Manager Self Service
myHRinfo

2/20/2012
University of Waterloo
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1 Introduction

Human Resources provides myHRinfo for employees and managers at UW to login and view many pieces of information regarding their employment at UW. Navigate to myHRinfo.uwaterloo.ca

Click on the ‘Login to myHRinfo’ hyperlink to log in. There are also hyperlinks here for General Information, Help and the Human Resources site.

When logging in, enter your WatIAM user id and password credentials. Please view the Help documentation if you have difficulties logging into myHRinfo.

Within myHRinfo there is functionality available just for managers. An employee is considered a manager as long as they have other regular UW employees reporting to them in the myHRinfo system or they are recorded in the system as the head of a department.

Manager self service allows managers to do the following:

- Review selected personal, emergency contact and job information about their employees
- Request Reporting Changes of their employees
- Review Training Summary of their employees
- Request Training Enrolment of their employees
- Review Transactions that you have been a part of (including Delegation, Reports To Changes, Job Offers and Job Openings).

If you have access to Manager Self Service, you will see the Manager Self Service item in your Main Menu.
1.1 Usability Hints

Please do not use the back or forward buttons in your browser to navigate through pages of myHRinfo. These buttons will not work properly since you are logged into a vendor application, not accessing a general web page.

Do not ever share your password with anybody, under any circumstances. This will give that person access to your own personal information that you have privileges to within myHRinfo, and will also grant your privileges to this person to any functionality. Any changes this person would make under your user id and password would be recorded in the database as coming from you and you would be held accountable for those changes. If a situation arises where somebody does not have the appropriate access to do their job, please email hrhelp@uwaterloo.ca.

It is best to either turn off the pop up blocker for your internet browser or to set it to trust all pop ups from this site. For assistance on how to do this for your internet browser, please view the pop up blocker Help documentation for the internet browser and version that you are using. All browsers have a ‘Help’ menu item available.

There is a system timeout that is set to be 15 minutes of inactivity. If you are interrupted during data entry, please remember to Save your work often.

All of the screenshots in this document were done in a test instance with test data.
Employee Personal Information is effective dated, so you can search for this information at any date and it will return the information that was in the system at that date. After selecting a date, click Continue.

The resulting page shows a summary of the employees that you can look at in more detail at the given effective date. Select the employee whose information you want to review and click Continue.
The last column also shows if these employees also have employees that report to them. If you click on the picture of the organization chart, it will take you a list to those employees to view their information.
The employee you selected is now shown with specific information about their position. You can then also select additional information at the bottom of the screen for their Home and Mailing Addresses, Birthday (no year included), Email Addresses, Emergency Contacts, and Training.

Employee Information

Additional Information

- Home and Mailing Addresses
- Email Addresses
- Emergency Contacts
- Birthday
- Training

Return to Select Employees
3 Reports To Changes

If a manager has any employee that is having a Reporting change (they will now report to a new manager), they can now submit these changes through the myHRinfo system.

Managers need to work with their Human Resources Advisor during the process of Reporting Changes – the online process is not intended to replace the communications and discussions that need to occur.

3.1 Reports To Changes Request

Once a manager has worked through the details of the change with their Human Resources Advisor, they can put in the change in to myHRinfo for the information to be approved electronically and then changed in the system.

Navigate to Manager Self Service>Job and Personal Information>Request Reporting Change.

The reporting change is effective dated, so a manager can request the reporting change to be at any given date. After selecting a date, click Continue.

Reporting Change

Initiate a reporting change for one or more of your employees.

Instructions

Follow this 3-step process to assign one or more employees to a new supervisor:

1. Enter the date this reporting change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employees to be assigned to the new supervisor.
3. Enter the name of the new supervisor and submit the change.

Enter the as of date

Enter the date this change is effective. 09/09/2011

Continue
The resulting page shows a summary of the employees that a manager can change the reporting structure for. Select the employee whose information is to be changed and click Continue.

