

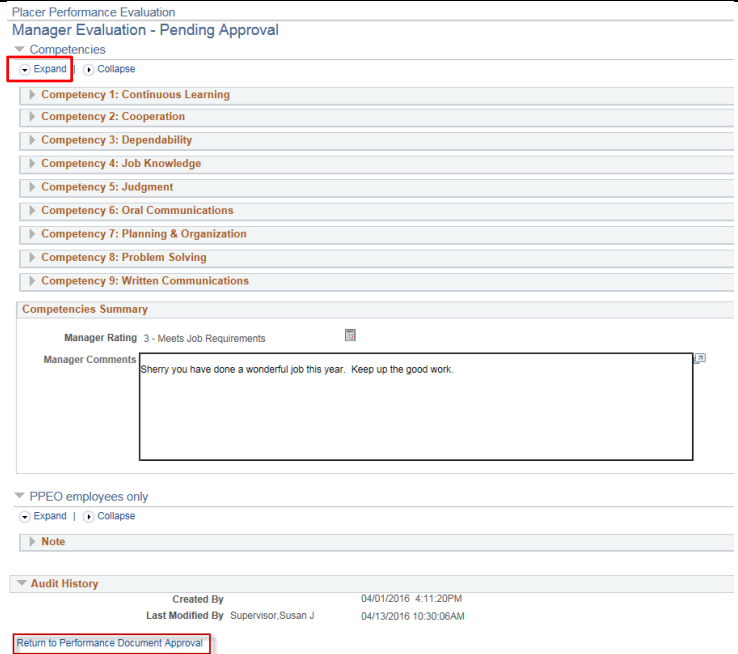
## First Level & Final Approver Approves/Denies Evaluation

Navigation: Main Menu>Manager Self Service>Performance Management>Approve Documents															
Instructions	ACORN Page														
<p><b>PURPOSE:</b> When a Supervisor submits an evaluation for approval, the Approving Manager receives an e-mail notification indicating an evaluation has been submitted for their approval. The Final Approver will also receive an e-mail notification once the First Level Approver has approved the evaluation.</p>	<p><b>Features:</b></p> <ul style="list-style-type: none"> <li>Evaluation template auto-generated for Supervisors 90 days prior to evaluation due date</li> <li>Pre-populated employee information</li> <li>Multi-participant input (including optional Self Eval)</li> <li>Auto notifications via email</li> <li>Workflow with automated formal approval process</li> <li>"Intelli-text" – Now called "Writing Tools"</li> <li>Language and spell checker</li> <li>"Draft" Evaluations can be sent anytime via email for internal review</li> </ul>														
<p>1. Cycle of a performance evaluation.</p>															
<p>2. For the <b>First Level</b> Approval Manager to approve an evaluation, navigate to <b>Main Menu&gt;Manager Self Service&gt;Performance Management&gt;Approve Documents.</b></p>	<p>Select Transaction to Approve</p> <p>The following hyperlinks indicate employees which require your participation in an approval process. Select on a hyperlink to see details about what needs to be approved for each employee</p> <p>Filter Criteria</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Document Status</th> <th>Approval Status</th> <th>Submitted By</th> <th>Document Type</th> </tr> </thead> <tbody> <tr> <td>Employee, Sherry L</td> <td>06/01/2015</td> <td>06/01/2016</td> <td>Approval</td> <td>Submitted</td> <td>Supervisor, Susan J</td> <td>Placer Performance Evaluation</td> </tr> </tbody> </table>	Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Document Type	Employee, Sherry L	06/01/2015	06/01/2016	Approval	Submitted	Supervisor, Susan J	Placer Performance Evaluation
Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Document Type									
Employee, Sherry L	06/01/2015	06/01/2016	Approval	Submitted	Supervisor, Susan J	Placer Performance Evaluation									
<p>3. Click on the name of the Employee to review the completed performance document and subsequently grant or deny approval of the evaluation.</p>	<p>Approve Document</p> <p>Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.</p> <p>Employee, Sherry L      Empl ID: 51231820</p> <p>Performance Document</p> <p>Doc Type: Placer Performance Evaluation          Author: Supervisor, Susan J          Period Begin Date: 06/01/2015      Period End Date: 06/01/2016</p> <p>Rating: <a href="#">Performance Document Details</a></p> <p>Evaluation Approval Chain</p> <p>Review Employee: Pending</p> <p>Evaluation Approval Chain</p> <p>Pending: Monique Elizabeth Supervisor Uses Reports To Position → Not Routed: Lori J Approver ePerformance Final Approver</p> <p>Comment History</p> <p>Comment: <input type="text"/></p> <p>Approve      Deny</p> <p>Go To: Approval Summary</p>														
<p>4. Click the "Performance Document Details" link to open the evaluation.</p>															

