

Performance Partnering



ALL STAFF: Instructions for Submitting your Review Forms

Once your manager has returned your confirmed Review Form to you, 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.

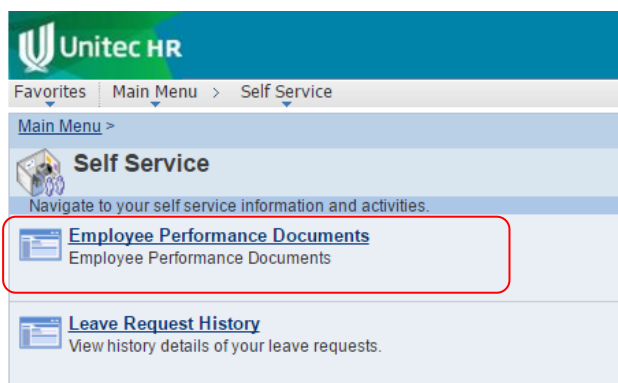
Uploading your confirmed Review Form

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 confirmed Review Form:

Employee

Julie McGregor Empl ID 1424085

Empl Record	Manager Name	Attached File	Long Description	DateTime Stamp	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.

Empl
Record

0

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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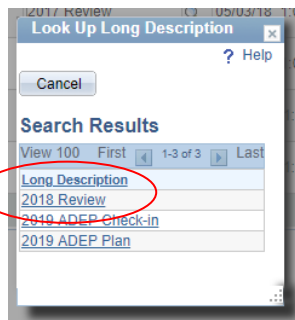
Employee

Julie McGregor

Empl ID 1424085

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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] Review'

7	0		2019 ADEP Plan		Add Attachment		+
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d.

Add Attachment

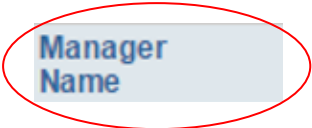
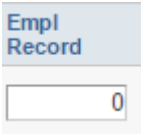
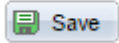
Click 'Add Attachment' and use 'Choose File' to navigate to where you have saved your completed Review form.

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>Check Manager Name</p>  	<p>Incorrect Manager Name showing?</p> <p>If your current manager (with whom you have agreed your Review) 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 Review form, the default value of '0' does not return your current manager, try entering '1' and re-attaching your completed ADEP plan.</p> <p>If this does not work, please contact your Human Resources Business Partner.</p>
e.		<p>Click 'Save' to complete the process.</p>