



Human Resources
EMACS

ePerformance

Department Administrator Tutorial

- What is ePerformance?
 - A new module in EMACS that replaces the current manual process of routing and completing Work Performance Evaluations (WPEs) using online approvals and electronic workflow.
- Document workflow
 - Manager to employee relationships are established using the existing eTime supervisor configuration.
 - Contact your department administrator to update eTime supervisor if needed.
- What if the person that approves my eTime is different from the manager that performs my WPE?
 - Department administrators will have the ability to reroute documents as needed
- Notification System
 - Managers and employees will be notified via email of upcoming evaluations (approx. 5 pay periods prior)
- What if the Performance Standards / Competencies do not align with the department's WPE template?
 - On the rating, select Meets Job Standards and in the Manager's Comments section indicate *Employee not evaluated in this category.*

ePerformance Document Lifecycle

Manager

- 1st Stop
- Document will be placed in manager's "Current Documents" queue for them to work
- Once complete, manager submits the document for approval to the reviewing official

Reviewing Official

- 2nd Stop
- Reviewing official has read-only access to review the document and either approves or denies the evaluation

Manager

- 3rd Stop
- Once approved by the reviewing official, the document is routed back to the manager for them to have a one-on-one meeting with the employee being evaluated
- After the one-on-one meeting, the manager can then share the document with the employee

Employee

- 4th Stop
- After the manager has shared the evaluation with the employee, the employee can now access the document via their "Performance" tile on the Employee Self Service homepage
- Once the employee has reviewed the document, they can formally acknowledge the document in ePerformance, completing the document's workflow

NOTES

- If an employee refuses to acknowledge the document, the manager has the ability to override the acknowledgment and specify the reason of the override
- If a document is denied by the Reviewing Official, workflow is reset, and the document is reopened for edits in the manager's queue
- Before a manager can share the document with the employee, the employee must formally acknowledge review of the *Policy Prohibiting Discrimination, Harassment and Retaliation* via their Performance tile
- Completed documents can be accessed in the "Historical Documents" queue in the Employee and Manager Self Service Performance tiles

When are documents created?

- Documents are created bi-weekly with the closing of each payroll cycle
- Using Go-Live PP08/2023 as an example:

MARCH							APRIL						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	DTA	H	4							1
		P	Pay Day		End PP6				P	Pay Day		End PP8	
5	6	7	8	9	10	11	2	3	4	5	6	7	8
		EE MGR		DTA	H		Processing PP08/2023						
12	13	14	15	16	17	18	9	10	11	12	13	14	15
		P	Pay Day		End PP7	Go - Live	First Doc's Available	P	Pay Day		End PP9		
19	20	21	22	23	24	25	16	17	18	19	20	21	22
		EE MGR		DTA	H				EE MGR		DTA	H	
26	27	28	29	30	31		23	24	25	26	27	28	29
1st Quarter Ends PP6 (1-6)							30						

When is an ePerf department administrator needed?

- Viewing an evaluation's current status
 - In progress
 - Pending approval
 - Completed
- Create ePerformance documents
- Transferring a document from one manager to another
- Canceling a document when the evaluation is not needed (4th Pay Period Probationary evaluations, etc.)
- Confirming the configuration of the department's eTime supervisor setup

Redesigned *Employee Evaluation* Page

- New Features
 - Redesigned layout
 - Automated updates triggered by ePerformance evaluation progress
 - Due date changes
 - Completion date population
 - Waive information population
 - Added additional fields to assist with employee research
 - Event date
 - Event action
 - ePerformance Document ID
 - Service hours to next evaluation

The screenshot displays the 'Work Performance Evaluation' interface. At the top, it shows 'Employee' and 'Empl ID' fields. Below this, the 'Work Performance Evaluations' section includes fields for 'Effective Date' (07/16/2022), 'Notification DT' (04/21/2023), 'Job Code' (03320), 'Department' (72600), 'SB Job Status' (Active), 'Source' (System), and '*Evaluation' (Annual). It also features 'WPE Status' (WPE Updated), 'Due Date' (07/14/2023), 'Document ID', 'Office Specialist', 'HR Employee Benefits & Services', 'Svc Hrs to Next Evaluation' (1842.00), and 'Overall Rating' (dropdown menu). A 'Completion Date' field with a calendar icon and a 'Below Standards Flag' checkbox are also present. An 'Event Information' box on the right contains 'Event Date' (12/09/2006), 'Effseq' (0), 'Event Source' (Job), 'Action' (PRO), and 'Reason Code' (PRO). A 'Waive' section at the bottom includes a 'Reason' dropdown, a 'Waived Date' field with a calendar icon, and a 'Comment' text area with a '100 characters remaining' indicator. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Include History', and 'Correct History'.

