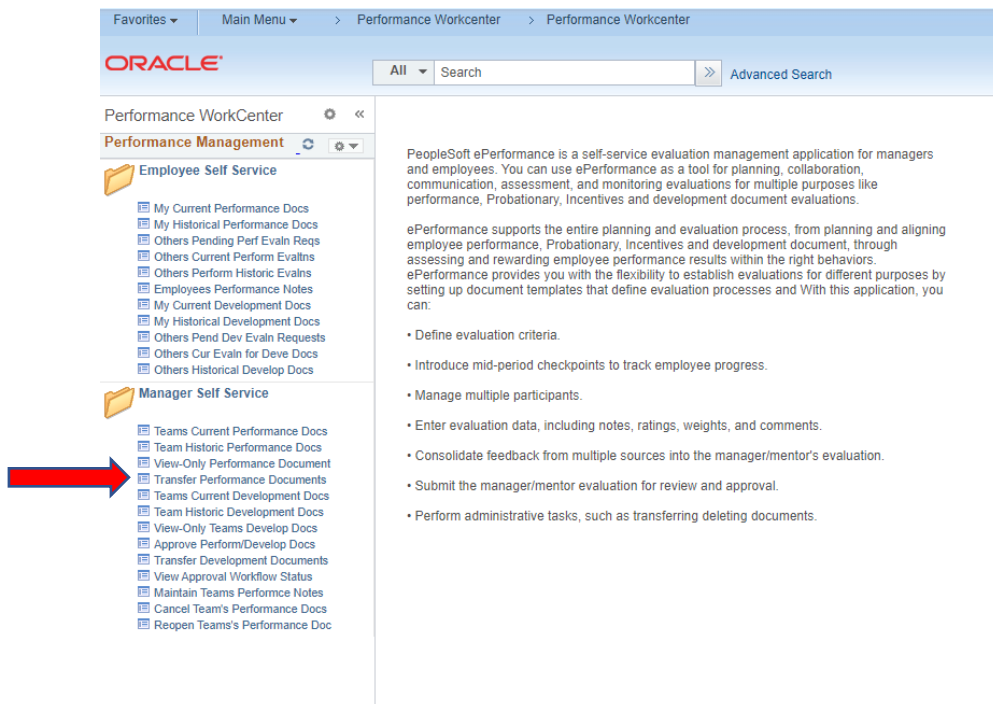


EPerformance – Transfer Performance Document

1. Log into [UCPATH](#).
2. From your dashboard, click on Performance Workcenter.



3. Under Manager Self Service, click on Transfer Performance Documents



- From here, choose the staff member/s that you need to transfer to another manager. Click continue.

ORACLE All Search Advanced Search Last Search Results

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

Transfer Document

To transfer a performance document, select the checkbox for the Employee and then select the Continue p documents can be transferred.

Performance Documents				
	Employee ID	Name	Document Type	Document Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	UCD Campus Staff Appraisal	Evaluation in Progress
<input type="checkbox"/>	[REDACTED]	[REDACTED]	UCD Campus Staff Appraisal	Evaluation in Progress
<input type="checkbox"/>	[REDACTED]	[REDACTED]	UCD Campus Staff Appraisal	Evaluation in Progress

Select All Deselect All

Continue

- Confirm that you selected the appropriate staff member/s. Then click on Select a Manager (as a courtesy, please notify the other manager that you are transferring a performance document to them prior to transferring).

ORACLE All Search Advanced Search Last Search Results

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 Approval Workflow Status
- Maintain Teams Performance Notes
- Cancel Team's Performance Docs
- Reopen Teams's Performance Doc

Transfer Document

Confirm Transfer

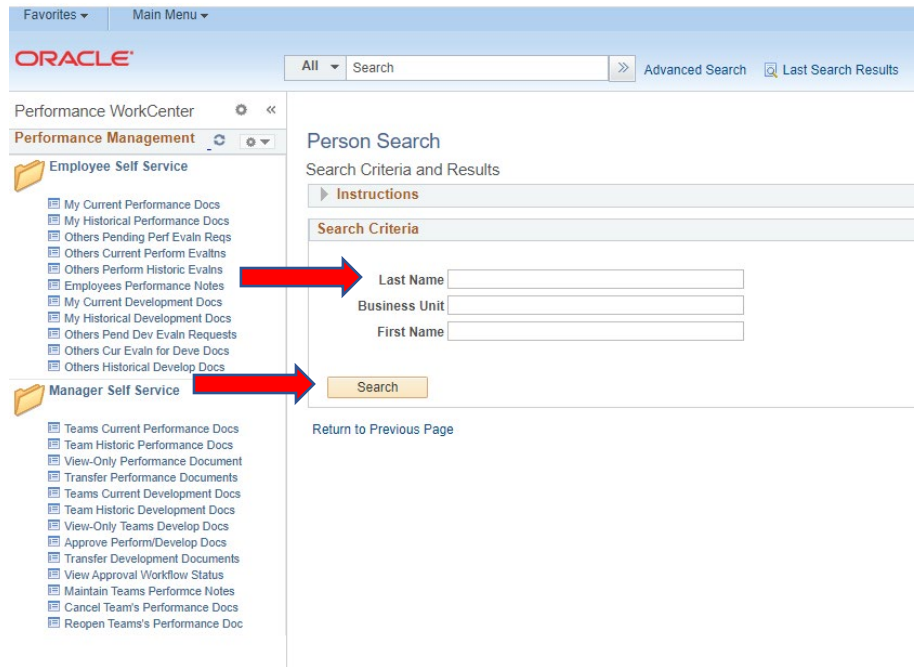
Performance Documents					
Employee ID	Name	Document Type	Document Status	Business Unit	Pe
[REDACTED]	[REDACTED]	UCD Campus Staff Appraisal	Evaluation in Progress	DVCMP	05