NOTE: although managers may be able to see employee’s without positions numbers – they are NOT able to change those employee,s reporting status. Any requests that come through for these people will be denied. (Human Resources does not maintain this information)

The last column also shows if these employees also have employees that report to them. Click on the picture of the organization chart, it shows a list of those employees to request changes for them.

The next screen allows a manager to either type in the full name of the employee’s new manager or search for them using the magnifying glass button. Click on the magnifying glass, it will open a search window that will allows a search on more fields to find the correct new manager.
Once the correct new manager is filled in, click Submit.

After clicking submit, a screen confirms that the submit was successful and shows the Approval Chain for the request. Click on the Approvals to see more details of who needs to approve the request. Or click OK to continue.
All Report To Change requests will be approved by the appropriate Human Resources Advisor and then after they are approved the appropriate changes in the system will be made.

Both the requesting manager and the new manager will receive emails notifying them of the process.
3.2 View Reporting Change Status
Once a manager has submitted a Request for Reporting Change – they can review the status of that change online.

Navigate to Manager Self Service>Job and Personal Information>View Reporting Change Status.

All Reporting Change requests that the manager has been a part of will be shown in a list.
To find out more about an individual request, click on the hyperlink for that transaction.
4 Department Position Inquiry

Not all managers will have access to the Department Position Inquiry – this function is only available for Department Heads. This will provide them with information regarding all the employees in the Department Heads’ department. Navigate to Manager Self Service > Job and Personal Information > Department Position Inquiry.

When asked for the Department in Position Inquiry, the 4 digit organizational unit for the department is required. You can also search by your department’s description in the second box. Department Heads will only have access to view positions within their own departments.

This inquiry will show the position number. It shows who the current incumbents are for positions (if current incumbent is blank, the position is currently vacant), who the position reports to (if this is blank or incorrect, please contact HR to have this corrected since it will affect approvals and data accessible through Manager Self Service).
If the position is vacant, there would not be an emplid, empl rcd or incumbent listed for that position.

You could click the icon to show all columns (circled on the screen shot above) to display all of the information on one page or click the ‘More Info’ tab to view additional information pertaining to positions within the department.

This page will display the salary admin plan, salary grade, full time/part time, funding source (most of which will be operating complement), FTE, complement, and special indicators relevant to the position.

The Salary Admin Plan is a code that indicates how many working hours a week the position has:

- UW7: Salary Plan for 37.5 hours/week
- UW6: Salary Plan for 36 hours/week
- UW5: Salary Plan for 35 hours/week
- UW4: Salary Plan for 40 hours/week
- UNI: Salary Plan for CUPE

The column headings are underlined (EmplID, Incumbent, etc) for the values listed. If you click on any one of those column headings, the data will be re-sorted based upon the column you clicked on. If you click on that same column a second time, the sort will change to descending.

There are a number of options within the border along the top of the grid:

- The grid’s display defaults to a limited number of people in the display. You can click on “View 100” and it will show you 100 people per page instead of 5. If there are less than 100 rows in total, the hyperlink will be ‘View All’
- Clicking on the arrows will scroll through the list of people. You could click on First to bring you to the first position in the list or on Last to bring you to the last position in the list.
- If you click on the blue grid icon (the mouse over says Download), you will be able to download this list of people into Excel.
If you click on Find, a search string box will appear. You can enter a search string value and a row with that value will display at the top of the list of values.

If you click on Customize, you can change the order of the columns in the grid or set up sorts by multiple columns.

If the Department Head would like to delegate access to the position inquiry to others within their department, they may do so by granting security to their employees (see Section 5).
5  Granting Security to Employees

A Department Head will have the authority to grant access to Position Inquiry or to Create a Job Opening to employees within their department. Navigate to Manager Self Service > Grant Security to Employees

The prompt to access this page will require the entry of a department id, which is equivalent to the department’s organizational unit. Department Heads will only have access to maintain security for employees within their own departments. If a Department Head is responsible for more than one department, they can set up security for each of those departments separately.

