Add Comments During the Year

IRIS
Integrated Resource
Information System

Process: This process is used to enter comments about the employee's performance throughout the year. The comments will not be seen by the employee until the PE process is completed at the end of the year.
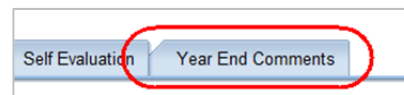
Role: Managers	**Frequency:** When needed

Navigating to the Performance Evaluation

Refer to the **Entering Expectations** Quick Reference Card for navigation details
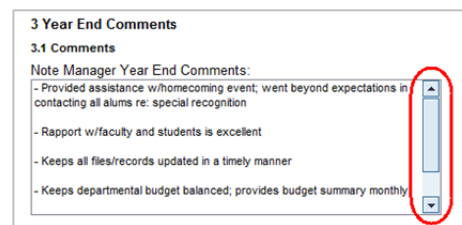
Adding Comments Throughout the Year

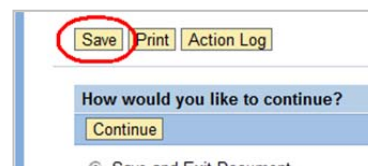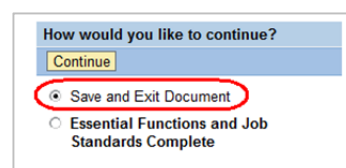|	
Click on the **Year End Comments** tab	Self Evaluation — Year End Comments
Enter comments during the year in the **Note Manager Year End Comments** box	**3 Year End Comments** **3.1 Comments** Note Manager Year End Comments: - Provided assistance w/homecoming event; went beyond expectations in contacting all alums re: special recognition
Note: There is no limit to the information you can keep here. A scroll bar will appear on the right if you fill the box.	**3 Year End Comments** **3.1 Comments** Note Manager Year End Comments: - Provided assistance w/homecoming event; went beyond expectations in contacting all alums re: special recognition - Rapport w/faculty and students is excellent - Keeps all files/records updated in a timely manner - Keeps departmental budget balanced; provides budget summary monthly

Saving the Document

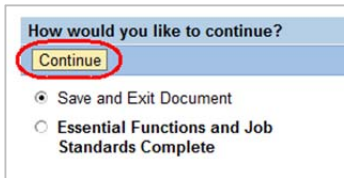|	
To save the document while you are working, click **Save** **Note:** This will save your work and leave the document open.	Save Print Action Log **How would you like to continue?** Continue ○ Save and Exit Document
If you need to close the document and save your work: Select the **Save and Exit Document** radio button	**How would you like to continue?** Continue ⦿ Save and Exit Document ○ Essential Functions and Job Standards Complete

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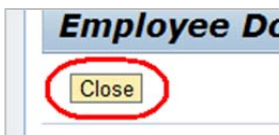|	
Click **Continue**	How would you like to continue? **Continue** ⦿ Save and Exit Document ○ Essential Functions and Job Standards Complete
Note: Do **NOT** select **Manager Review**. You won't need the **Manager Review** button until you are ready to begin the assessment at the end of the year.	⦿ Save and Exit Document ○ Manager Review
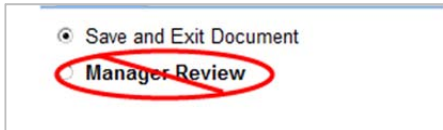
Note: The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

Saved and Exited Document:

View Status		Edit	Display	Delete	Create	Undo Offline Lock	Export ▾	
Appraisal Status	±	Substatus		Appraisee Name	Appraisal Document Name			Pe
In Review		Employee Year End Review		Leigh C Baker	2011 Performance Evaluation			01/

Closing and Logging Off

On the **Employee Documents** window, click **Close** to close the window	**Employee Do** Close
To log out of *myUK*, click **Log off**	Help Log off