

## Steps to Completing Performance Evaluation

1. Employee complete Self-evaluations (optional)
2. Manager Evaluation
3. Manager Submits Evaluation(s) for approval to Reviewing Manager
4. HR Approves and returns to the Manager's in box
5. Manager changes document status to "Available for Review."
6. Manager has performance Discussion with employee
7. Manager changes document to "Review Held."
8. Employee "acknowledges" the review was held.
9. Manager marks document completed, which closes out Performance Evaluation and transfers document to "historical."

## Steps to Completing Performance Evaluation

Employee must access their performance evaluation through the Self-Service feature in PeopleSoft.

Welcome To TeamWorks - Windows Internet Explorer provided by GTA

https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP\_GUEST

TEAM GEORGIA CONNECTION

TEAM GEORGIA | ESS/TEAMWORKS | FLEX-GABREEZE

FASTER. FRIENDLIER. EASIER.

TeamWorks Homepage

Monday, February 21, 2011 5:18 PM

STATE EMPLOYEE SELF SERVICE LOG IN

User ID:

Password:

[Forgot Password?](#)

**IMPORTANT NOTICE**

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

MY HELP

WELCOME TO TEAMWORKS

Whether you're researching your benefits options, reviewing your pay statement, updating your personal information, looking to learn a new skill, or are interested in improving your personal well-being, TeamWorks is here to help. This Web site provides employees, managers and supervisors, and job seekers the information you need about human resources programs and services in Georgia State Government.

NEWS AND ANNOUNCEMENTS

- [HCM User Group Meeting](#)  
Next Meeting is February 24, 2011
- [Document Direct Password Aging](#)  
Document Direct Password Aging
- [Quarterly Payroll Processing Calendar Update](#)  
First Quarter PeopleSoft Payroll Processing Calendar Update

Featured News

- [Quarterly Payroll Processing Calendar Update](#)

The User ID is the eight digit employee ID number with the two leading zeros. The employee must establish their own password. (Note: For employees accessing the system for the first time, their social security number without dashes or spaces is the password, which they will be prompted to change.)

## Steps to Completing Performance Evaluation

The screenshot shows the TeamWorks Employee Self Service portal. The browser window title is "Welcome To TeamWorks - Windows Internet Explorer provided by GTA". The address bar shows the URL: <https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h?tab=DEFAULT>. The page header includes the "TEAM GEORGIA CONNECTION" logo and the slogan "FASTER. FRIENDLIER. EASIER.". The main navigation bar has tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEX-GABREEZE". The "ESS/TEAMWORKS" tab is active, and the page title is "My Employee Self Service TeamWorks Homepage".

The page content is divided into three main sections:

- TEAMWORKS MENU:** A list of links including My Help, Quick Links, Self Service, Manager Self Service, Workforce Administration, Benefits, Compensation, Payroll for North America, Global Compensation, Workforce Management, Organizational Development, Enterprise Learning, Workforce Monitoring, Set Up HRMS, Administrative Systems, My Content, Worklist, Reporting Tools, HCM Reporting Tools, PeopleTools, Change My Password, My Personalizations, My System Profile, and My Dictionary. A black arrow points from the "Manager Self-Service" link in this menu to the "Manager Self-Service" section below.
- MANAGER SELF SERVICE:** A section titled "View Employee Personal Info" with the subtext "Review job and personal information for your employees." This section is currently empty.
- MY HELP:** A section with links for Contact Us, Getting Started, and Site FAQs.

At the bottom of the page, there are links for Accessibility, Contact Us, and Privacy Information. The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, Welcome To TeamWorks, Mail To: Stowe, Daphne, ePMP-Evaluation Proc...), and the system clock showing 5:21 PM.