New WPE Hours Adjustment Page

- Easy WPE hour and date adjustments
 - Event Date Overrides
 - Job Status Hour Adjustments
 - WPE Hour Adjustments
 - Both positive and negative values accepted
- The new and improved process will look here for any employees that require these types of adjustments and update their evaluation criteria accordingly

Adjustment Data Find | View All

*Adjustment Type: WPE Hours Only (dropdown menu open)

Event Date Override: Job Status

Hour Adjustment: WPE Hours Only

Work Performance Evaluation **WPE Hours Adjustment**

WPE Adjustments

Employee [Redacted] Empl ID [Redacted] Empl Record [Redacted]

Effective Date: 02/16/2023

Adjustment Data Find | View All First 1 of 1 Last

*Adjustment Type: WPE Hours Only

Event Date Override: [Text Box]

Hour Adjustment: [Text Box]

Adjustment Reason: [Text Box]

WPE Status

Job Data

Job Code 03320 Office Specialist

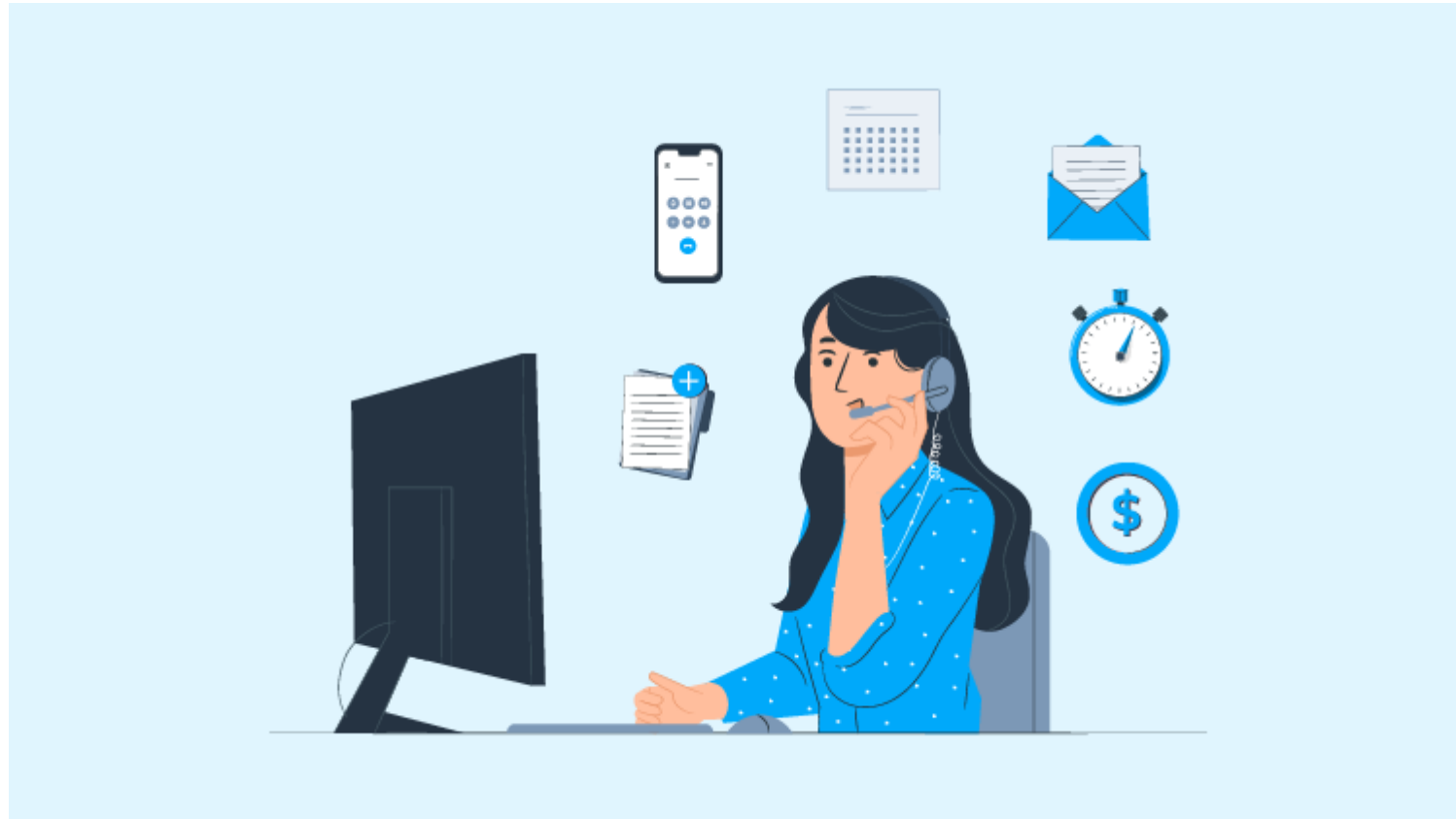
Department 72600 HR Employee Benefits & Services

