

Performance Partnering



ALL STAFF: Instructions for Submitting your ADEP Plan

Once your Individual ADEP Plan has been agreed, finalised and signed off by you and your manager, you will need to submit it by uploading it to PeopleSoft via Staff Self-Service.

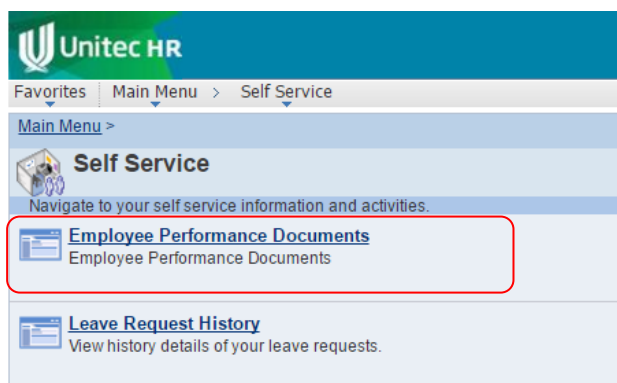
You will be familiar with PeopleSoft Staff Self-Service from checking your pay slips and applying for leave.

Uploading your completed ADEP Plan

1. Log into **Staff Self Service** on the Nest using the quick links menu:
[The Nest > Quick Links > Staff Portal > Staff Self Service](#)



2. Select 'Employee Performance Documents'



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3. To upload your completed ADEP plan:

3a) If this is the first time you are uploading an ADEP plan:

a.		Your Employee Record will default to '0'. Do not change this unless you know your Employee Record to be other than '0'.
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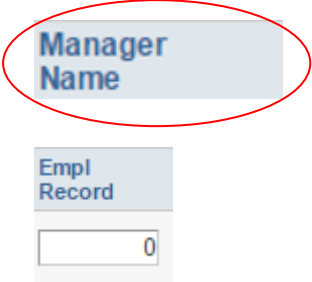
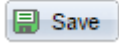
b.		Click on the search button next to the ' Long Description ' field. This will bring up a box with options. Select ' [Current year] ADEP Plan '
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c.		Click ' Add Attachment ' and use ' Choose File ' to navigate to where you have saved your completed ADEP Plan. Click ' Upload '.
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Once uploaded, you will see your **Manager's Name**, **Attached File** and **DateTime Stamp** fields have been populated.

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d.	<p>Check Manager Name</p>  <p>The screenshot shows a form with two fields. The first field is labeled 'Manager Name' and is highlighted with a red oval. The second field is labeled 'Empl Record' and contains the value '0'.</p>	<p>Incorrect Manager Name showing?</p> <p>If your current manager (with whom you have agreed your ADEP plan) is not displaying in the Manager Name field it may be because of an incorrect Employee Record number. The default Employee Record number is '0'. However, for varying reasons, some staff may have an Employee Record > 0.</p> <p>If, once you have attached your completed ADEP plan, the default value of '0' does not return your current manager, try entering '1' and re-attaching your completed ADEP plan. If this does not work, please contact your Human Resources Business Partner.</p>
e.		<p>Click 'Save' to complete the process.</p>

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3b) If you have previously uploaded an ADEP plan, and you are submitting a new plan or an updated one as a result of a check-in conversation:

Employee

Julie McGregor Empl ID 1424085

Empl Record	Manager Name	Attached File	Long Description	DateTimeStamp	View Attachment	
1	Mary Johnston	1424085_0_McGregor.pdf	2017 ADEP Plan	15/08/17 2:37:21.480000PM	View Attachment	+
2	Mary Johnston	ADEP_Plan.Julie_McGregor.June_2017_Checkin.pdf	2017 ADEP Check-in	20/09/17 11:08:22.000000AM	View Attachment	+
3	Mary Johnston	2017_final_review.Julie_McGregor.pdf	2017 Review	05/03/18 1:08:45.000000PM	View Attachment	+
4	Mary Johnston	2018_ADEP_Plan.1.3.18_Julie_McGregor.pdf	2018 ADEP Plan	05/03/18 1:09:53.000000PM	View Attachment	+
5	Mary Johnston	Julie_McGregor-Martin_Review_of_Achievements_2018.pdf	2018 Review	18/02/19 11:08:34.000000AM	View Attachment	+
6	Mary Johnston	Julie_McGregor-Martin_ADEP_Plan_2019.pdf	2019 ADEP Plan	18/02/19 11:09:21.000000AM	View Attachment	+

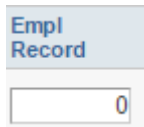
a.



Click on the '+' button next to the last row in your table. This will add a new row.

7					Add Attachment	+
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b.



Your **Employee Record** will default to '0'. Do not change this unless you know your **Employee Record** to be other than '0'.

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Employee Julie McGregor Empl ID 1424085

Empl Record	Manager Name	Attached File	Long Description	DateTime Stamp	Add Attachment	View Attachment	
1	Mary Johnston	1424085_0_McGregor.pdf	2017 ADEP Plan	15/08/17 2:37:21.480000PM		View Attachment	+
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3	Mary Johnston	2017_final_review_Julie_McGregor.pdf	2017 Review	05/03/18 1:08:45.000000PM		View Attachment	+
4	Mary Johnston	2018_ADEP_Plan.1.3.18_Julie_McGregor.pdf	2018 ADEP Plan	05/03/18 1:09:53.000000PM		View Attachment	+
5	Mary Johnston	Julie_McGregor-Martin_Review_of_Achievements_2018.pdf	2018 Review	18/02/19 11:08:34.000000AM		View Attachment	+
6	Mary Johnston	Julie_McGregor-Martin_ADEP_Plan_2019.pdf	2019 ADEP Plan	18/02/19 11:09:21.000000AM		View Attachment	+
7					Add Attachment		+

C.

Click on the search button next to the 'Long Description' field. This will bring up a box with options.

Select '[Current year] ADEP Plan' if you are adding a new ADEP plan for a new year.

Select '[Current year] ADEP Check-in' if you are adding an updated Plan as a result of a check-in conversation.

7			2019 ADEP Plan		Add Attachment	+
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d.

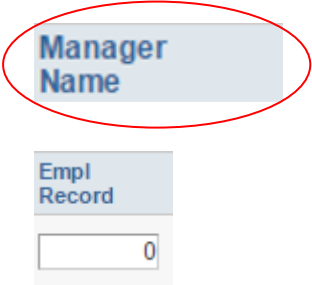
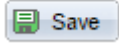
Click 'Add Attachment' and use 'Choose File' to navigate to where you have saved your completed ADEP Plan.

Click 'Upload'.

Once uploaded, you will see your **Manager's Name**, **Attached File** and **DateTime Stamp** fields have been populated.

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d.		<p>Incorrect Manager Name showing?</p> <p>If your current manager (with whom you have agreed your ADEP plan) is not displaying in the Manager Name field it may be because of an incorrect Employee Record number. The default Employee Record number is '0'. However, for varying reasons, some staff may have an Employee Record > 0.</p> <p>If, once you have attached your completed ADEP plan, the default value of '0' does not return your current manager, try entering '1' and re-attaching your completed ADEP plan. If this does not work, please contact your Human Resources Business Partner.</p>
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