

USPS ePerformance Quick Reference - Supervisor(s) and Employee Actions

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.

Step	Action
1.	Document must be submitted for Higher Level Supervisor’s review before taking further action, including discussing the evaluation with the employee. Click the Submit for Approval button.
NOTE:	Once the performance document is submitted for approval and/or approved by the Higher Level Supervisor, changes cannot be made to the document.
NOTE	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 Confirm to submit the evaluation for the Higher Level Supervisor’s approval.

Higher Level Supervisor Actions

Step	Action
NOTE	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. (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps.
1.	Click the Human Resources link. 
2.	Click the Main Menu link
3.	Click the Manager Self Service link.
4.	Click the Performance Management link.

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5.	Click the Approve Documents link.
6.	Click on the employee's name.
7.	Click the Performance Document Details link. You have the option to attach any written comments concerning the evaluation for the employees review. Please use the Add Attachment icon on the performance evaluation document.
8.	Click Expand all link to review document categories.
9.	Review performance evaluation document.
10.	Click on the Return to Performance Document Approval link.
NOTE	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 Approve or Deny button.
12.	Click the Close button.
NOTE:	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

Step	Action
NOTE	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. (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps.
3.	Click the Human Resources link. HR
4.	Click the Main Menu option.
5.	Click the Manager Self Service link.
6.	Click the Performance Management link.
7.	Click the Performance Documents link
8.	Click the Current Documents link
9.	Click on the employee's name
NOTE	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 can make the document available to the employee for review prior to the review discussion, by marking the document Share with Employee . Otherwise, the document should remain In Progress until after the review discussion is held.
NOTE	You may create and print a PDF copy of the evaluation if you desire by selecting

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	the printer icon. 
10.	Schedule and hold a performance evaluation review meeting with your employee.

Following the performance evaluation review meeting, make the employee's performance evaluation available for the employee to review and acknowledge that you have held the performance evaluation discussion.

Step	Action
11.	Click the Human Resources link. 
12.	Click the Main Menu option.
13.	Click the Manager Self Service link.
14.	Click the Performance Management link.
15.	Click the Performance Documents link.
16.	Click the Current Documents link.
17.	Click the employee's name
18.	To make the evaluation document available for the employee to review click the Share with Employee button.
19.	Click the Confirm button.
20.	Click on the Refresh icon and select reload . 
21.	After the review discussion is held with the employee, click Request Acknowledgement button.
22.	Click the Confirm button
NOTE	STOP!! DO NOT mark the Acknowledge button, unless the employee has refused to acknowledge their evaluation. An automated email notification will now be sent to the employee instructing them to review the performance evaluation, make any necessary comments, and acknowledge the performance evaluation online via Self Service.

Employee Actions

Review and acknowledge your performance evaluation using the ePerformance evaluation tool.

Step	Action
NOTE	You will receive a system generated email that indicates your USPS ePerformance Review form is ready for your acknowledgement. A web link will be provided in the text. Click on the link and it will take you directly to your performance review document (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps.
1.	Click the Human Resources link. 

2.	Click the Main Menu option.
3.	Click the Self Service link.
4.	Click the Performance Management link.
5.	Click the My Performance Documents link.
6.	Click the Current Documents link.
7.	Click the USPS Annual Performance Review link.
8.	Click Expand all link to review document categories.
9.	Review and Scroll down the page to the Comments field.
10.	Optional: You may provide comments regarding your performance evaluation ratings under the Employee Comments section.
11.	Click the Acknowledge button.
13.	Click the Confirm button.
NOTE	An automated email notification will now be sent to the supervisor indicating the evaluation has been acknowledged.

Supervisor Actions

Review any comments and finalize the performance evaluation using the ePerformance evaluation tool.

Step	Action
NOTE	You will receive a system generated email that indicates the employee has acknowledged the USPS Performance Review form. A web link will be provided in the text. Click on the link and it will take you directly to the performance review document (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the steps below.
23.	Click the Human Resources link . HR
24.	Click the Main Menu option.
25.	Click the Manager Self Service link.
26.	Click the Performance Management link.
27.	Click the Performance Documents link.
28.	Click the Current Documents link.
29.	Click the Employee Name link
30.	Click the Expand All link to review any comments made
31.	Click the Complete button.
32.	Click the Confirm button.

Employee Actions

Step	Action
NOTE	You will receive a system generated email that indicates Your USPS Performance Review Document has been completed by your Manager. A web link will be provided in the text. Click on the link and it will take you directly to your completed performance review document to view if desired.

Employee and Supervisor Actions

The current performance evaluation process is complete. The document is now viewable as a historical document to both the Employee and Supervisor. **Navigation to Performance Historical Documents:** MyFSU > Main Menu > Self Service **or** Manager Self Service > Performance Management > Performance Documents > Historical Documents

The REOPEN Button

If you select to **REOPEN** the evaluation after the document was marked as **Share with Employee**, the document will be returned to “In Progress” status and the immediate supervisor and second level supervisor will need to repeat the approval process beginning with Step 1 above. This option may be used if changes must be made to the performance evaluation document after the supervisor marked the document as Share with Employee. The document may not be reopened after the document has been marked **COMPLETE** by the supervisor. Contact Employee and Labor Relations for guidance.

Supervisor Actions

Employee Refuses to Acknowledge Performance Evaluation

If the employee being evaluated refuses to acknowledge the review, the supervisor may override and acknowledge the review:

Step	Action
1.	Click the Human Resources link. 
2.	Click the Main Menu option.
3.	Click the Manager Self Service link.
4.	Click the Performance Management link.
5.	Click the Performance Documents link.
6.	Click the Current Documents link.
7.	Click the employee name.
8.	Click the Override Acknowledgement button.
9.	Click Employee Refused icon
NOTE	The following message will appear: <i>You have chosen to acknowledge the performance evaluation for the employee who refuses to acknowledge his/her review. I certify that I have reviewed and discussed the Performance Evaluation document with the employee and the employee refuses to acknowledge or sign the evaluation. The employee has received a copy of the evaluation document.</i>
10.	To confirm that you would like to acknowledge the performance evaluation on behalf of the employee, click the Confirm button.

NOTE: If the employee does not refuse to acknowledge the review, but is just not available to acknowledge the review, contact Employee and Labor Relations for guidance.