Verify Essential Functions

IRIS
Integrated Resource
Information System

Process: This process describes the steps used to make any updates to the employee's essential functions and the weights or to verify that they have remained the same. Any updates should come from changes in the duties of the employee during the year and should be communicated to the employee prior to the year-end review.

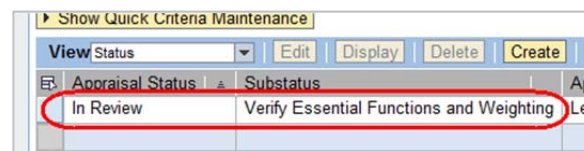| **Role:** Managers	**Frequency:** When needed

Navigating to the Performance Evaluation

Refer to the **Entering Expectations** Quick Reference Card for navigation details to the **Status Overview** page in *myUK*.
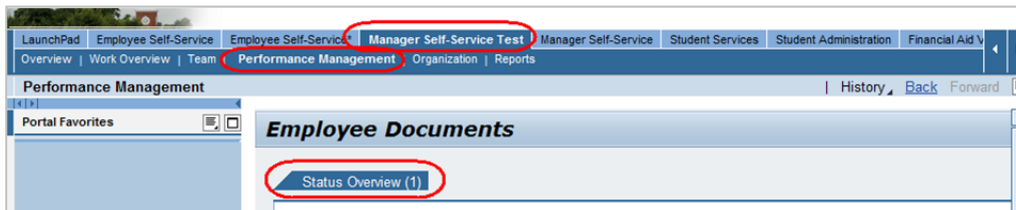
Verify Essential Functions and Weighting

Note: The **Appraisal Status** will be **In Review**, and the **Substatus** will be **Verify Essential Functions and Weighting**	
Click on the PE link	
Click on the **Essential Functions** tab	

Verify Essential Functions

Note: Review and make any needed updates to the essential functions, job standards, and weighting. Any updates should come from changes in the duties of the employee during the year and should be communicated to the employee prior to the year-end review.
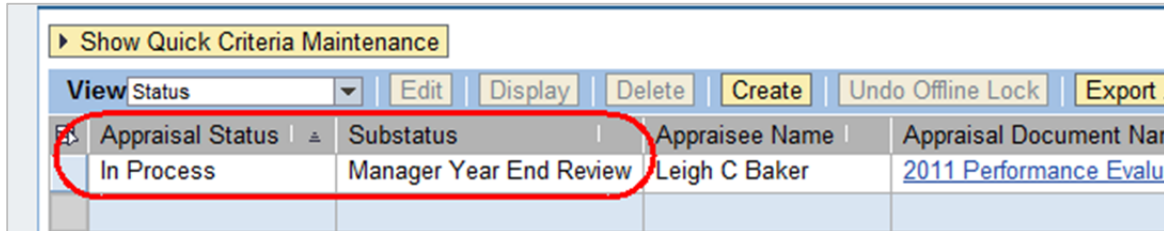

Enter any updates in the appropriate box	
When finished, click the **Verify Essential Functions and Weighting** radio button	
Click **Continue**	

Note: The **Status** has changed to **Manager Year End Review** and the document is ready to complete the assessment.

Note: You will note be able to move on to the assessment and rating of the employee until this Verify step is complete.

Logging Off

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