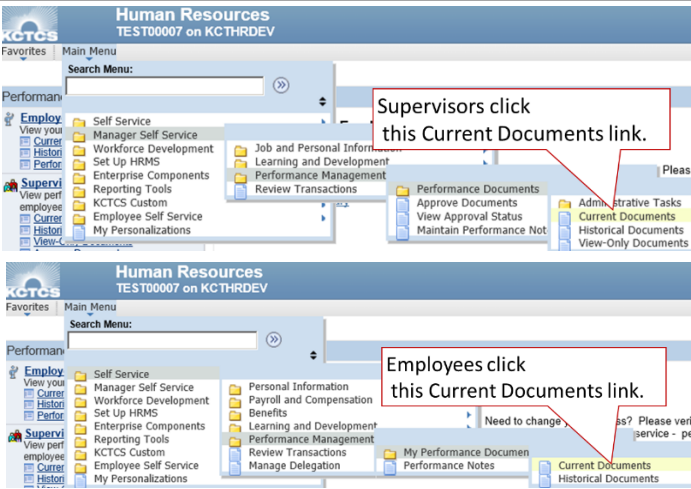
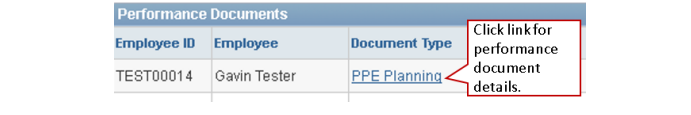
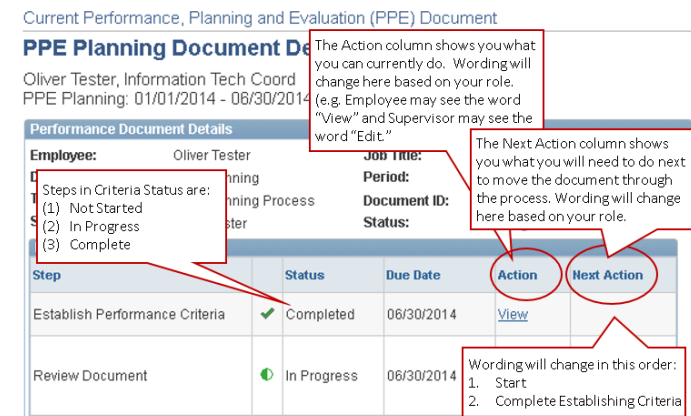
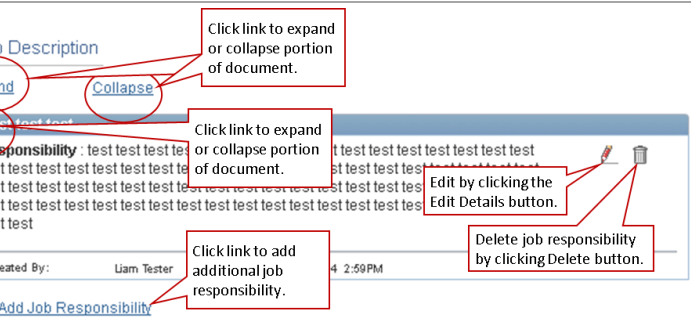
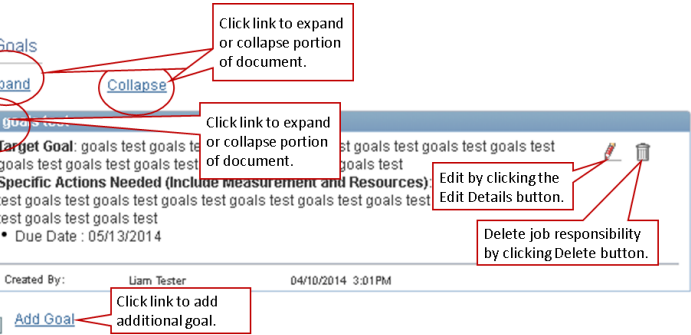