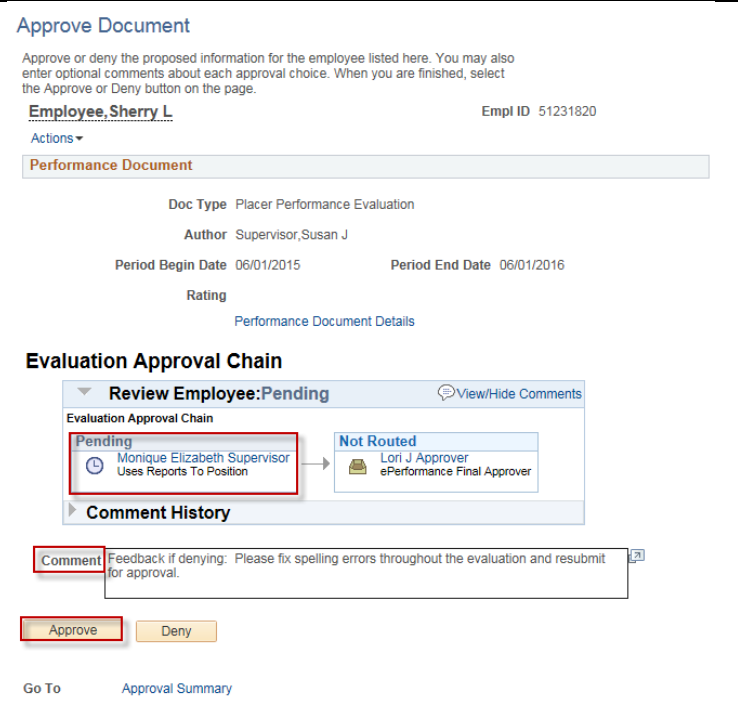
First Level & Final Approver Approves/Denies Evaluation

5. Click on "Expand" to review the Supervisors ratings and comments for each competency.
 

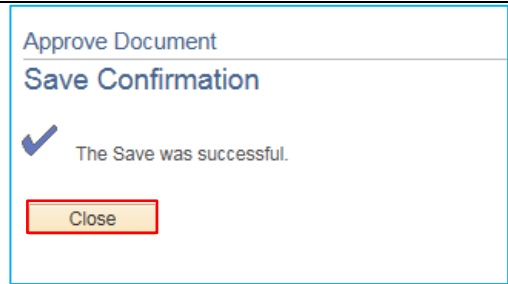
**Note:** Approvers will not be able to update the evaluation, only add comments.
6. Once the Approver has finished reviewing the completed evaluation, click the "Return to Performance Document Approval" link.



7. The Evaluation Approval Chain displays the required approvers for an employee's evaluation. The "Pending Approver" can enter comments using the "Comment" box. To approve or deny the evaluation click on the "Approve" or "Deny" button.
8. If an Approver denies the evaluation, the Supervisor will be notified via e-mail and would be able to see the comments as to why the evaluation was denied. The Supervisor will need to correct the evaluation and resubmit for approval.
  - If denying the evaluation, enter an explanation in the "Comment" section for the Supervisor.



9. After clicking the "Approve" button a confirmation window will appear. Click the "Close" button. The Supervisor will receive an e-mail notification indicating whether the evaluation was approved or denied by the Approving Manager.



First Level & Final Approver Approves/Denies Evaluation

- 10. The approval status for the First Level Approver is now complete.
- 11. The Final Approver will now receive an e-mail notification that the evaluation is ready for them to approve.

**Approve Document**

Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.

**Employee, Sherry L** Empl ID 51231820

Actions ▾

**Performance Document**

Doc Type Placer Performance Evaluation

Author Supervisor, Susan J

Period Begin Date 06/01/2015

Period End Date 06/01/2016

Rating

[Performance Document Details](#)

**Evaluation Approval Chain**

Review Employee: Pending View/Hide Comments

Evaluation Approval Chain

<p><b>Approved</b></p> <p>✓ Monique Elizabeth Supervisor Uses Reports To Position 05/09/16 - 1:08 PM</p>	→	<p><b>Pending</b></p> <p>🕒 Lori J Approver ePerformance Final Approver</p>
--	---	--

▶ **Comments**

▶ **Comment History**

Go To [Approval Summary](#)

- 12. The **Final Approver** steps are the same as the First Level Approver. Once both approvers have completed their steps, the final result will have both approver statuses as Approved.

**Approve Document**

Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.

**Employee, Sherry L** Empl ID 51231820

Actions ▾

**Performance Document**

Doc Type Placer Performance Evaluation

Author Supervisor, Susan J

Period Begin Date 06/01/2015

Period End Date 06/01/2016

Rating

[Performance Document Details](#)

**Evaluation Approval Chain**

Review Employee: Approved View/Hide Comments

Evaluation Approval Chain

<p><b>Approved</b></p> <p>✓ Monique Elizabeth Supervisor Uses Reports To Position 05/09/16 - 1:08 PM</p>	→	<p><b>Approved</b></p> <p>✓ Lori J Approver ePerformance Final Approver 05/09/16 - 1:10 PM</p>
--	---	--

▶ **Comments**

▶ **Comment History**

Go To [Approval Summary](#)