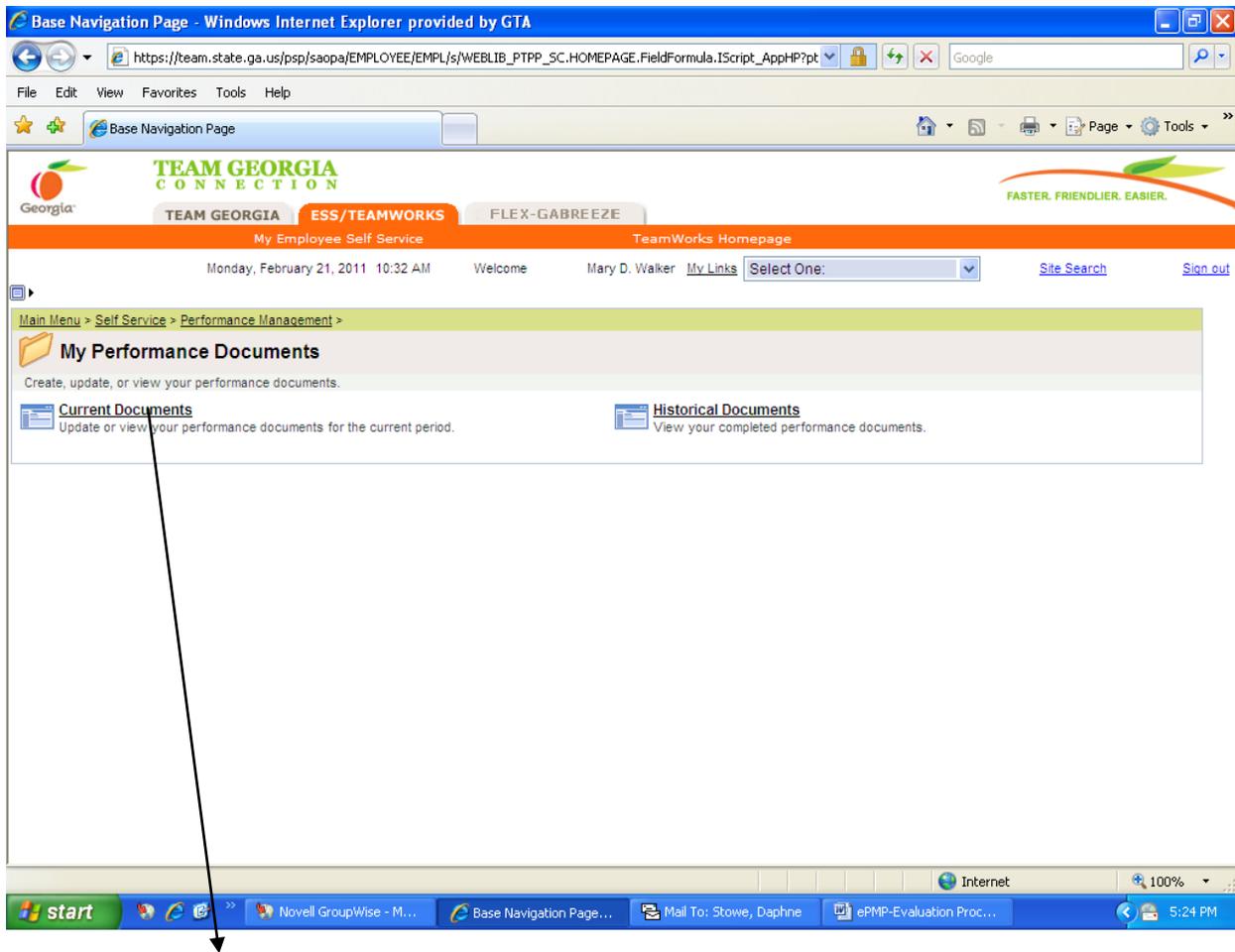
Select the "Manager Self-Service" link from the menu.

## Steps to Completing Performance Evaluation

The screenshot shows a web browser window displaying the TEAM GEORGIA CONNECTION website. The browser's address bar shows the URL: [https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt](https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt). The website header includes the TEAM GEORGIA CONNECTION logo and the slogan "FASTER. FRIENDLIER. EASIER.". The main navigation bar features "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEX-GABREEZE". Below this, there are tabs for "My Employee Self Service" and "TeamWorks Homepage". The page content is dated "Tuesday, July 5, 2011 10:36 AM" and includes a "Welcome" message for "Mary D. Walker". A "Main Menu" section is visible, containing three primary categories: "Manager Self Service", "Job and Personal Information", and "Performance Management". The "Performance Management" category is expanded, showing a list of links: "Performance Documents", "Approve Documents", "View Approval Status", "Approver Doc Status Report", "Approver Review Rating Report", "Manager Review Rating Report", "Mass Approval", and "Maintain Performance Notes". A black arrow points from the "Performance Documents" link to the text below the screenshot.

