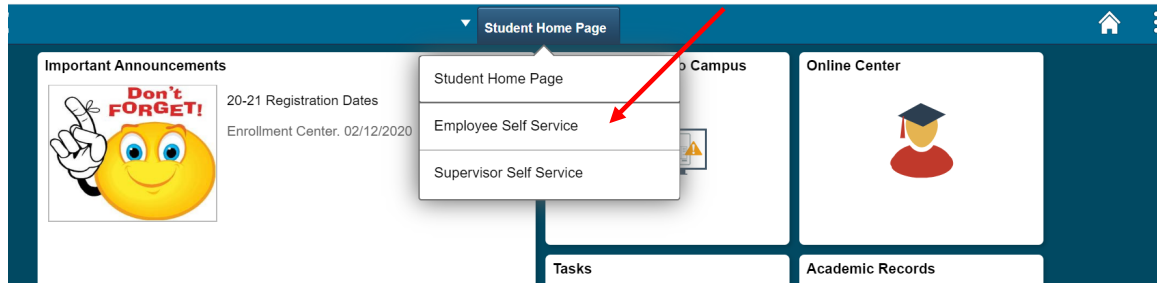
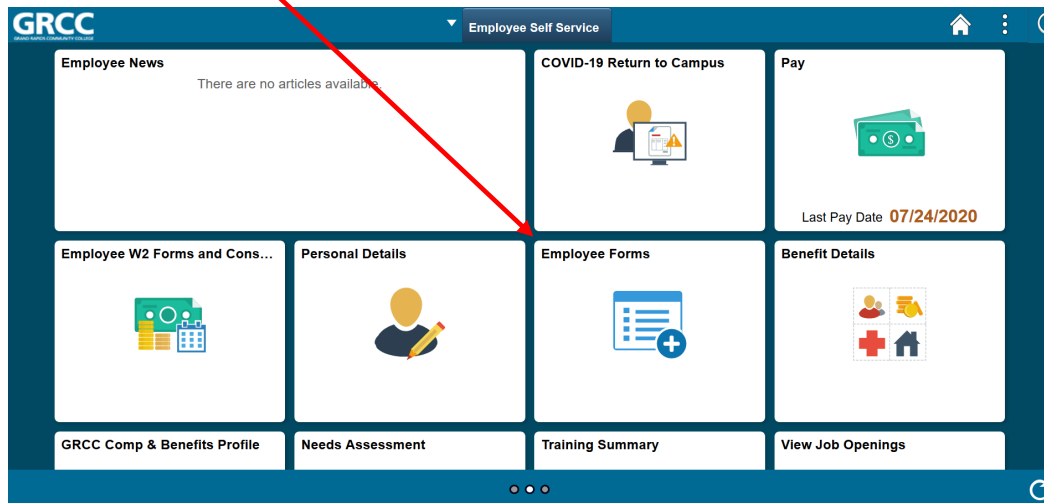


Employee Self Service – How to submit the Performance Evaluation form as the Meet and Confer employee

1. Login to the [Online Center](#) / Click the Employee Self Service Option



2. Click the Employee Forms tab



3. Click the Performance Evaluation link, then select Acknowledge Performance Evaluation. NOTE: You may select View Performance Evaluation to only review the documentation.

Employee Self Service **Employee Forms**

Form Landing Page

- Reimbursements
- View Submitted Forms
- Update Submitted Forms
- Performance Evaluations**
 - Acknowledge Performance Evals
 - View Performance Evaluation

Welcome to GRCC's eForms

Please select a form from the list on the left

Other things you can do:

- To Update/Change a saved or submitted form:
Select **Update an eForm**
- To View a form you have submitted:
Select **View an eForm**

4. Leave all fields blank and click search. Your performance evaluation plans will populate. Select Form Type **PEMC1C** to review the year end evaluation.

Form Landing Page

- Reimbursements
- View Submitted Forms
- Update Submitted Forms
- Performance Evaluations**
 - Acknowledge Performance Evals**
 - View Performance Evaluation

Form Type Begins With

Form Status is Equal To

Employee ID Begins With

Job Record is Equal To

Fiscal Year Begins With

Name Begins With

Search **Clear**




3 rows


Form ID	Form Type	Form Status	Employee ID	Name	Original Operator	Original Date	Last Operator	Last Date
1	100235	PEMC1C	Submitted	Evaluation details will populate here.				021-05-03

5. Click the Next button to begin reviewing the evaluation in its entirety.
 - a. **Note:** You are not able to make edits at this stage of the evaluation. If corrections are needed, please follow the next steps.
6. The last step will allow a comment to be added prior to acknowledging the evaluation or returning it to the supervisor for updates. There is no character limit to the comment field, and it may be expanded by clicking and dragging the downward facing arrow in the bottom right corner of the field.
 - a. If updates are needed, please select ‘**Return to Supervisor (For Update)**’ button. This will return the form to your supervisor so they can review the changes.
 - b. If no updates are needed, please select the “**Acknowledge**” button. This will submit the initial performance evaluation form and the process is complete.

Employee Forms

Form Page



 Year End Review : Last Step

Form ID 105852

Last Step

When you are finished with the evaluation, click 'Submit' to route to your employee for review and approval.

Employee Comment

Please update Project #3 on my list to completed. Thank you!

Previous

Return to Supervisor (For update)

Print

Acknowledge

7. The final page will display a transaction summary for the evaluation. On this page, you are able to print a copy of the final Performance Evaluation. Click on the Print Button, then from the drop-down menu select Year End Full Report and click the Print button within the pop-up window.

The screenshot shows a web application interface for 'Employee Forms' with a 'Form Result' header. A message states 'You have successfully recycled your eForm.' with a 'Refresh' button. Below this is a 'View Approval Route' button and a 'Transaction / Signature Log' section. A table displays 5 rows of transaction data. A pop-up window titled 'Approval' is open, showing a 'Report Name' dropdown menu with 'Year End Full Report' selected and a 'Print' button. Red arrows indicate the sequence of actions: clicking the 'Print' button on the table, selecting 'Year End Full Report' from the dropdown, and clicking the 'Print' button in the pop-up window.

	Current Date Time	Step Title			Form Action	Time Elapsed
1	02/18/2021 10:30:06AM	Saved			Save	
2	04/26/2021 3:43:28PM	Saved			Save	67 days 5 hours 13 minutes
3	04/26/2021 3:47:34PM	Initiated	W0376949	LAURA CAULK	Submit	4 minutes
4	04/26/2021 4:09:57PM	Saved	W0319758	Nicole T Noviskey	Save	22 minutes
5	04/26/2021 4:19:46PM	[PEMC1C_PR:GRCC_PRIM_OPRID]	W0319758	Nicole T Noviskey	Recycle	9 minutes