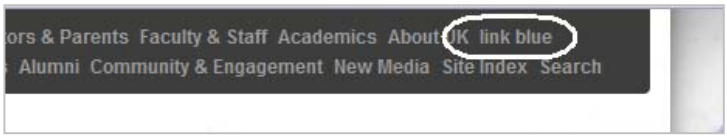
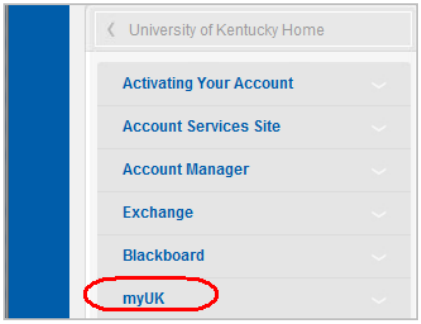
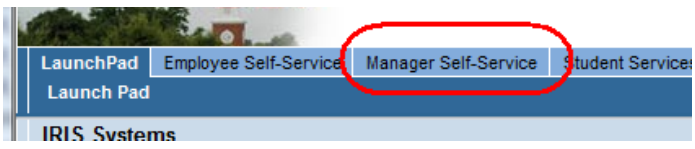
Quick Reference Card – Performance Management

Mid Year Employee Comments - Nursing

Process: This process is used by the employee to enter mid-year comments to his or her performance evaluation. Comments can also be added throughout the rest of the year for year-end review.

Role: Nursing Employees	**Frequency:** When needed

Navigating to the Performance Evaluation

On **CareWeb**, click on **MyUK Portal** under the **Professional Links** section **OR** On the main **UK home** page (http://www.uky.edu/), click on **link blue** Click on **myUK**	 **OR**  
Enter your link blue (AD or MC User ID) **User ID** and **Password**	
Click **Sign On**	
Click on **Manager Self-Service**	

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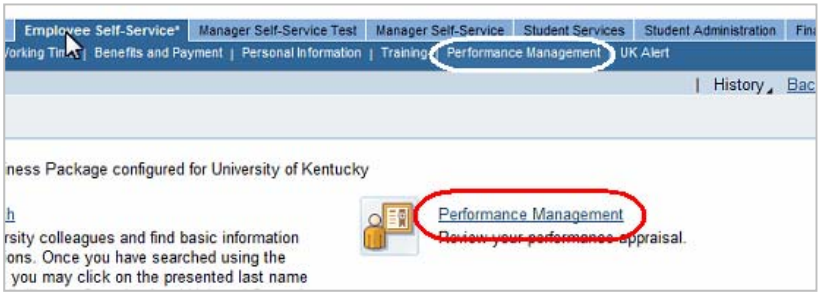
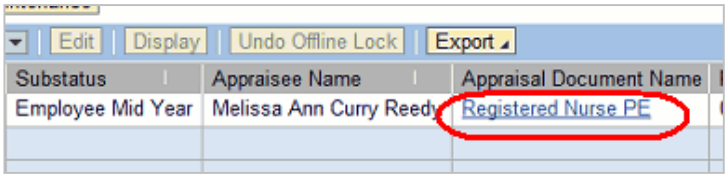
Mid Year Employee Comments - Nursing

Click **Performance Management**



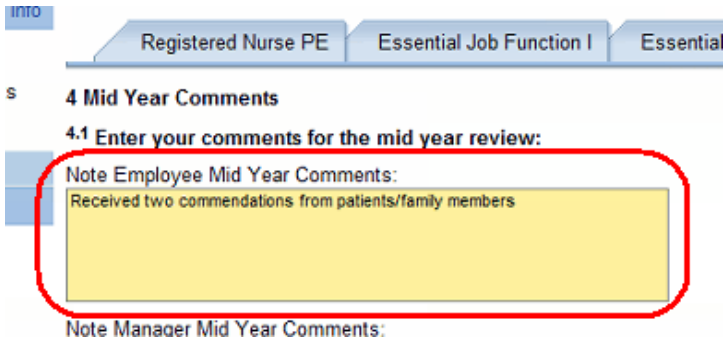
When the list of employees displays, click on the document listed under **Appraisal Document Name** for the employee you want to select



Mid-Year Comments Tab

Click on the **Mid Year Comments** tab

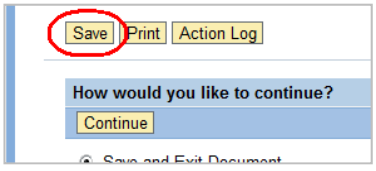
In the **Note Employee Mid Year Comments** field, enter any comments throughout the year about your performance



Saving the Document

To save the document while you are working, click **Save**

Note: This will save your work and leave the document open.



If you need to close the document and save your work:

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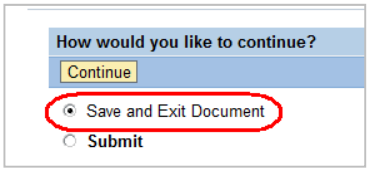
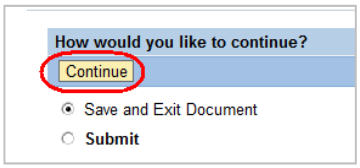
Select the **Save and Exit Document** radio button

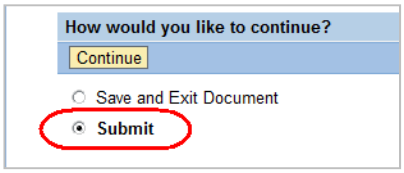


Click **Continue**

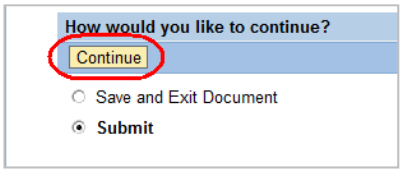


If you are ready to submit the document to the employee:

Select **Submit**

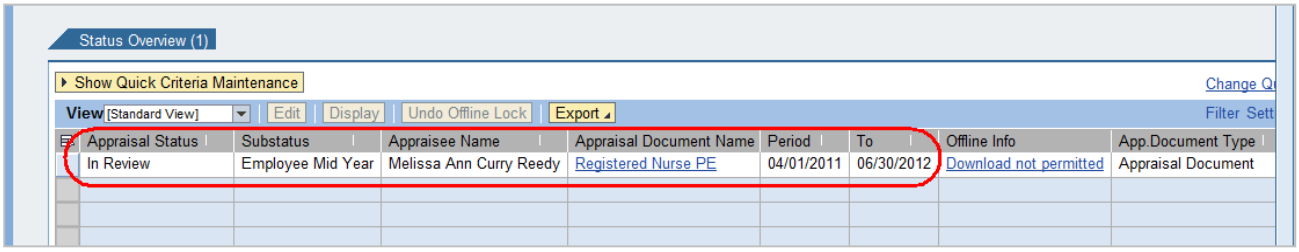


Click **Continue**



Note: The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

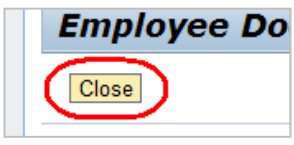
Saved and Exited Document:



Submitted Document:

Closing and Logging Off

On the **Employee Documents** window, click **Close** to close the window



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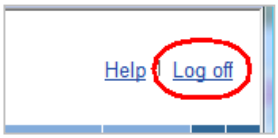
To log out of *myUK*, click **Log off**	

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