

2016

ePerformance Notifications



Notifications

Throughout the ePerformance business process, there are notifications informing the recipients of impending actions they must take or an action that was just completed. The step being performed determines the notification that will be sent.

The following table identifies the steps in the ePerformance business process when a system (workflow) notification is automatically sent, and lists the recipient of the notification. The performance evaluation process will be initiated based on agency communicated cycle start dates for exempt employees and will continue to be initiated per contractual language for bargaining unit employees.

Step in Business Process	Action (Workflow)	Recipient	Release Date
Manager (Rater) establishes criteria for performance review.	An establish criteria document is marked as completed.	Employee	3/31/2014
Manager (Rater) nominates other managers to participate in employee review.	Nominations to participate in multi-participant evaluations are sent to nominees.	Nominated Managers	3/31/2014
	A nominated manager accepts or declines a nomination for a multi-participant evaluation.	Manager (Rater)	3/31/2014
	A participant in a multi-participant evaluation completes their evaluation.	Manager (Rater)	3/31/2014
Performance evaluation is due for completion.	In either 30 or 60 days, employees should expect to be able to review their performance document. Refer to items 1 and 2 listed below the table for explanation.	Manager (Rater)	7/16/2014
Document approval requested.	Manager (Rater) submits evaluation document for approval.	Manager (Reviewer)	1/11/2016
	Manager (Reviewer) approves or denies evaluation document.	Manager (Rater)	3/31/2014
	ePerformance Administrator approves or denies evaluation document.	Manager (Rater)	3/31/2014
	Appointing Authority approves or denies evaluation document.	Manager (Rater)	3/31/2014
Manager (Rater) reviews the performance document with the employee.	A Manager (Rater) changes the status of an evaluation document to <i>Available for Review</i> .	Employee	3/31/2014

Step in Business Process	Action (Workflow)	Recipient	Release Date
Manager (Rater) has completed the face-to-face meeting with the employee.	A Manager (Rater) marks an evaluation as <i>Review Held</i> . A message is then sent to the employee requesting that he/she formally acknowledge the evaluation.	Employee	3/31/2014
Employee acknowledges the review of the performance document with Manager (Rater).	An employee acknowledges that she/she has reviewed the Manager (Rater)'s evaluation.	Manager (Rater)	3/31/2014

1. Probationary: The process requires that the Manager (Rater) receive an email notification to initiate the completion of the probationary performance review process 30 days prior to the mid AND final date of the probationary performance period to account for the mid and final probation evaluations to complete. **Note: There are varying probationary periods based on contractual language for bargaining unit (Union) employees and Ohio Administrative Code (OAC) for non-bargaining (Exempt) employees.**
2. Annual: Manager (Rater) receives an email notification 60 days prior to the end of the employee's annual performance period to complete the Performance Evaluation process. **Note: There are varying annual cycles based on contractual language for bargaining unit employees and agency determination for exempt employees.**

ePerformance Administrators have the ability to see their queue of documents awaiting approval at any time by navigating to [Main Menu > Workforce Development > Performance Management > Approve Documents](#).

Other Notifications

The following notifications are used within the ePerformance business process, but are used in situations that may not happen frequently.

Step in Business Process	Action	Recipient	Release Date
Evaluation transferred to a new Manager (Rater).	An ePerformance Administrator transfers an evaluation to a new Manager (Rater).	New Manager (Rater)	3/31/2014
Document nomination is canceled.	A nomination for a multi-participant evaluation is canceled.	Nominated Manager	3/31/2014
Evaluation is canceled.	An ePerformance Administrator cancels the evaluation.	Manager (Rater)	3/31/2014