Select the role that is to be granted (Create Job Openings, or Position Inquiry for Department). Then select the employee id you are granting this access to. The employee id is displayed in Department Position Inquiry. You can also do a search for the employee id by clicking the magnifying glass prompt button beside the field and selecting the relevant name in the list that appears. The list that will appear contains employee ids and names. The sort of this list can be changed to sort by name by clicking on the Name column hyperlink (clicking twice will change it to descending order).

Access can be granted to position inquiry or creation of job openings to more than one person within the department by clicking the “+” button where the employees are entered for that Role Name.

Access can be granted to both position inquiry and creation of job openings for the department by clicking the “+” button in the Role Name section of the page.

Access can be removed for roles and people by using the “-” buttons in the two sections of the page.
When finished, click the Save button.

The security will be granted by the next day after some processes have run overnight.

Note: There is a 1 day turn around for updates to security

Please note that this security will remain unless a Department Head removes it. If employees come and go within a department, the Department Head should be updating the security access.
6 Delegation

Delegation is the ability for a manager to give access to another employee to do some of their work on their behalf. Although the Delegation feature shows as a part of Employee Self Service (not Manager Self Service) – only managers will have the ability to delegate.

Currently, there is the capability to delegate Job Opening Approvals, Job Offer Approvals and Reports To Change Requests. **NOTE – once you delegate to someone else, the manager no longer has the ability to do those tasks themselves.**

Any manager that is delegating to an employee needs to ensure that the employee fully understands how to complete the tasks they will be required to work on. The employee must ensure that they have read the documentation on how to do Job Opening Approvals, Job Offer Approvals, Reports To Change Requests and Staff Review Ratings Entry.

Navigate to **Self Service>Manage Delegation.**
From this page, someone can find out more about Delegation by selecting the Learn More About Delegation link.

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies

Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Review My Delegated Authorities

The other options are to Create Delegation Request, Review My Proxies or Review My Delegated Authorities.
6.1 Create Delegation Request

Click on Create Delegation Request to put in a request.

Manage Delegation

Al Pacino

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

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Create Delegation Request

Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies

Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Review My Delegated Authorities

Enter in the dates for the delegation and click Continue. If you leave the To: Date blank- then the proxy will have the ability to do the work until you cancel the delegation request and the manager will not.
Create Delegation Request

Enter Dates

Al Pacino
Director, Human Resources

Enter the dates for your delegation request. Enter a From Date that is today or later. Enter a To Date that is the same as or later than your From Date. For open-ended delegation requests, leave the To Date blank.

<table>
<thead>
<tr>
<th>Delegation Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date:</td>
<td>09/08/2011</td>
</tr>
<tr>
<td>To Date:</td>
<td>09/13/2011</td>
</tr>
</tbody>
</table>

Next  Cancel
Select the transactions that the delegation request is for and click Next. A manager can delegate each transaction individually or they can delegate all at the same time.

Create Delegation Request

Select Transactions

Al Pacino
Director, Human Resources

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.
There are two ways for someone to search for the proxy – one is to look at their hierarchy in the organization and the other is to search by first name and/or last name.

Select Proxy by Hierarchy shows all employees that are in your reporting structure. Select who is to be the proxy and click Next; or click on the Search by Name hyperlink to search for others to be the proxy.
Select Proxy by Name has a Last Name field and a First Name field that can be searched on. Once a search has been made, the results show in the table below and can be selected and then clicking Next will proceed.

The Delegation Detail then summarizes what you are about to request and allows you to check off the box for Notify Delegator. It is highly recommended that you select Notify Delegator. Click Submit to submit the request.
A final screen confirms that your request has been submitted. At this point, an email has been sent to the proxy informing them that they need to accept or deny the request. Click OK to acknowledge the request.