Select the "Performance Documents" link.

## Steps to Completing Performance Evaluation



Select the "Current Documents" link

## Steps to Completing Performance Evaluation

The screenshot shows a web browser window displaying the TEAM GEORGIA CONNECTION portal. The user is logged in as Mary D. Walker. The page title is "Current Performance Documents" for Mary Walker. Below the title, it states "Listed below are your current performance documents." and displays a table of performance documents.

Document Type	Begin Date	End Date	Job Title	Status	Manager
<a href="#">Annual Performance Review</a>	07/01/2010	06/30/2011	MG: Human Resources	In Progress	Rosa Waymon
<a href="#">Annual Performance Review</a>	07/01/2008	06/30/2009	MG: Human Resources	In Progress	Gary Nagel
<a href="#">Mid-Year Performance Review</a>	07/01/2008	01/01/2009	MG: Human Resources	In Progress	Gary Nagel

An arrow points from the "Annual Performance Review" document for the 2010-2011 period to the instruction below.

Select the annual performance review document for the appropriate plan year.

## Steps to Completing Performance Evaluation

The screenshot shows a web browser window displaying the TEAM GEORGIA CONNECTION website. The page is titled "Current Performance Documents" and "Document Details". The employee information is as follows:

- Employee: Patrina McClure
- Job Title: TS: HR Transactions Tech (AL)
- Document Type: Annual Performance Review
- Period: 07/01/2009 - 06/30/2010
- Manager: Mary Walker
- Status: In Progress
- Template Name: Annual Performance Review

The "Performance Document Details" section includes a "Document Progress" table:

Step	Status	Due Date	
Establish Evaluation Criteria	Completed	01/01/2010	<a href="#">View</a>
Review Self Evaluation	Not Started	07/31/2010	
Complete Manager Evaluation	Not Started	07/31/2010	<a href="#">Start</a>

An arrow points from the "Start" link in the table to the text below the screenshot.

Click the Start link to begin the evaluation process.

## Steps to Completing Performance Evaluation

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

The screenshot shows a Windows Internet Explorer browser window displaying the 'TEAM GEORGIA CONNECTION' website. The page is titled 'Section 1 - Statewide Core Competencies' and is currently on the 'Customer Service' section. The browser's address bar shows the URL: [https://team.state.ga.us/psp/saopa/EMPLOYEE/HRMS/c/ROLE\\_MANAGER\\_EP\\_CURRENT\\_MY\\_PRF.GBL?PORT](https://team.state.ga.us/psp/saopa/EMPLOYEE/HRMS/c/ROLE_MANAGER_EP_CURRENT_MY_PRF.GBL?PORT). The website header includes the 'TEAM GEORGIA CONNECTION' logo and navigation tabs for 'TEAM GEORGIA', 'ESS/TEAMWORKS', 'CUSTOMER SERVICE', and 'FLEX-GABREEZE'. The user is logged in as 'Mary D. Walker' on 'Saturday, July 10, 2010 7:02 PM'. The 'Customer Service' section includes a 'Details' box with a description: 'Understands that all employees have external and/or internal customers that they provide services and information to; honors all of the State's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.' and a 'Comments' text area. Below this is a 'Rating' dropdown menu with options: '1-Unsatisfactory Performer', '2-Successful Performer - Minus', '3-Successful Performer', '4-Successful Performer - Plus', '5-Exceptional Performer', and 'N-Not Rated'. The current rating is '0.00'. The 'Teamwork and Cooperation' section is partially visible below, with a description: 'Cooperates with others to accomplish tasks within and across his/her department to achieve organizational goals with dignity and respect for all employees'.

