

Enter Ratings and Comments

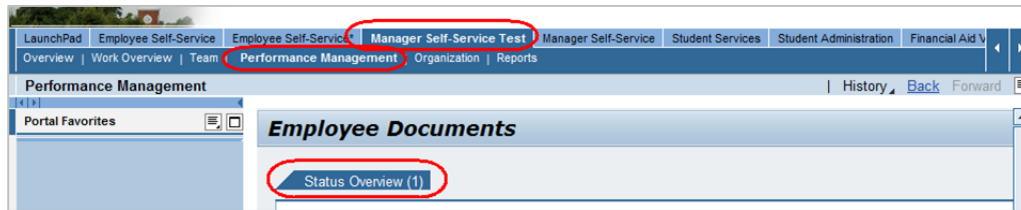
Process: This process describes the steps used to enter ratings and comments for the employee.

Role: Managers

Frequency: When needed

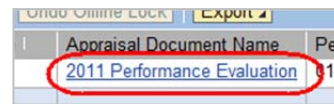
Navigating to the Performance Evaluation

Refer to the **Entering Expectations** Quick Reference Card for navigation details to the **Status Overview** page in *myUK*.



View Self Evaluation

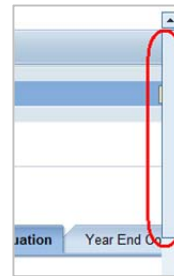
Click on the PE link



Click on the **Self Evaluation** tab



Use the scroll bar to view the employee's comments



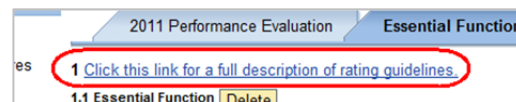
Note: There is no action step for the manager to complete in the self-evaluation.

Rating the Performance

Click on the **Essential Functions** tab



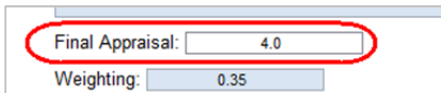
To view the ratings guidelines, click on the ratings link



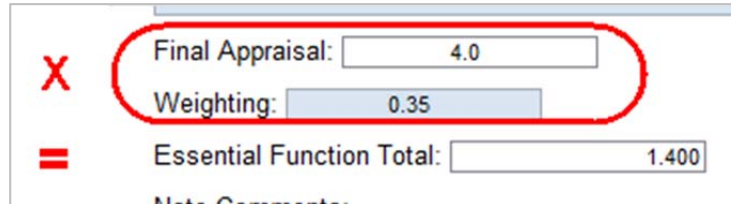
Note: The system will only accept whole or half points. For example, you can give a rating of 3 or 3.5, but not 3.25 or 3.6. Any rating that isn't a whole or half point will be rounded to the nearest half point.

Enter Ratings and Comments

Enter the rating for each essential function below the essential function and the job standard.




Note: The form will multiply the rating times the weighting to get the essential function total.



Adding Comments

Click on the **Year End Comments** tab



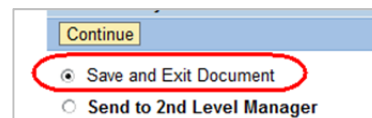
Enter your overall year end comments



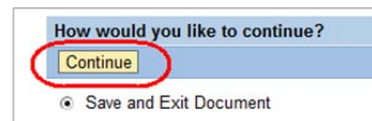
Saving the Document and Forwarding It

If you haven't finished the evaluation:

Click **Save and Exit**

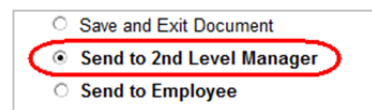


Click **Continue**

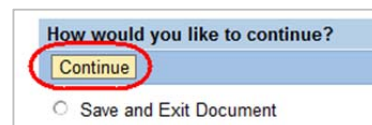


If you need to send the PE to a second-level manager for review:

Click **Send to 2nd Level Manager**



Click **Continue**



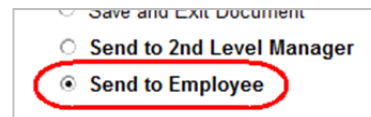
Enter Ratings and Comments

Note: Once the PE is sent to the employee, they will be able to see your ratings and comments, and you will be unable to make any changes. If anything needs to be changed after this point you will need to contact the SAP HR Support Team to reset the form.

To send it to the employee for acknowledgement:

Click **Send to Employee**

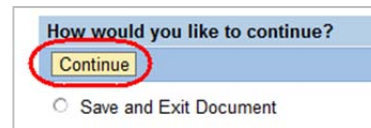
Click **Continue**



Save and Exit Document

Send to 2nd Level Manager

Send to Employee

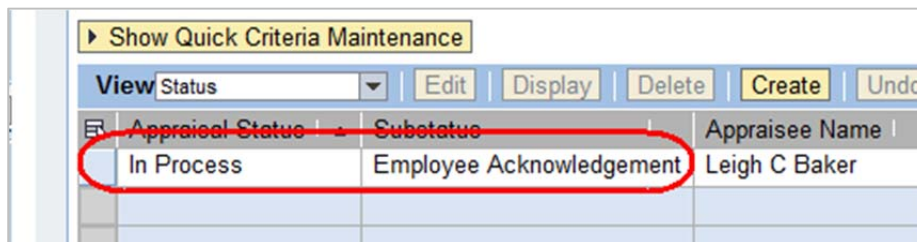


How would you like to continue?

Continue

Save and Exit Document

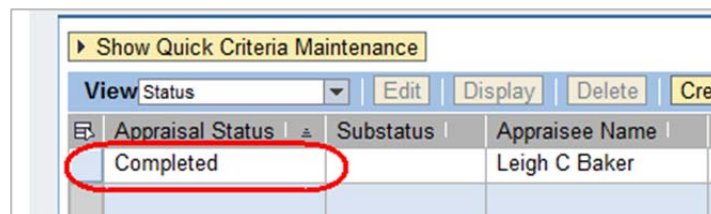
Note: The PE is now ready for the employee's acknowledgement.



Show Quick Criteria Maintenance		
View	Status	Substatus
<input checked="" type="checkbox"/>	In Process	Employee Acknowledgement
		Appraisee Name Leigh C Baker

Note: The acknowledgement only shows that the PE has been reviewed by the employee and does not imply agreement with the ratings or comments. The employee will also be able to add their own comments to the PE.

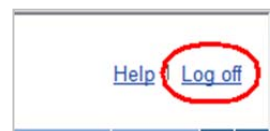
Note: Once the PE is acknowledged by the employee, the **Appraisal Status** is now **Completed** and the form cannot be changed by any party.



Show Quick Criteria Maintenance		
View	Status	Substatus
<input checked="" type="checkbox"/>	Completed	
		Appraisee Name Leigh C Baker

Logging Off

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



[Help](#) **Log off**