Part I: PPE Planning – Getting Started using PeopleSoft

Step	
<p>1 Go to PeopleSoft URL – Production</p>	<p>https://kctcshr.mycmsc.com/kcthrprd/signon.html</p>
<p>2 Menu for Supervisors: <i>Home > Manager Self Service > Performance Management > Performance Documents > Current Document</i></p> <p>Menu for Employees: <i>Home > Self Service > Performance Management > My Performance Documents > Current Document</i></p>	
<p>3 Click “PPE Planning” document type link to start and edit the document for the employee being reviewed.</p>	
<p>4 Establish Performance Criteria. Both employee and supervisor can start and edit the performance criteria.</p> <p>Click “Start” to begin.</p> <p>Click “Save” to save changes anytime.</p> <p>Click “Edit” to make changes after saving.</p> <p>Supervisor clicks “Complete” to finish criteria.</p>	<p>Current Performance, Planning and Evaluation (PPE) Document</p> <p>PPE Planning Document Details</p> <p>Oliver Tester, Information Tech Coord PPE Planning: 01/01/2014 - 06/30/2014</p> <p>The Action column shows you what you can currently do. Wording will change here based on your role. (e.g. Employee may see the word “View” and Supervisor may see the word “Edit.”)</p> <p>The Next Action column shows you what you will need to do next to move the document through the process. Wording will change here based on your role.</p> <p>Wording will change in this order: 1. Start 2. Complete Establishing Criteria</p> 
<p>Job Description: Add responsibilities for the Job description responsibilities from the JAQ or Position Description.</p>	
<p>Goals: Add goals including specific actions needed to accomplish each along with applicable measurements, resources, and due dates.</p>	

Part I: PPE Planning – Getting Started using PeopleSoft

Weight Competencies: Add percentage weightings to competencies applicable to competencies.

Not all competencies must be weighted (some can be 0%), but the sum of all must equal 100%.

5 Complete Performance Criteria. Supervisor clicks “Complete” to finish establishing performance criteria and begin review and signatures.

6 Review Document. Supervisor edits final PPE Planning document. Employee cannot view it until supervisor marks document “Available for Review.”

7 Sign and Complete: Supervisor marks document as “Review Held” after face-to-face discussion with employee. This allows employee to acknowledge and sign. Once employee signs document, it will say “Acknowledged”. Supervisor may now sign and complete document.

Quality of Work (Job Specific Competency) Summary

Summary Weight: 10 %

Enter % weighting for appropriate competencies. Sum of all weightings equal 100% (although some competencies can be weighted as 0%)

Supervisors click this button to finish criteria and prepare for signatures.

Document Progress

Step	Status	Due Date	Action	Next Action
Establish Performance Criteria	Completed	06/30/2014	View	
Review Document	In Progress	06/30/2014	Edit	Mark Available for Review

Steps in Review Document Status are:

- (1) Not Started
- (2) In Progress
- (3) Available for Review
- (4) Review Held
- (5) Acknowledged
- (6) Completed

Wording will change in this order:

1. Start
2. Mark Available for Review
3. Mark Review Held
4. Employee Signature
5. Sign and Complete

NOTE: This Part I PPE Planning information will be pulled into the Part III PPE Performance Evaluation.

Establish Performance Criteria Steps

Not Started	Document created by HR and ready for supervisor to begin entry of mid-year progress review. Employee cannot see document while in this status.
In Progress	Supervisor has started and is editing the document. Employee cannot see document while it is “in-progress” status.
Available for Review	Document can be viewed by employee in preparation for face-to-face discussion with supervisor.

Review Document Steps

Not Started	Document created by HR and ready for supervisor to begin entry of mid-year progress review. Employee cannot see document while in this status.
In Progress	Supervisor has started and is editing the document. Employee cannot see document while it is “in-progress” status.
Available for Review	Document can be viewed by employee in preparation for face-to-face discussion with supervisor.
Review Held	Face-to-face discussion between employee and supervisor has been completed. Employee can now acknowledge and sign document.
Acknowledged	Employee has acknowledged and signed document.
Completed	Supervisor has signed document.