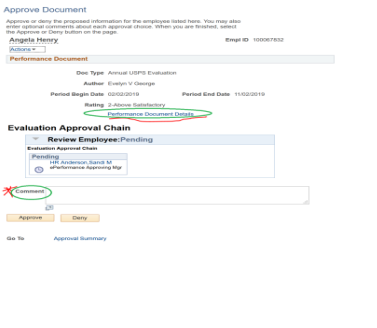
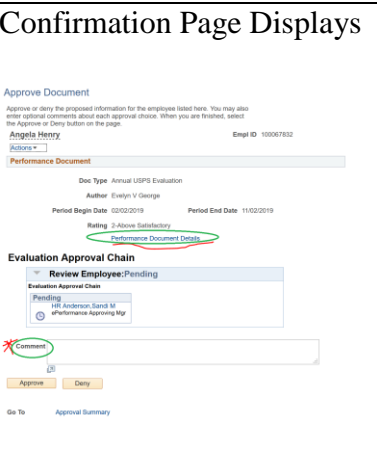




Process	Higher Level Manager Evaluation	Module: ePerformance Business Process: 10.00 Date Created: 10/21/2019 Date Revised: 10/22/2019
Purpose	Higher Level Manager Approves or Declines an Evaluation	
Navigation	Manager Self Service > Performance Management > Approve Documents	
Prerequisites	Manager Must Submit an Evaluation	
Helpful Hints		

STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS																					
1.	<p>Log in to iRattler Navigate to Manager Self Service > Performance Management > Performance Documents > Approve Documents</p> <p>Log in to iRattler, Click on the Manager Self Service Tile. Click on Team Performance Tile</p> <p>Click on Approve Documents Click on Evaluation for the Employee</p>	<p>Document Selection Page Displays</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> <p>Performance Document</p> <p>☰ Q < > << >></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>Eunice Smith</td> <td>01/02/2019</td> <td>12/31/2019</td> <td>Approval</td> <td>Submitted</td> <td>Evelyn V George</td> <td>Annual USPS Evaluation</td> </tr> <tr> <td>Eunice Smith</td> <td>10/02/2019</td> <td>11/02/2019</td> <td>Approval</td> <td>Submitted</td> <td>Evelyn V George</td> <td>Annual USPS Evaluation</td> </tr> </tbody> </table>	Name	Begin Date	End Date	Document Status	Approval Status	Submitted By	Document Type	Eunice Smith	01/02/2019	12/31/2019	Approval	Submitted	Evelyn V George	Annual USPS Evaluation	Eunice Smith	10/02/2019	11/02/2019	Approval	Submitted	Evelyn V George	Annual USPS Evaluation	
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2.	Higher Level Manager clicks on Employee name to be Approved.	Evaluation Displays																						



STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
	When a new page displays Click on Performance Document Details to review the evaluation done by the Manager.		
3.	Higher Level Manager can add Comments and may Approve the evaluation by clicking Approve.		
4.	Higher Level Manager should add Comments If chooses to decline the evaluation.	