

## Administrative Access

**Step 1:** Log on to myOhio portal:

<https://myohio.gov>

**Step 2:** Click the “Quick Links” icon. 

**Step 3:** Click the Human Capital Management “Launch App” link

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

## 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 Cognos Enterprise App

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

## 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:

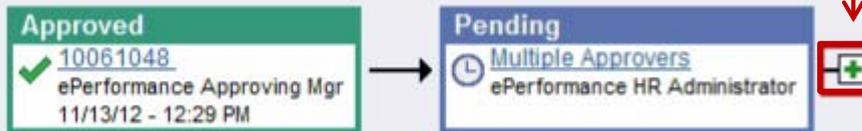
**Probationary, Annual, & Ad hoc Review**  
Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Delete Document

**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 “Quick Links” icon
3. Click the Human Capital Management “Launch App” link.
4. Click the “Main Menu” tab.
5. Click the “Workforce Development” link.
6. Click the “Performance Management” link.
7. Click the “Approve Documents” link.
8. Select the appropriate document to be approved.
9. Click the (+) next to “Pending Multiple Approvers”.



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



### NEED ASSISTANCE?

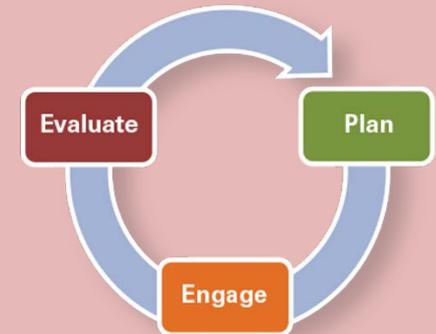


#### Statewide Program Support:

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

## State of Ohio Performance Management

### 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.gov>

#### Included in this QRG:

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

September 27, 2018