Performance Management

Summary
Use this job aid to guide you through the different tools used in PeopleSoft Performance Management.

Navigation
For **Employees**: Log in to Emory PeopleSoft/**Self-Service** at **http://leo.cc.emory.edu**.
For Managers: Log in to Emory PeopleSoft/Manager Self-Service at http://leo.cc.emory.edu.

Disclaimer
Individual's security access may vary. Not all of these tiles may be available, or some additional tiles may be available depending on security.

1

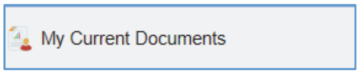
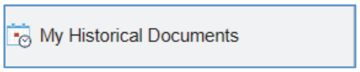
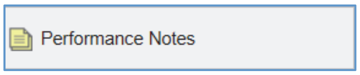
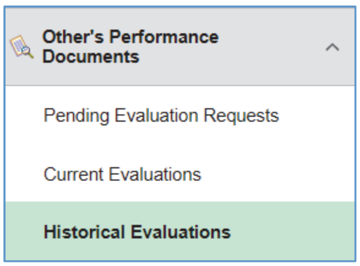
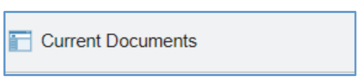
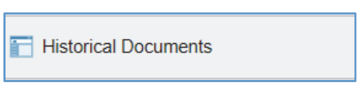
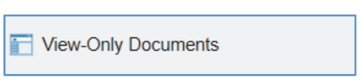
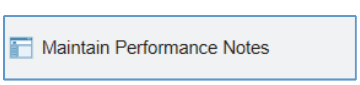
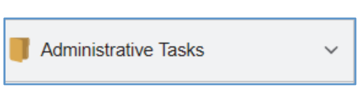
To access your *personal* Performance Management documents, start on the **Self Service** homepage, click the **Performance Management** tile.

2

To access your *Direct Reports'* Performance Management documents, start on the **Manager Self Service** homepage, click the **Performance Management** tile.

JOB AID

EMORY UNIVERSITY

Self Service – Performance Management		
My Current Documents		Listed are your current performance documents.
My Historical Documents		Listed are your completed and canceled performance documents.
Performance Notes		Listed are the performance notes you have recorded for yourself.
Other's Performance Documents		➢ <u>Pending Evaluation Requests</u> – Current requests for providing feedback. ➢ <u>Current Evaluations</u> - Current evaluations which your are providing feedback. ➢ <u>Historical Evaluations</u> - History of completed evaluations for which you have provided feedback.
Manager Self Service – Performance Management		
Current Documents		Listed are the current performance documents for which you are the Manager.
Historical Documents		Listed here are the completed and canceled documents for which you are the Manager. You can access a document by selecting the "Employee" hyperlink.
View-Only Documents		View documents for one of your employees.
Maintain Performance Notes		Review Performance Notes for a specific Employee.
Administrative Tasks		For administrators to Create, Transfer, Reopen, Cancel, or Delete Documents