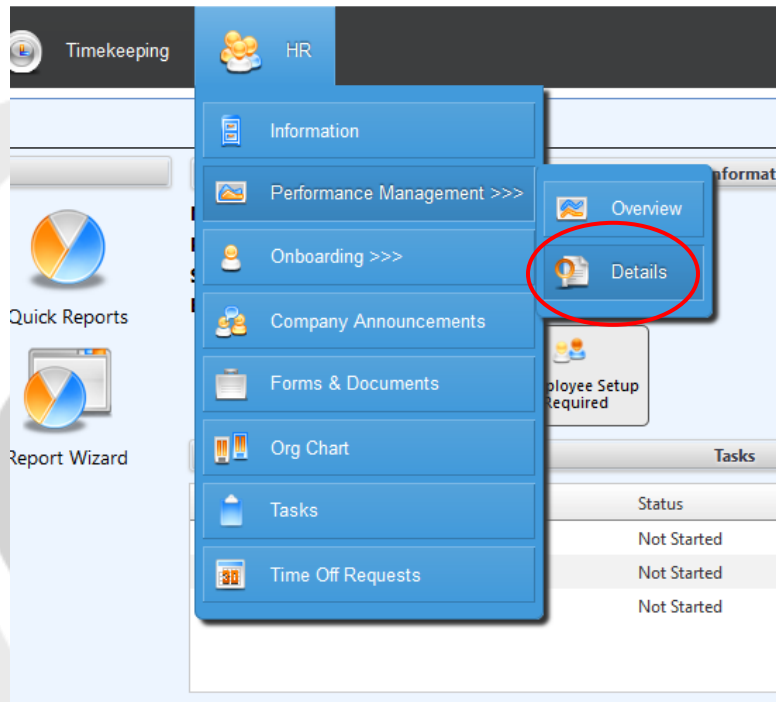
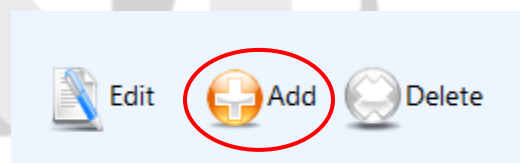


Performance Management

1. Log into Employer on the Go
2. Select “Details” under “Performance Management” under the “HR” tab.



3. Click on “Add” at the bottom of the screen



4. You will then be directed to the following screen. Enter in the employee name and date of occurrence. Next, select an Achievement / Development. Your "Entry Type" options will change based upon which Achievement / Development you chose.

General Information

Employee: * 00000002 Frank Sinatra
 Occurrence Date: * 3/8/2018
 Achievement / Development: * Achievement

Achievement Entry Info

Achievement Entry Type: * --Select--
 Manager Note:
 Employee Note:
 Internal Note:

- Attitude
- Creativity
- Outstanding Customer Service
- Cost Savings
- Working Overtime
- Productivity
- Initiative
- Dependability
- Teamwork
- Above and Beyond

General Information

Employee: * 00000002 Frank Sinatra
 Occurrence Date: * 3/8/2018
 Achievement / Development: * Development

Development Entry Info

Development Entry Type: * --Select--
 Manager Note:
 Employee Note:
 Internal Note:

- Dishonesty
- Insubordination
- Conduct
- Performance
- Safety
- Quality of Work

General Information

Employee: * 00000002 Frank Sinatra
 Occurrence Date: * 3/8/2018
 Achievement / Development: * Attendance

Attendance Entry Info

Attendance Entry Type: * --Select--
 Manager Note:
 Employee Note:
 Internal Note:

- Suspended
- Left Early
- Personal
- Excused
- Tardy(Late)
- Religious
- Lack of Transportation
- Unexcused
- Family Emergency

5. You can also make manager notes that the employee can view on My Employer on the Go. An employee can also add employee notes through My Employer on the Go. Internal notes are not viewable by the employee.

Manager Note:

Employee Note:

Internal Note:

6. Remember to click "Save" at the bottom of the screen once completed.