



Adding an Ad Hoc Approver

ePERFORMANCE ADMINISTRATOR

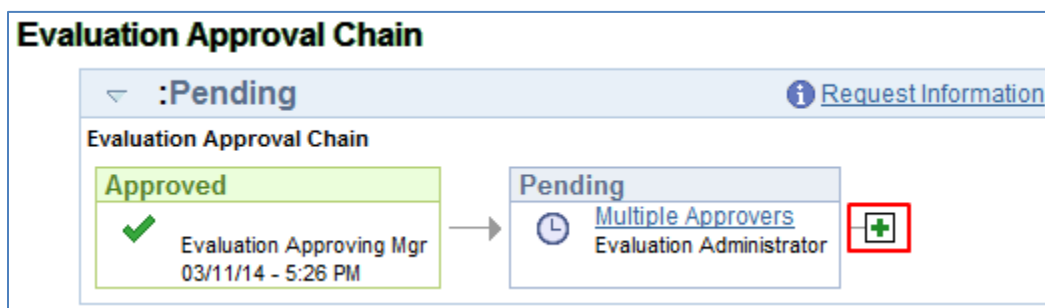
Adding an Ad Hoc Approver

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 > Quick Icons \(Four-Square symbol\) > HCM > Launch App > 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.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: 

Insert as: ☒ Approver
☐ Reviewer

Insert Cancel

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.

Approver/Reviewer Search

Name:
User ID:

Search Clear Cancel

Search Results

User ID	Name
12345678	JANE SMITH
12345679	JOHN LEE
12345670	MARIA JONES

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.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: 12345678  JANE SMITH

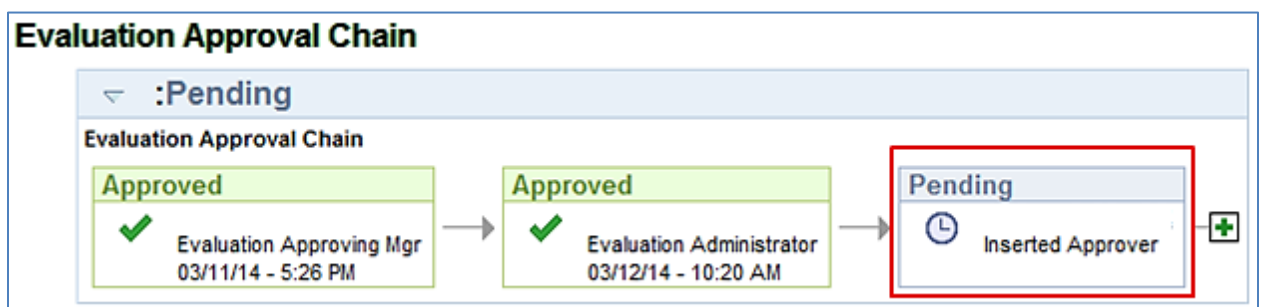
Insert as: ☒ Approver
☐ Reviewer

Insert Cancel

- Click the **Insert** button.

- 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.

- Click the **OK** button.
- Note that the performance evaluation is now **Pending** for the Ad Hoc Approver.



- 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.