## Employee Self Service – How to submit the Performance Evaluation form as the APSS employee

Please Note: Your supervisor must initiate the performance evaluation, meet with you, and submit the document prior to you receiving access.

1. Login to the Online Center / Click the Employee Self Service Option



2. Click the Employee Forms tile

GR	CC	Employee	Self Service	<b>^</b> :	Ø			
	Employee News There are no articles available.		COVID-19 Return to Campus	Pay				
	Employee W2 Forms and Cons	Personal Details	Employee Forms	Benefit Details				
	GRCC Comp & Benefits Profile	Needs Assessment	Training Summary	View Job Openings				
	000							

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3. Click the Performance Evaluations link, then Acknowledge Performance Evals



4. Leave all fields blank and click search. Your performance evaluation plan will populate. Review section I (projects and goals), section II (professional development), and section IIIa (job knowledge). You may navigate through the performance evaluation by utilizing the Previous or Next buttons.

< Employee Self Service		Employee Forms
Form Landing Page	Search by:	
View Submitted Forms	Form ID	Begins With v
Update Submitted Forms	Form Type	Begins With 🗸
Performance Evaluations	Form Status	is Equal To
Acknowledge Performance Evals	Employee ID	Begins With
View Performance Evaluation	Job Record	is Equal To
	Fiscal Year	Begins With
	Name	Begins With
	Supervisor ID	Begins With v
	Original Operator	Begins With v
	Search	

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5. If there are updates that need to be made to the form, please select the Return to Supervisor button. This will return the form to your supervisor. If no updates are needed, you must acknowledge the Performance Evaluation by clicking the Acknowledge button. This will submit the initial performance evaluation form and the process is complete.

Last Step								
Almost Done Once all projects, professional development and job responsibilities are reviewed and updated and you are ready to submit the Initial Assessment, click the "Submit" button. If you need to exit the form prior to submitting click the "Save" button prior to exiting.								
At anytime before the employee acknowledges and submits, you may update the plan and resubmit								
Do you want to upload any documents to include with the performance evaluation?								
Attach a file? No								
Previous Return to Supervisor (For update) Print Acknowledge								

Optional: You are able to print a copy of the initial Performance Evaluation. After you click either the Submit button, the following page will populate. Click on the Print Button under Transaction/Signature Logs then select PEMC Plan from the drop-down menu and click Print.

< Form Page	Form Result	Â		۲		
Plan Performance Evaluation : Results		Form I	D 104	4277		
Printing						
Click the print button below - to print a copy of the Performance Evaluation						
You have successfully saved your eForm.						
multiple approvers.	Cancel Approval Done					
Signature/Action Logs	Print Repc PEMC Plan					
Print						

- End -