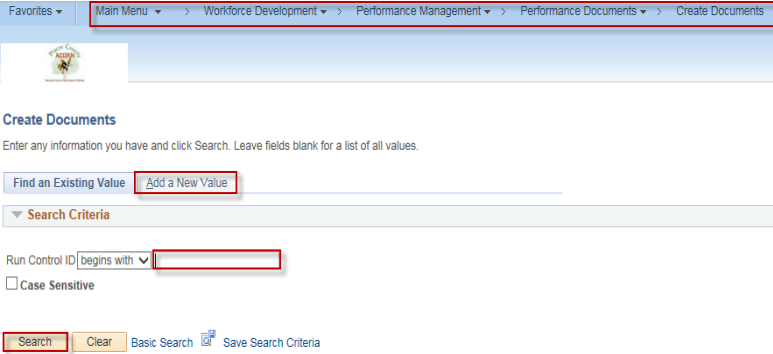
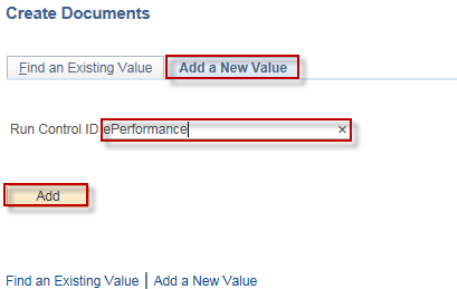
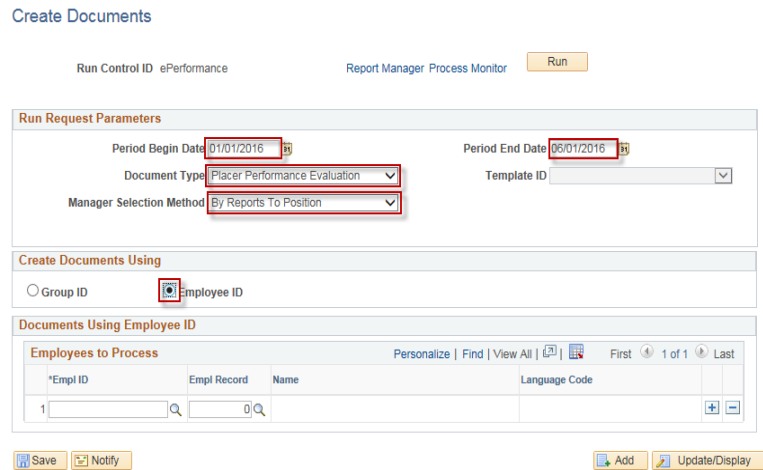


ACORN e-Performance Department Admin Creates an Evaluation

Instructions	ACORN Page
Navigation: Main Menu>Workforce Development>Performance Management>Performance Documents>Create Documents	
<p>PURPOSE: The ACORN ePerformance system will automatically generate an evaluation for an employee, 90-days prior to the Next Review date in ACORN. It is preferred that the system create the evaluations; however, there are times when the Department may need to create an evaluation manually. The steps below demonstrate creating an Employee's evaluation by the Department Admin.</p>	
<ol style="list-style-type: none"> 1. Navigate to Main Menu>Workforce Development>Performance Management>Performance Documents>Create Documents. 2. If you have previously created and used a "Run Control ID" enter the existing name in the "Run Control ID" box. Click the "Search" button. If you are not sure what the name is Click "Search". A list of Run Control ID's will appear. Select an available name. Go to Step 5. 3. If you have never used a "Run Control ID" follow Step 4. 	 <p>The screenshot shows the 'Create Documents' page with a breadcrumb trail: Main Menu > Workforce Development > Performance Management > Performance Documents > Create Documents. Below the breadcrumb is a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Underneath is a 'Search Criteria' section with a dropdown menu for 'Run Control ID' set to 'begins with' and an empty text input field. There is also a 'Case Sensitive' checkbox and 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.</p>
<ol style="list-style-type: none"> 4. Click on the "Add a New Value" tab, create a "Run Control ID" name. Click the "Add" button when ready. The Run Control name has been permanently saved and can be continuously used when running this process. 	 <p>The screenshot shows the 'Create Documents' page with the 'Add a New Value' button highlighted. Below it is a text input field for 'Run Control ID' containing the text 'ePerformance'. An 'Add' button is visible below the input field. At the bottom of the page, the breadcrumb trail 'Find an Existing Value Add a New Value' is visible.</p>

ACORN e-Performance Department Admin Creates an Evaluation

5. Enter the following on the "Create Documents" page:
- Period Begin Date
 - Period End Date
 - Document Type – choose "Placer Performance Evaluation"
 - Manager Selection Method – choose "By Reports To Position"
 - Create Documents Using – click the "Employee ID" radio button.



Create Documents

Run Control ID ePerformance Report Manager Process Monitor

Run Request Parameters

Period Begin Date: 01/01/2016
 Period End Date: 06/01/2016
 Document Type: Placer Performance Evaluation
 Manager Selection Method: By Reports To Position
 Template ID: [dropdown]

