

Entering Performance Review Information in MyHR for Ascender

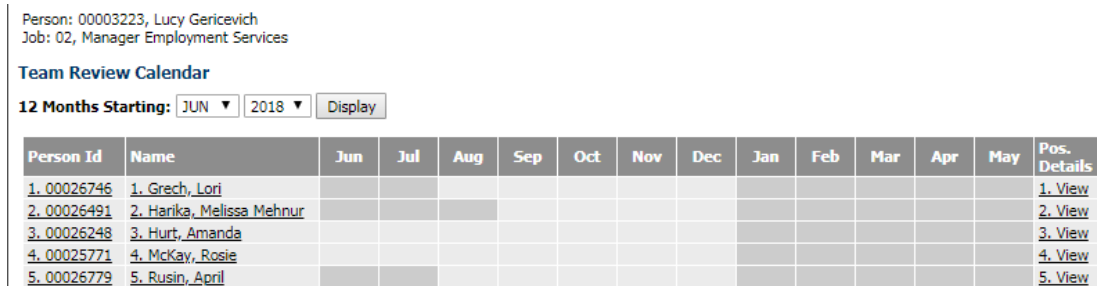
Step 1 Log in to MyHR.

Step 2 Click on 'My Team', select 'Team Calendars' and the 'Team Review Calendar'.



The screenshot shows the MyHR interface. The navigation menu is open, showing 'My Team' > 'Team Calendars' > 'Team Review Calendar'. A blue arrow points to the 'Team Review Calendar' option. The main content area displays a welcome message for Lucy Gericevich and a list of team calendars.

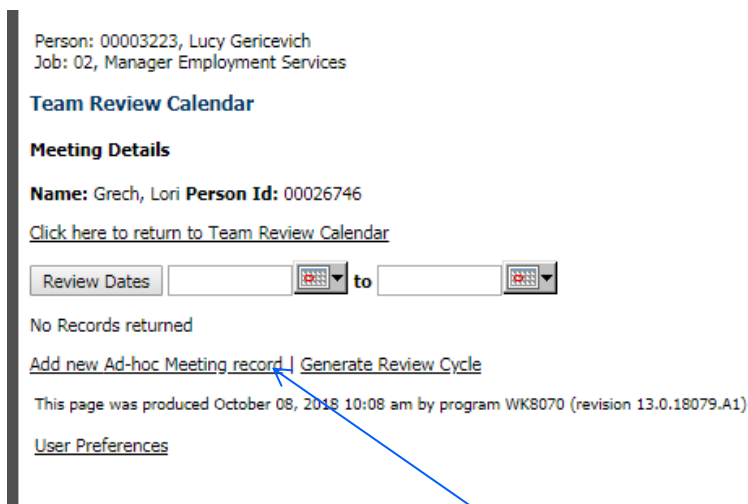
Step 3 From the list that appears, select the employee that you wish to enter their performance review information by clicking on their Person ID.



The screenshot shows the 'Team Review Calendar' for Person: 00003223, Lucy Gericevich. The calendar is set for 12 months starting in JUN 2018. A table lists five employees with their Person IDs and names. A blue arrow points to the first row, indicating the selection of the employee.

Person Id	Name	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Pos. Details
1. 00026746	1. Grech, Lori													1. View
2. 00026491	2. Harika, Melissa Mehrur													2. View
3. 00026248	3. Hurt, Amanda													3. View
4. 00025771	4. McKay, Rosie													4. View
5. 00026779	5. Rusin, April													5. View

The following screen appears.



The screenshot shows the 'Meeting Details' for the selected employee, Grech, Lori (Person Id: 00026746). It includes a 'Review Dates' field, a 'No Records returned' message, and a link to 'Add new Ad-hoc Meeting record'. A blue arrow points to the 'Add new Ad-hoc Meeting record' link.

Step 4 Click on 'Add new Ad-hoc Meeting record.'

Step 5 Select the Review Type – ‘Annual Review Meeting’ and select the date of the meeting.

Person: 00003223, Lucy Gericevich
Job: 02, Manager Employment Services

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

[Click here to return to Team Review Calendar](#) [Click here to return to Meeting List](#)

Review Type Annual Review Meeting ▾
Review Date 15-Oct-2018

This page was produced October 08, 2018 10:11 am by program WK8070 (revision 13.0.18079.A1)

[User Preferences](#)

Step 6 Click ‘Insert’ to save. The following screen appears.

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

[Click here to return to Team Review Calendar](#) [Click here to return to Meeting List](#)

Success! Row inserted

Review Type	Annual Review Meeting
Review Date	15-OCT-2018 <input type="text"/>
Review Status	Scheduled ▾
Deferral Reason	<input type="text"/>

This page was produced October 08, 2018 10:12 am by program WK8070 (revision 13.0.18079.A1)

[User Preferences](#)

Step 7 Click on ‘Click here to return to Team Review Calendar’.

Step 8 Click on the employee’s Person ID.

Step 9 Click on the Meeting Type in the first column.

Meeting Type	Review Date	Review Status	Manager Signed	Rating	Employee Agreement
<u>1. Annual Review Meeting</u>	15-OCT-2018	Scheduled			

Step 10 On the ‘Review Status’ pull down menu, choose the Code that is relevant for the employee from the following:

- Accepted – Meeting Offered and Accepted

- Completed
- Declined – Meeting Offered and Declined
- Postponed
- Scheduled

Step 11 Enter the 'Deferral Reason' if required.

Step 12 Click 'Update' to save.