

Performance Partnering



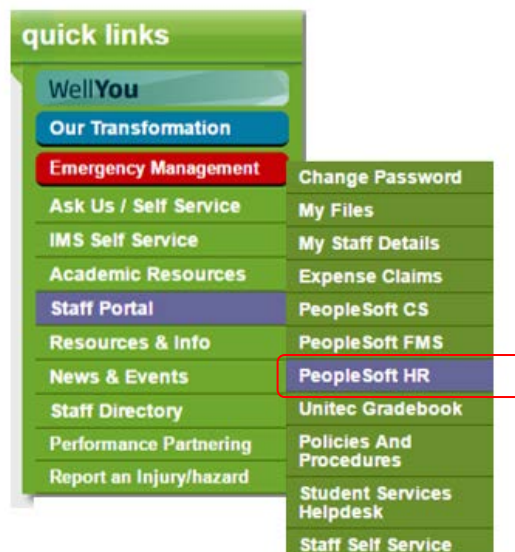
MANAGERS: Instructions for Viewing your Team Members' ADEP Plans

As a manager, you are able to view and access all ADEP plans uploaded by your direct reports through PeopleSoft.

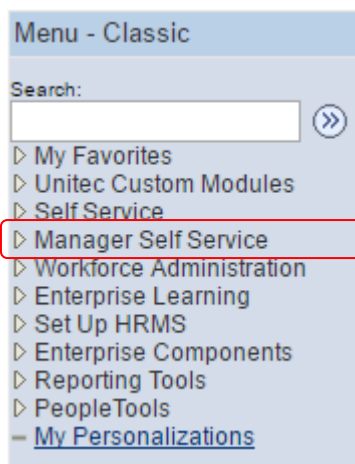
Accessing completed ADEP Plans:

1. Log into PeopleSoft HR on the Nest using the **quick links** menu:

[The Nest > Quick Links > Staff Portal > PeopleSoft HR](#)



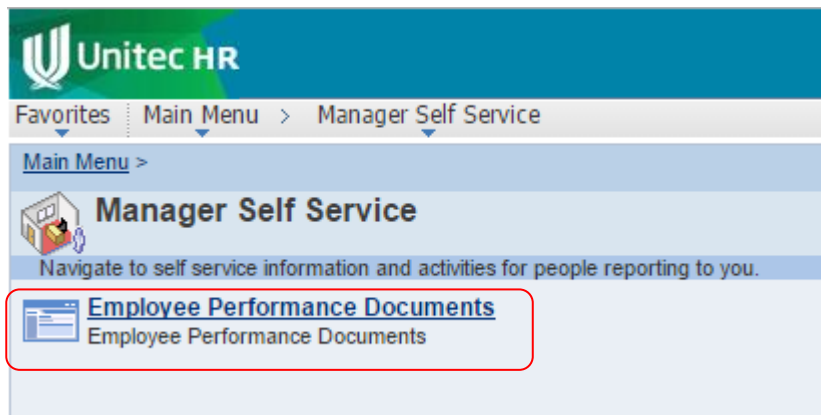
2. Select 'Manager Self Service'



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3. Select 'Employee Performance Documents'



4. You will see a list of all your direct reports who have uploaded their ADEP Plans. Click 'View Attachment' to view each individual's ADEP plan

Manager

Jacky McManus

Personalize Find View All First 1-5 of 5 Last							
Empl ID	Empl Record	Name	Attached File	Long Description	DateTimeStamp	View Attachment	
1 1439272	0	Team Member 1	1439272 .pdf	2017 ADEP	15/08/17 2:38:04.092000PM	View Attachment	
2 1470331	0	Team Member 2	1470331 .pdf	2017 ADEP	15/08/17 2:48:06.648000PM	View Attachment	
3 1471109	0	Team Member 3	1471109 .pdf	2017 ADEP	15/08/17 2:48:11.457000PM	View Attachment	
4 1477762	0	Team Member 4	1477762 .pdf	2017 ADEP	15/08/17 2:52:27.657000PM	View Attachment	
5 1490066	1	Team Member 5	1490066_1_ .pdf	2017 ADEP	15/08/17 3:06:05.905000PM	View Attachment	

If you have any questions about this process please contact your Human Resources Business Partner.