

## **USPS ePerformance Quick Reference - Hybrid Process**

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### **Supervisor Actions**

**Navigation to Current Performance Documents:** myFSU > HR > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

The performance evaluation process begins with completing the performance evaluation document by rating the employee in all applicable sections. After the document has been completed, you must submit the document to the higher level supervisor, if applicable.

Select the **EXPAND ALL** link to access each of the rating sections. Complete the performance evaluation document and **SAVE** the document.

**Note:** An **Overview** link located to the left of the screen serves as a reminder of each of the steps outlined below.

| <b>Step</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                         |
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| 1.          | Document must be submitted for Higher Level Supervisor's review before taking further action, including discussing the evaluation with the employee. Click the <b>Submit for Approval</b> button.                                                                                                                                                                                     |
| <b>NOTE</b> | Once the performance document is submitted for approval and/or approved by the Higher Level Supervisor, changes cannot be made to the document.                                                                                                                                                                                                                                       |
| <b>NOTE</b> | An automated email notification will now be sent to the Higher Level Supervisor instructing them to review the performance evaluation, make any necessary comments for your view only, and approve/deny the performance evaluation. Once this step is completed by the Higher Level Supervisor, you will receive an automated email notifying you that this action has been complete. |
| 2.          | Select <b>Confirm</b> to submit the evaluation for the Higher Level Supervisor's approval.                                                                                                                                                                                                                                                                                            |

### **Higher Level Supervisor Actions**

| <b>Step</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>NOTE</b> | You will receive a system generated email that indicates that a USPS evaluation has been submitted for your review and approval. This request requires your approval before the performance document can be finalized, and the review discussed with the employee. A web link will be provided in the text. Click on the link and it will take you directly to the Approve Documents screen. ( <b>IF</b> you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps. |
| 1.          | Click the <b>Human Resources</b> link<br>                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.          | Click the <b>Main Menu</b> link                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.          | Click the <b>Manager Self Service</b> link.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.          | Click the <b>Performance Management</b> link.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| 5.          | Click the <b>Approve Documents</b> link.                                                                                                                                                                                                                                                                                                                                        |
| 6.          | Click on the employee's name.                                                                                                                                                                                                                                                                                                                                                   |
| 7.          | Click the <b>Performance Document Details</b> link. You have the option to attach any written comments concerning the evaluation for the employees review. Please use the <b>Add Attachment</b> icon on the performance evaluation document.                                                                                                                                    |
| 8.          | Click <b>Expand all</b> link to review document categories.                                                                                                                                                                                                                                                                                                                     |
| 9.          | Review performance evaluation document.                                                                                                                                                                                                                                                                                                                                         |
| 10.         | Click on the <b>Return to Performance Document Approval</b> link.                                                                                                                                                                                                                                                                                                               |
| <b>NOTE</b> | Optional: You may provide comments regarding the performance evaluation ratings. Please note that these comments will not be viewed by the employee; they will only be viewed by the supervisor.                                                                                                                                                                                |
| 11.         | Click on the <b>Approve</b> or <b>Deny</b> button.                                                                                                                                                                                                                                                                                                                              |
| 12.         | Click the <b>Close</b> button.                                                                                                                                                                                                                                                                                                                                                  |
| <b>NOTE</b> | An automated email notification will be sent to the supervisor indicating the evaluation has been reviewed/approved or denied. If the document is denied, the supervisor will be required to re-submit the document for your review/approval. Once the document is re-submitted for approval; click on the automated email link or follow the steps above starting with step 2. |

### **Supervisor Actions**

| <b>Step</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>NOTE</b> | You will receive a system generated email that indicates that a USPS evaluation has been approved or denied by the Higher Level Supervisor. If the evaluation has been denied, you must re-submit for the Higher Level Supervisor's review/approval after changes to the evaluation document have been made. A web link will be provided in the text of the automated email. Click on the link and it will take you directly to the View Approval Status page. ( <b>IF</b> you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps. |
| 3.          | Click the <b>Human Resources</b> link.<br><b>HR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.          | Click the <b>Main Menu</b> option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.          | Click the <b>Manager Self Service</b> link.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6.          | Click the <b>Performance Management</b> link.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7.          | Click the <b>Performance Documents</b> link                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8.          | Click on <b>Current Documents</b> link                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9..         | Click on the employee's name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NOTE</b> | You may view any comments made by the Higher Level Supervisor by following this navigation: Main Menu > Manager Self Service > Performance Management > View Approval Status.                                                                                                                                                                                                                                                                                                                                                                                                  |
|             | Reminder: if the Performance Document has been denied, you must re-submit for Higher Level Supervisor review/approval. If the Performance Document has been approved, you may continue to follow the next steps. .                                                                                                                                                                                                                                                                                                                                                             |
| 10.         | Click <b>Share with Employee</b> button                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 11.         | Select the <b>Confirm</b> button                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| 12.         | Click the <b>Request Acknowledgement</b> button                                                                                                                                                                                  |
| <b>NOTE</b> | You will have to click on the <b>Request Acknowledgement</b> link under the Overview to refresh the page.                                                                                                                        |
| 13.         | Request Acknowledgement by clicking <b>Confirm</b>                                                                                                                                                                               |
| <b>NOTE</b> | Click on the <b>Refresh</b> icon and select <b>reload</b> in order to refresh the page.                                                       |
| 14.         | Click the <b>Override Acknowledgement</b> button<br>                                                                                            |
| 15.         | Click the button to <b>Confirm</b> "Employee signed printed evaluation.                                                                                                                                                          |
| 16.         | Print a copy of the evaluation. Meet with the employee and discuss the evaluation. Employee and Supervisor must sign the printed evaluation.  |
| 17.         | Supervisor must complete the evaluation process by marking the document <b>Complete</b> in OMNI.                                                                                                                                 |
| <b>NOTE</b> | Provide a copy of the signed evaluation to the employee and forward a copy to E/LR for the employees' personnel file.                                                                                                            |

**STOP!** You have completed the Hybrid Process of the USPS ePerformance evaluation process. If you have any questions, please contact Employee and Labor Relations at (850) 644-0875.