## Steps to Completing Performance Evaluation

The screenshot displays the TEAM GEORGIA CONNECTION web application. The top navigation bar includes 'TEAM GEORGIA', 'ESS/TEAMWORKS', 'CUSTOMER SERVICE', and 'FLEX-GABREEZE'. The user is logged in as Mary D. Walker. The main content area shows a performance evaluation summary for 'Statewide Core Competencies' with a rating of '4-Successful Performer - Plus' and a summary weight of 25%. Below this is a 'Comments' section with a text area and a 'Calculator' icon. A black arrow points from the 'Calculator' icon to the text below the screenshot.

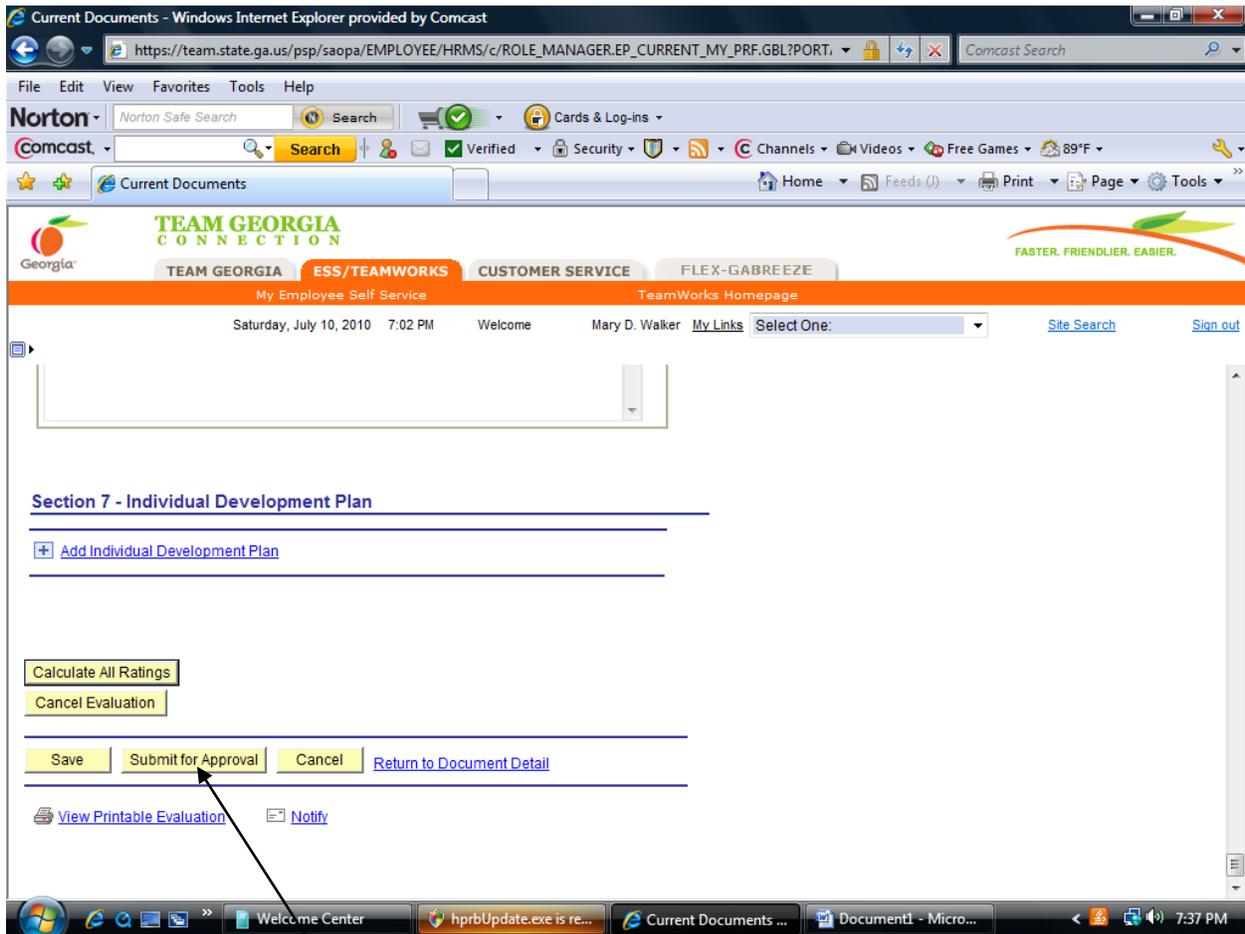
Click the Calculator at the end of each Section that was given a summary weight.