6.2 Accepting or Rejecting a Delegation Request

Employees will receive an email letting them know when someone has put in a Delegation Request. The email provides a link to where they need to go to accept or reject the request.

Employees can find out more about how to Accept or Reject a Delegation Request in Chapter 10.1 of the Self Service documentation.
6.3 Review My Proxies

Whenever a manager wants to review all the proxies that they have requested, they can click on Review My Proxies.

Manage Delegation

Al Pacino

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies

Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Review My Delegated Authorities
You can choose to show the requests by status from the drop down menu. You can also select a current active request and chose to revoke it, using the revoke button.
7 Learning and Development

In Learning and Development through Manager Self Service, a manager can see information on their teams’ profiles and also see training information about their team.

7.1 Team Profiles

myProfile offers a new way for employees to store information about their career. In the future, the University will investigate this tool to support recruitment, career management and strategic workforce planning. Employees have been introduced on how to use the myProfile functionality in the Self Service documentation. Managers have access to view their team’s profiles. Navigate to Manager Self Service>Learning and Development>Current Team Profiles.

Using the current date for the As Of Date, click Continue.
The list of all employees that are within the managers reporting structure is shown. The manager can select the employee they want to view and click Continue. They can also select the icon that shows that an employee has more people reporting to them in the right most column.

In addition, any department head will also see a hyperlink at the bottom “Click here to access the Position Inquiry for Dept Managers” – this link will take them to more information about their department’s positions (see Chapter 4).
Employee’s profiles contain information on the employees Qualifications (Languages, Licenses & Certifications, Memberships, Honours And Awards), Education and Projects (Committees). Since most of the Profile is new in this latest version of myHRinfo, it is possible that many employees have empty profiles until they spend the time to get them up to date.
Current Team Profiles

Brad Pitt

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Add link below each section and an Edit and Delete button next to each item. You must use the Save button to save any profile changes. Additionally, the Submit button must be selected for any content changes requiring approval.

*Description: Brad Pitt

Profile Actions: <Select Action>

Qualifications | Education | Projects

Add new degrees in the grid below. Edit degrees by selecting the edit button.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year Acquired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts</td>
<td>2004</td>
</tr>
</tbody>
</table>

Save

Return to Previous Page
Add new UW Committees in the grid below. Edit UW Committees by selecting the edit button.

<table>
<thead>
<tr>
<th>UW Committees (Approval Not Required)</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Item ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-operative Education Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add new Other Committees in the grid below. Edit Other Committees by selecting the edit button.

<table>
<thead>
<tr>
<th>Other Committees (Approval Not Required)</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Start Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee for School Board</td>
<td>01/01/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save
7.2 Team Historical Profiles
If a manager would like to see profiles at historical effective dates, they can use the Team Historical Profiles menu item. See section 7.1 to learn more about what is all in the profile.
7.3 Search and Compare Profiles

There is also a menu item for Search and Compare Profiles. Although this menu item is visible, the functionality within it is not fully functional at this time. In the future, it may have the capability to also track Job Profiles and use the Search and Compare functionality at that time.

Since there will be the myProfile functionality in myHRinfo – managers could use this tool to search for an employee's profiles with certain qualifications in it. Managers can use the Find people having certain qualifications hyperlink for this.
The Search and Compare Profiles can be done at any date— for managers to find profiles with certain qualifications at a certain date. Enter in an As Of Date and click continue.

The search is based on criteria that the manager can build to determine what employees have in the profiles. In Search Criteria, managers can click on the hyperlink that would be the area they want to search on. For an example, click on Degrees.
The Look Up box will come up for the manager to select what degree they want to search for. Selecting the hyperlink of the degree will take the manager to the next step. In this example, Bachelor of Acc + Fin Mngmt will be criteria.

NOTE: Doing for a search of one of the generic descriptions (eg. Bachelor) will not return results for all people who have any of the specific descriptions (eg. Bachelor of Math).
The importance of the criteria can be changed to reflect items in the search that are more or less important than other items in the search.

