Quick Reference Card Performance Management

Move PE to Manager Review

Process: If your employee will not be completing a self-evaluation, you will need to move his or her PE forward in order to begin your review process. This process describes the steps used to move a PE forward to the manager review.

Role: Managers

Frequency: When needed

Navigating to the Performance Evaluation	
Refer to the Entering Expectations Quick Reference Card for navigation details to the Status Overview page in <i>myUK</i> .	
LunchPad Employee Self-Service Employee Self-Service Manager Self-Service Overview Work Overview Team Performance Management Organization performance Management Portal Favorites Employee Document Status Overview (1)	Anager Self-Service Student Services Student Administration Financial Aid V
Move PE Forward to Manager Review	
If the employees do not submit a self- evaluation, the Appraisal Status will be In Review , and the Substatus will be Employee Year End Review	Show Quick Criteria Maintenance View Status Edit Display Delete Cr Appraisal Status Substatus In Review Employee Year End Review Leigh C
Click on the PE link	Create Undo Offine Lock Export ✓ isee Name Appraisal Document Name Period C Baker 2011 Performance Evaluation 01/01/
In the bottom of the left column of the form, select the Manager Review radio button	Save and Exit Document Manager Review
Click Continue	How would you like to continue? Continue Save and Exit Document
Note: The Appraisal Status will remain In Review, and the Substatus will change to Verify Essential Functions and Weighting	▶ Show Quick Criteria Maintenance View Status ▼ Edit Display Delete Create I B Appraisal Status ▲ Substatus Appraisal Status Appraisal Status
Note: The form is now ready for the rest of the year-end review process. Refer to the Verify Essential Functions Quick Reference Card for steps in how to complete the	

next step.