You have chosen to transfer the document indicated to another manager.
Select the receiving manager by using the "Select a Manager" hyperlink, then select the Save button to complete the transf

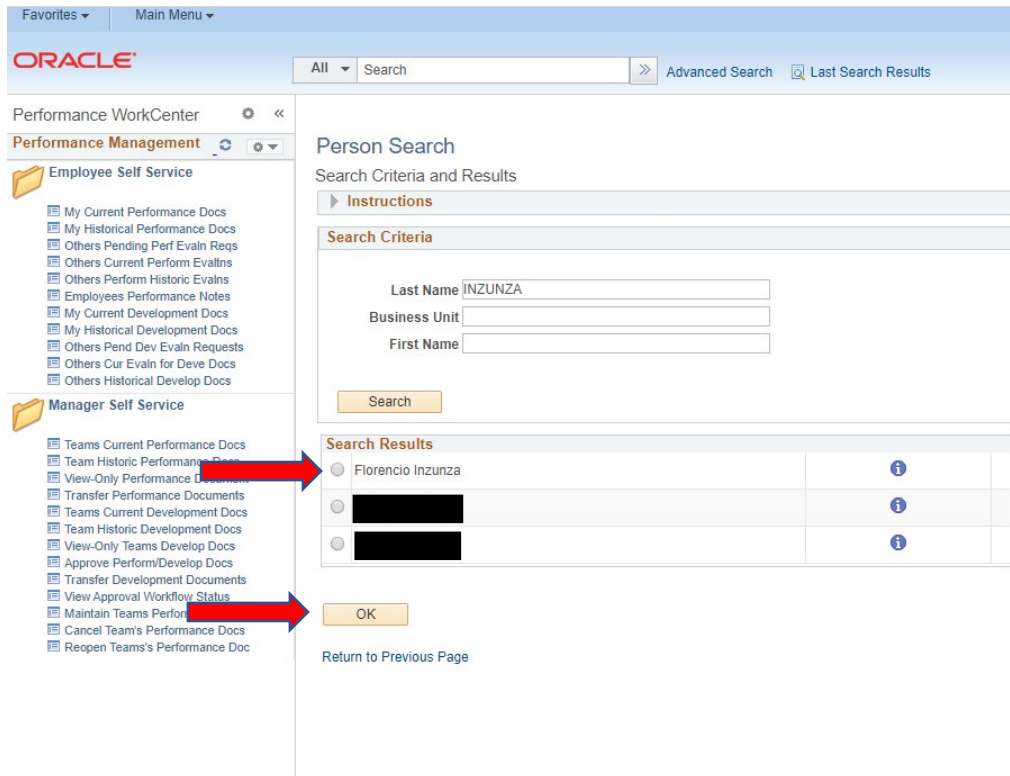
New Manager ID: [Select a Manager](#)

Save [Return to Previous Page](#)

6. Type in the correct manager's name. Then, click Search



7. Choose the correct manager from the Search Results and click ok.



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8. Click Save to transfer the performance document.

Performance WorkCenter

Performance Management

Employee Self Service

- My Current Performance Docs
- My Historical Performance Docs
- Others Pending Perf Evaln Reqs
- Others Current Perform Evalns
- 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 Approval Workflow Status
- Maintain Teams Performance Notes
- Cancel Team's Performance Docs
- Reopen Teams's Performance Doc

Transfer Document

Confirm Transfer

Performance Documents			
Employee ID	Name	Document Type	Document Status
[REDACTED]	[REDACTED]	UCD Campus Staff Appraisal	Evaluation in Progress

You have chosen to transfer the document indicated to another manager.
Select the receiving manager by using the "Select a Manager" hyperlink, then select the **Save** button

New Manager ID: Florencio Inzunza
[Select a Manager](#)

Save [Return to Previous Page](#)

For any inquiries, please contact OCP-Personnel@ucdavis.edu.