## Steps to Completing Performance Evaluation

The screenshot displays the TEAM GEORGIA CONNECTION web application interface. The page is titled "Section 6 - Overall Summary" and shows a "Rating: 0.00" field. Below the rating is a "Comments" text area. A black arrow points from the "Rating" field down to the explanatory text below the screenshot. The page also shows "Section 7 - Individual Development Plan" with an "Add Individual Development Plan" button. The browser window shows the URL "https://team.state.ga.us/psp/soapa/EMPLOYEE/HRMS/c/ROLE\_MANAGER\_EP\_CURRENT\_MY\_PRF.GBL?PORT..." and the system tray shows the date "Saturday, July 10, 2010 7:02 PM".

After completing all sections given a summary weight; an overall summary can be added to Section 6. To achieve an overall rating, click the Calculator in Section 6 or the Calculate All Ratings button under Section 7.

## Steps to Completing Performance Evaluation



After saving entries, click the Submit for Approval button. The document will transfer to the Reviewing Manager for review and approval.

If further edits are required, use the link "Return to Document Details" after saving entries. The document will remain available to the Manager until it is submitted for approval.

## Steps to Completing Performance Evaluation

### Reviewing Manager's Role:

The screenshot shows a web browser window displaying the 'Team Georgia Connection' website. The page is titled 'Performance Document Mass Approval for the Manager's Manager'. It features a search interface with the following fields and options:

- Manager First Name: [Text Input]
- Last Name: [Text Input]
- Department: [Text Input]
- Period Begin Date: [Date Picker]
- Sort Order: Department (1), Rating (2), Name (3)
- Review Ratings (all checked):
  - 1-Unsatisfactory Performer
  - 2-Successful Performer - Minus
  - 3-Successful Performer
  - 4-Successful Performer - Plus
  - 5-Exceptional Performer
  - N-Not Rated
- Buttons: Submit, Clear

The left sidebar contains a navigation menu with 'Performance Management' > 'Performance Documents' > 'Mass Approval' highlighted.

From the Manager Self-Service link, select Performance Management>Performance Documents>Mass Approval. Enter the Manager's name, Department 427 or 127 (county DFCS only); Period Begin Date: 7/1/2011 and end date: 6/30/2012. Select all Review Ratings, and then select the "Submit" button.

## Steps to Completing Performance Evaluation

Mass Approval - Windows Internet Explorer provided by Comcast  
https://team.state.ga.us/psp/saopa/EMPLOYEE/HRMS/c/ADMINISTER\_SELF\_SERVICE.DX\_EP\_APPR\_SELECT.GI

TEAM GEORGIA CONNECTION  
My Employee Self Service TeamWorks Homepage

Saturday, July 10, 2010 12:38 PM Welcome Mary D. Walker My Links Select One: Site Search Sign out

Select All Deselect All Approve

Select	Employee	Document Type	Department	Rating	Begin Date	End Date	Manager
1 <input checked="" type="checkbox"/>	Adam Stell	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Brandi Strickland
2 <input checked="" type="checkbox"/>	Amy McColley	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Amy Lane
3 <input checked="" type="checkbox"/>	Brandi Strickland	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Willard Ellis
4 <input checked="" type="checkbox"/>	Brandy Hines	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Brandi Strickland
5 <input checked="" type="checkbox"/>	Debra Caraveo	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Amy Lane
6 <input checked="" type="checkbox"/>	Gloria Cheatwood	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Brandi Strickland
7 <input checked="" type="checkbox"/>	Jake Holloway	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Brandi Strickland
8 <input checked="" type="checkbox"/>	Judith Harrod	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Amy Lane
9 <input checked="" type="checkbox"/>	Rhonda McColley	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Amy Lane
10 <input checked="" type="checkbox"/>	Shanna Borden	<a href="#">Annual Performance Review</a>	Carroll Co. PH	3-Successful Performer	07/01/2009	06/30/2010	Willard Ellis
	Sharon						

8:08 PM

Results of the search for documents gives the Reviewing Manager the option to select all documents and conduct a mass approval or select documents individually by selecting the [Annual Performance Review](#) link.