

Entering Performance Development Reviews in MyHR for Ascender

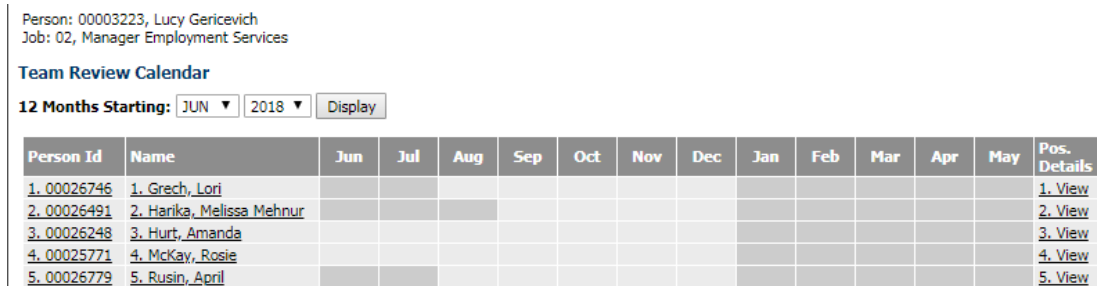
Step 1 Log in to MyHR.

Step 2 Click on 'My Team', select 'Team Calendars' and the 'Team Review Calendar'.



The screenshot shows the MyHR interface. The navigation menu is open, showing 'My Team' > 'Team Calendars' > 'Team Review Calendar'. A blue arrow points to the 'Team Review Calendar' option. The main content area displays a welcome message for Lucy Gericevich and a 'Proudly brought to you by Health Support Services' message.

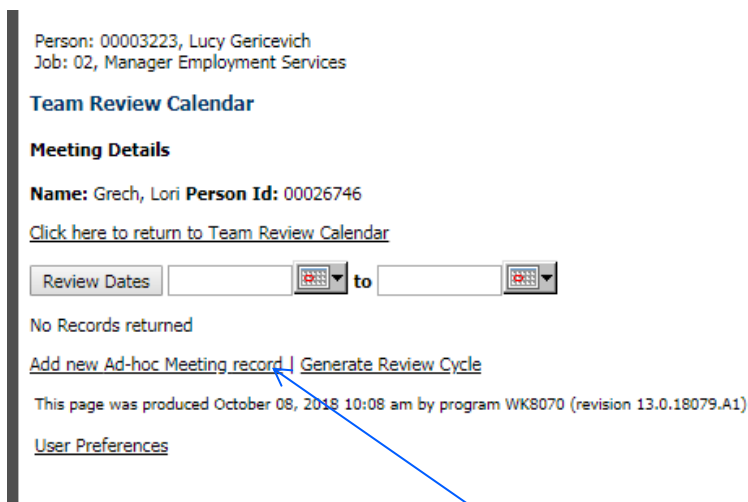
Step 3 From the list that appears, select the employee that you wish to enter their performance review information by clicking on their Person ID.



The screenshot shows the 'Team Review Calendar' page for Person: 00003223, Lucy Gericevich. The page displays a table with columns for months from Jun to May and a 'Pos. Details' column. A blue arrow points to the first row, which contains the Person ID 00026746 and the name Grech, Lori.

Person Id	Name	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Pos. Details
1. 00026746	1. Grech, Lori													1. View
2. 00026491	2. Harika, Melissa Mehrur													2. View
3. 00026248	3. Hurt, Amanda													3. View
4. 00025771	4. McKay, Rosie													4. View
5. 00026779	5. Rusin, April													5. View

The following screen appears.



The screenshot shows the 'Meeting Details' page for Person: 00003223, Lucy Gericevich. The page displays the name 'Grech, Lori' and Person ID '00026746'. There is a link to return to the Team Review Calendar and a 'Review Dates' field. A blue arrow points to the 'Add new Ad-hoc Meeting record' link.

Person: 00003223, Lucy Gericevich
Job: 02, Manager Employment Services

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

[Click here to return to Team Review Calendar](#)

Review Dates: to

No Records returned

[Add new Ad-hoc Meeting record](#) | [Generate Review Cycle](#)

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Step 4 Click on 'Add new Ad-hoc Meeting record.'

Step 5 Select the Review Type – ‘Annual Review Meeting’ and select the date of the meeting.

Person: 00003223, Lucy Gericevich
Job: 02, Manager Employment Services

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

[Click here to return to Team Review Calendar](#) [Click here to return to Meeting List](#)

Review Type Annual Review Meeting ▾
Review Date 15-Oct-2018

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Step 6 Click ‘Insert’ to save. The following screen appears.

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

[Click here to return to Team Review Calendar](#) [Click here to return to Meeting List](#)

Success! Row inserted

Review Type	Annual Review Meeting
Review Date	15-OCT-2018 <input type="text"/>
Review Status	Scheduled ▾
Deferral Reason	<input type="text"/>

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Step 7 Click on ‘Click here to return to Team Review Calendar’.

Step 8 Click on the employee’s Person ID.

Step 9 Click on the Meeting Type in the first column.

Meeting Type	Review Date	Review Status	Manager Signed	Rating	Employee Agreement
<u>1. Annual Review Meeting</u>	15-OCT-2018	Scheduled			

Step 10 On the ‘Review Status’ pull down menu, choose the Code that is relevant for the employee from the following:

- Accepted – Meeting Offered and Accepted

- Completed
- Declined – Meeting Offered and Declined
- Postponed
- Scheduled

Step 11 Enter the 'Deferral Reason' if required.

Step 12 Click 'Update' to save.