As many criteria as needed can be added to the search. In this example, Emergency First Aid was added as mandatory criteria in the Licenses and Certifications section.
The results will show who in your employee group meets the search criteria and what score they received on the search. John Employee shows that he received a score of 50 on the search, clicking on the hyperlink of the score will show more details about the results.
The Match Results will show where the employee received points for matches or no matches.
7.4 Training Summary by Course

Managers can view the summary of all the training that their employees have taken (by course) by navigating to Manager Self Service>Learning and Development>Training Summary by Course

To search for a specific course, fill in the search criteria and click Search. The results will be shown and the manager can click on a course to see more information.
The manager can then see the employees in their group that have taken or are registered to take that course.
7.5 Training Summary

Managers can view the summary of all the training that their employees have taken by navigating to Manager Self Service>Learning and Development>Training Summary

The manager will see a list of their employees and can select an employee to review what training that employee has completed or is enrolled in.
Training Summary

Select Employee

To access an employee's training summary, select employee's name. To find a specific employee, select Search for Employee. To see an employee's direct reports, select an org chart icon.

Transaction Effective Date: 10/27/2011

Direct Reports For Stacey Parsons

<table>
<thead>
<tr>
<th>Name</th>
<th>EmplID</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td></td>
<td>HR</td>
</tr>
</tbody>
</table>

Search for an employee

Manager Self Service
Learning and Development

Training Summary

Select the Internal Training Course Name to view Details.

Internal Training

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHD Test Course</td>
<td>10/31/2011</td>
<td>10/31/2011</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

Return to Select Employee

Go To: Manager Self Service
Learning and Development
Enroll this employee in an internal training course
7.6 Request Training Enrolment

A manager is able to enroll their employees into courses that are available through myHRinfo. Navigate to Manager Self Service>Learning and Development>Request Training Enrolment.

Managers can search for courses by many different ways. Click on one of the search methods to proceed.

Request Training Enrollment

Please choose one of the search methods below to find a course session.

- [Search by Course Name]
- [Search by Course Number]
- [Search by Location]
- [Search by Date]

Go To:  
Manager Self Service  
Learning and Development  
Training Summary
A manager can then find a course that they want one of their employees enrolled in. In this case, a search for courses beginning with OHD brings up a course to enroll employees into.

Click on the View Available Sessions hyperlink to continue the enrollment.

This shows the available sessions – the manager clicks on the session they would like to enroll their employee in.
The manager then selects the employee they would like to enroll in this course.

---

The manager then selects the employee they would like to enroll in this course.
Now click on the Continue and then Submit to finalize the enrolment.

Submit Request
Enter comments (optional) and select Submit button at the bottom of the page to complete your request.
8 Review Transactions

Any transactions that a manager is required to be a part of, will show in the Review Transactions section of myHRinfo. These transactions include Delegation, Reports To Changes, Job Offers, Job Openings.

Navigate to Manager Self Service>Review Transactions

A manager can select how to review their transactions by using the drop down filter – they can decide to view all, only those approved, only those denied, only those he/she submitted or only those that are pending review.
Specifically, this is where Managers can see what transactions they need on which to take action – see those with the hyperlink being “Approve/Deny”. Click on the View Details hyperlink to learn more about the transaction OR click on the Approve/Deny hyperlink to take action. This hyperlink will take you to the place you need to be to approve or deny the transaction (see the Approvers or Hiring Managers documentation for Recruitment if it is a Job Offer or Job Opening Approval, see the Delegation chapter in the Self Service documentation if it is Delegation approval).
9 UW Staff Review Ratings

For 2012 we are introducing a new portal for capturing performance ratings. The portal is available through Manager Self-Serve and is very simple to use. The new portal will allow you to view the past 5 years of staff member’s ratings. This is the first step in creating an automated performance management system. Please note that the rating system will be available on February 21 through to March 15th only.

