Add Employee Review Information - Steps

Start by referring to the Performance Review Flowchart.

To add a Placeholder

Follow these instructions for establishing the first employee review record for new hires, as well as for adding a Placeholder after a review has been completed for a current employee.

1. To access the Employee Review component, select Workforce Administration > Job Information > Employee Review.

a. On the search page, enter the employee name or ID.

b. Select the appropriate employment record number.

2. On the Employee Review page:

    a. Click [+] to add new row. (If this is a new hire or an employee without previous review data, you do not need to add a new row.)

    b. In the Eff Date field, enter the date the next review is due. If there is a previous row, this should be the same as the Next Review Date from the previous row. For new hires or employees without previous review data, this will be the date the first performance review is due.

    c. In the Review Type field, select the appropriate review type for the performance review being entered. The following are the review types captured in the enterprise performance review reports. Other review types are for internal agency use.

    1.
        - Annual Performance
        - Both
        - Performance
        - Performance/Salary
        - Salary

    d. Leave the From/To Date fields **blank** to indicate the review has not yet been performed.

    e. Leave the Next Review Date field **blank**, unless this is an employee without previous review data. If it is an employee without review data, enter the date the employee's first review is due.

    f. Leave the rest of the fields on this page blank

3. Click the Reviewers tab.

a. In the Evaluation Type field, select Supervisor.

b. In the Reviewer ID field, the employee ID of the supervisor currently assigned to this position in SEMA4 will automatically appear.

c. In the Factor Weight field, enter 100.

d. Leave the rest of the fields on this page blank.

e. Click [Calculate Review Result].

f. On the Comments page, you may enter comments in the Comment box.

4. Leave the Goals page blank.

5. Click [Save].

To complete a review on a placeholder row

1. To access the Employee Review component, select Workforce Administration > Job Information > Employee Review.

a. On the search page, enter the employee name or ID.

b. Select the employment record number for the classification and position for which the review was performed.

c. Click Correct History.

2. On the Employee Review page:

a. In the Eff Date field, correct the existing date to reflect the date the completed performance review was signed/completed.

b. Verify the Review Type field correctly displays the type of review. If not, review the Review Types and correct to the appropriate review type.

c. In the From/To Date fields, enter the review period for the performance review.
Note: Completing these fields is critical. It indicates the review is complete.

d. In the Next Review Date field, enter the date the employee's next review will be due.

e. Optionally:

- In the Rating Scale field, enter PAS (Performance Appraisal System).
- In the Review Rating field, enter the appropriate rating value or click to choose a valid value.

3. Click the Reviewers tab.

a. Verify the Evaluation Type is correct..

b. Verify the employee ID in the Reviewer ID is the correct supervisor.

c. Verify the Factor Weight is 100.

d. Leave the rest of the fields on this page blank.

e. Click Calculate Review Result.

f. On the Comments page, you may enter comments in the Comment box. For example, you can record the date the position description was last reviewed.

4. Leave the Goals page blank.

5. Click Save.

6. Click Update/Display

7. **Important:** You must create a new Placeholder row for the **next** review, so that it can be captured on the performance review reports. Please follow the To add a Placeholder instructions.

See Also:
Deleting Employee Review Information

STOP Continue with your next topic.

Delete Employee Review Information - Steps

Use these instructions to delete information about reviews that are due after an employee has separated or retired. This will prevent the reviews from being considered due but not done.

Note: If an employee was due a review **prior** to their separation, but the review did not take place, this row must remain in SEMA4.

> **Example**: The Next Review Date (and Placeholder row effective date) is 3/3/2016. Employee separates effective 4/3/2016. The Placeholder row must remain.

Follow these instructions only for reviews that cannot take place because the employee has separated or retired.

Note: You must be in Correction mode.

1. To access the Employee Review component, select Workforce Administration > Job Information > Employee Review.
    a. On the search page, enter the employee name or ID.
    b. Select the appropriate employment record number.
2. On the Employee Review page:

a. Click Correct History.

b. Select any row that has an Eff Date **greater than or equal to** the effective date of the employee's separation or retirement.

c. Click to delete the row.

d. Click **OK** to the Delete Confirmation question.

3. Click Save.
4. Repeat this process for all rows greater than or equal to the effective date of the employee's separation or retirement.

See Also:
Adding Employee Review Information

Continue with your next topic.

Performance Review Flowchart