Adding an Ad Hoc Approver

ePERFORMANCE ADMINISTRATOR
Adding an Ad Hoc Approver

Ad Hoc Approvers are managers who are not normally part of the approval chain, but need to be added for just one performance evaluation. For example, an agency with different institutions decides that for one year the director of each institution should review and approve the performance evaluations before they are released to the employees. The Ad Hoc Approver function will allow this one time approval to occur in the system. In order for an employee to be an Ad Hoc Approver, the agency must list that employee on the Appointing Authority Designee Form.

An Ad Hoc Approver can only be added to the approval chain by you (the ePerformance Administrator). Therefore, this step has to occur when you have access to the performance evaluation (i.e., after the Manager (Reviewer) has approved the performance evaluation but before you have approved the performance evaluation).

1. Navigate to: myOhio > Launch HCM > Main Menu > Workforce Development > Performance Management > Approve Documents.

2. Click the Employee’s Name on the performance document to which you need to add an Ad Hoc Approver.

3. Click the Plus Sign in the Approval Chain.

NOTE: While an Ad Hoc Approval sounds similar to a Third Party Nomination, they serve different purposes. An Ad Hoc Approver is temporarily added into the approval chain for a specific performance evaluation and is required to approve the evaluation in order for the process to continue. The Third Party Nominator rates and provides comments for the evaluation and has the option to decline to participate in the evaluation.
4. Type the **Employee ID** of the employee you want to add as the Ad Hoc Approver in the **User ID** field or click on the **Magnifying Glass** to open the list of employees who are eligible to be an Ad Hoc Reviewer in the ePerformance tool.

![Image of insert additional approver or reviewer]

If you open the search page, click either the **User ID** (**Employee ID**) or the **Name** hyperlink of the employee you want to add as an Ad Hoc Approver.

![Image of Approver/Reviewer Search]

5. Click the **Approver** radio button. Even though the **Reviewer** radio button is listed as an option, it is not actually functional in the system. Ignore this option and ensure the **Approver** radio button is selected.

![Image of insert additional approver or reviewer with employee ID and name]
6. Click the **Insert** button.

![Insert additional approver or reviewer](image)

7. The Ad Hoc Approver is now in the approval chain. Click the **Approve** button if you are ready to approve the performance evaluation and continue the approval process.

![Comment](image)

8. Click the **OK** button.

9. Note that the performance evaluation is now **Pending** for the Ad Hoc Approver.

![Evaluation Approval Chain](image)

10. The Ad Hoc Approver will follow similar steps to approve the performance evaluation as you (the ePerformance Administrator). If the Ad Hoc Approver has questions, the *ePerformance Document Approval Process* job aid demonstrates the process for approving a performance evaluation.