Managers of staff are responsible for entering all of their staff ratings and Department Heads are responsible for approving all of the staff ratings.

NOTE: If a Department Head or a Manager will be delegating the entry and/or approval of staff ratings to another employee – please ensure you read Section 6 – Delegation.

A manager or a department head can start the process of Staff Review Ratings Entry by navigating to Manager Self Service>UW Staff Review Ratings.

If a manager holds multiple positions, than they will be asked to select the position for which they want to enter or approve ratings for. For example, if a faculty member is also a department chair, they will select “Regular Administrative Appointment”.

If a proxy needs to enter or approve ratings, they will be asked to select the position for which they want to enter or approve ratings for.
Managers and Department Heads (or their delegates) use this 3 step process to submit/approve employee review ratings:

1. For Delegation the Manager or the Department Head must go to Self Service>Manage Delegation and create a proxy if they want to Delegate their role to someone.

2. Managers (or their proxy) submit ratings for employees who report to them.
   - An email will be generated for each submission to inform the Department Head (or their proxy).

3. Department Heads (or their proxy) review/edit and approve the ratings. When Department Head submits ratings for employees that report to them, an auto approval will occur.
   - An email will be generated for each approval to inform the Manager (or their proxy).

Any questions should be directed to your Human Resources Advisor at http://www.hr.uwaterloo.ca/contact/client_group.html.
9.1 Staff Review Ratings Entry for Managers

If a manager enters ratings for his or her employees, then the department head will have to approve the ratings.

- A screen will appear with a list of ratings called “Submit ratings” – this is where a manager’s direct reports are listed and the manager is responsible for entering these ratings. The screen shot below shows where some ratings have been entered and some are still to be entered.

Once a rating is submitted, the department head and the proxy (if a proxy exists) will receive an email notification to approve the rating.

Note: if a proxy exists, then the department head cannot approve the rating. The department head will still be able to view the ratings.

- The manager could view the status of the rating approval by clicking on the “status monitor” button.
- When the department head (or the proxy) has approved the rating, the manager can see that the rating has been approved when they click on the “status monitor” button.
- Both manager and Department head will have access to the employees’ ratings history for five years by clicking on the Rating history button.
Ratings History

<table>
<thead>
<tr>
<th>Date</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2007</td>
<td>4.0</td>
</tr>
<tr>
<td>05/01/2008</td>
<td>4.5</td>
</tr>
<tr>
<td>05/01/2009</td>
<td>4.5</td>
</tr>
<tr>
<td>05/01/2010</td>
<td>4.5</td>
</tr>
<tr>
<td>05/01/2011</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Approval Status Monitor

Review Rating Approval

Approval Status: Approved

Manager SelfServ Review Rating
02/13/12 - 11:23 AM
9.2 Staff Review Ratings Entry for Department heads

A screen will appear with:

- A list of ratings that need to be entered called “Submit ratings” – this is where a department head’s direct reports are listed and the department head is responsible for entering these ratings. Since the department head is also the approver, these ratings will be auto-approved.

- A list of ratings that need to be approved called “Approve Rating” – this is where a department head will see every staff member in their department, and the department head is responsible for approving these ratings as the managers submit them.

Submitting ratings:

A Department head could enter ratings individually or all at the same time. Once a rating is submitted, the status monitor button can be clicked to track the status of the approval.

Since the department head is entering ratings for their employees, the ratings will be auto approved once they are submitted.
Approving ratings:

A department head could approve ratings that have been entered by clicking on the approve button. Both manager and Department head will have access to the employees ratings history for five years by clicking on the Rating history button.
<table>
<thead>
<tr>
<th>Date</th>
<th>Rating</th>
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<tbody>
<tr>
<td>05/01/2007</td>
<td>4.0</td>
</tr>
<tr>
<td>05/01/2008</td>
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<tr>
<td>05/01/2011</td>
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