Create Documents Using

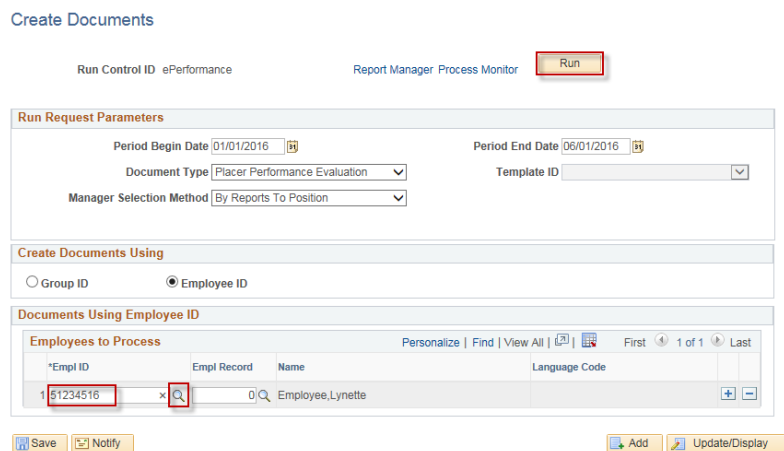
Group ID Employee ID

Documents Using Employee ID

Employees to Process

*Empl ID	Empl Record	Name	Language Code
1			

- Empl ID – enter the Employee's ID or click the "Search" icon to locate the Employee's name.
- Click the "Run" button in the upper right-hand corner.



Create Documents

Run Control ID ePerformance Report Manager Process Monitor

Run Request Parameters

Period Begin Date: 01/01/2016
 Period End Date: 06/01/2016
 Document Type: Placer Performance Evaluation
 Manager Selection Method: By Reports To Position
 Template ID: [dropdown]

Create Documents Using

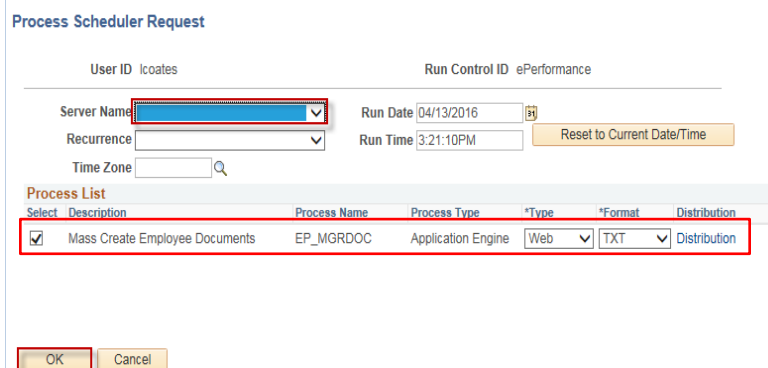
Group ID Employee ID

Documents Using Employee ID

Employees to Process

*Empl ID	Empl Record	Name	Language Code
1 51234516		Employee, Lynette	

6. Process Scheduler Request:
- Server Name – leave as blank, if there is a name click the dropdown arrow and select the blank field.
 - Process List – leave as default
 - Click the "OK" button.



Process Scheduler Request

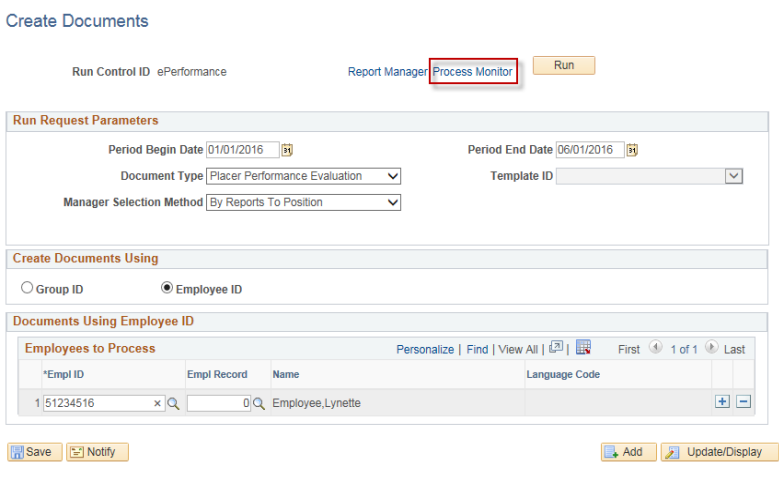
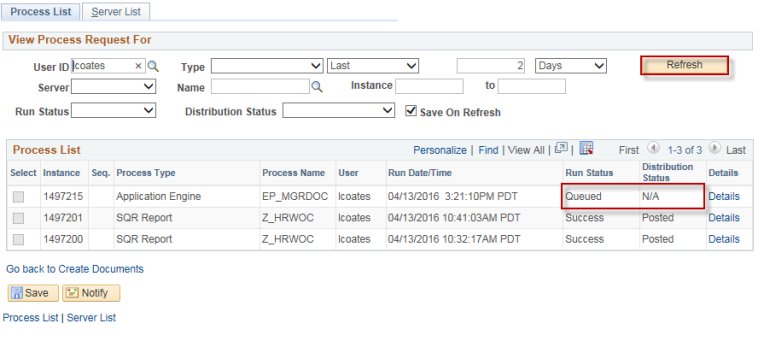
User ID lcoates Run Control ID ePerformance

Server Name: [dropdown] Run Date: 04/13/2016
 Recurrence: [dropdown] Run Time: 3:21:10PM
 Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Mass Create Employee Documents	EP_MGRDOC	Application Engine	Web	TXT	Distribution

ACORN e-Performance Department Admin Creates an Evaluation

<p>7. Create Document page:</p> <ul style="list-style-type: none"> Click on the “Process Monitor” link. 	
<p>8. Click the “Refresh” button until the “Run Status” indicates ‘Success’ and the “Distribution Status” is “Posted”.</p> <p>Note: This step may take a few seconds and cannot move forward until this is complete.</p>	
<p>9. The evaluation has now been generated. You can view the document by navigating to Main Menu>Workforce Development>Performance Management>Performance Documents>View Documents. Notify the Supervisor that the evaluation is created and available to access within their Manager Self Service.</p>	