



► **Launch Application**

E PERFORMANCE APPROVAL NAVIGATION

As the ePerformance Administrator:
Workforce Development > Performance Management > Approve Documents

As the Appointing Authority:
Workforce Development > Performance Management > Approve Documents

REPORTS

Available via OAKS Business Intelligence
Launch Business Intelligence

Public Folders > BI Reporting Folders > BI Standard Reports > HCM > E Performance

Administrative Access

Step 1: Log on to myOhio portal:

<https://myohio.oaks.ohio.gov>

Step 2: Select the “Launch Application” link.

Note: Logging in as an ePerformance Administrator requires specific security access.

Administrative Tasks ePerformance Administrator ONLY

Reopen a Completed or Cancelled Document:

Probationary, Annual, & Ad hoc Review
Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Reopen Document

PIP or CDP
Workforce Development > Performance Management > Development Documents > Administrative Tasks > Reopen Document

Transfer a Document:

Probationary, Annual, & Ad hoc Review
Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Transfer Document

PIP or CDP
Workforce Development > Performance Management > Development Documents > Administrative Tasks > Transfer Document

Administrative Tasks ePerformance Administrators

Change a Document's Status from Available for Review, Review Held, Acknowledged, or Completed to In Progress:

Probationary, Annual, & Ad hoc Review
Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Reopen Document

PIP or CDP
Workforce Development > Performance Management > Development Documents > Administrative Tasks > Reopen Document

Cancel a Document:

Probationary, Annual, & Ad hoc Review
Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Cancel Document

PIP or CDP
Workforce Development > Performance Management > Development Documents > Administrative Tasks > Cancel Document

Delete a Document:

Probationary, Annual, & Ad hoc Review
Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Delete Document

PIP or CDP
Workforce Development > Performance Management > Development Documents > Administrative Tasks > Delete Document

Adding Ad Hoc Approvers

1. Navigate to the myOhio portal.
2. Click the Human Capital Management “Launch Application” link.
3. Click the “Main Menu” tab.
4. Click the “Workforce Development” link.
5. Click the “Performance Management” link.
6. Click the “Approve Documents” link.
7. Select the appropriate document to be approved.
8. Click the (+) next to “Pending Multiple Approvers”.



9. Enter the Employee ID of the ad hoc approver.
10. Select radio button “Approver”.
11. Click the “Insert” button.
12. Click the “Approve” button to begin workflow routing.



NEED ASSISTANCE?



Statewide Program Support:

Department of Administrative Services
 Human Resources Division
 Office of Talent Management
ePerformance@das.ohio.gov
 Phone: 1-800-409-1205, prompt #6.

ePerformance Administrator Quick Reference Guide (QRG)



Employment with the state is more than just a job – it is a privilege to serve our families, friends, and neighbors across this great state. Each day our employees strive to deliver excellence, accountability and efficiency through Ohio’s government.

How to Access:

<https://myohio.oaks.ohio.gov>

Included in this QRG:

- ePerformance Administrator Functions
 - Adding Ad Hoc Approvers
 - Approvals
 - Reports

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