SB Job Status Active

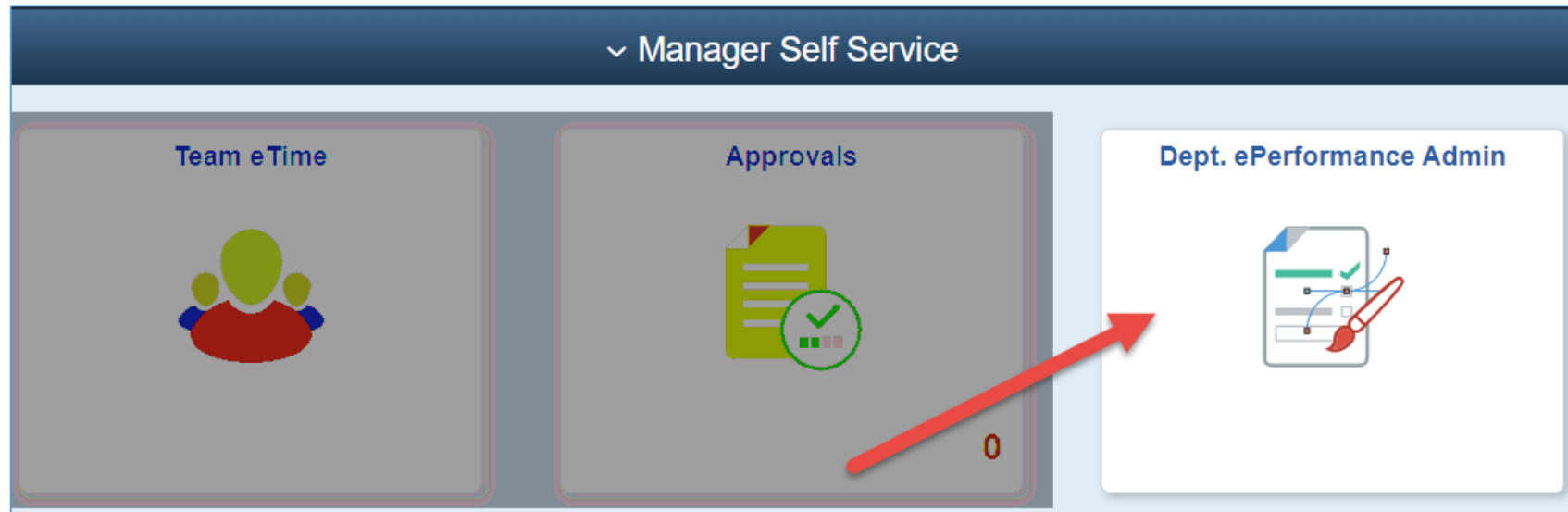
Sal Plan CLK Grade 35 Step 14

Save Return to Search Include History Correct History

Administrative Tasks Walkthrough



- Navigation: Manager Self Service Home Page > Dept. ePerformance Admin tile



- When will documents need to be manually created?
 - If the department would like to evaluate any of the following:
 - Extra-help employees
 - Recurrent employees
 - Contract employees
 - When a manager would like to perform a “Special” evaluation
 - In all other instances, the automated process will create documents for applicable employees with the closing of each payroll cycle

- Navigate to the Create Documents page
 - Manager Self Service Home Page > Dept. ePerformance Admin tile
- Select *Create Documents* (this will be the default page when entering the tile)

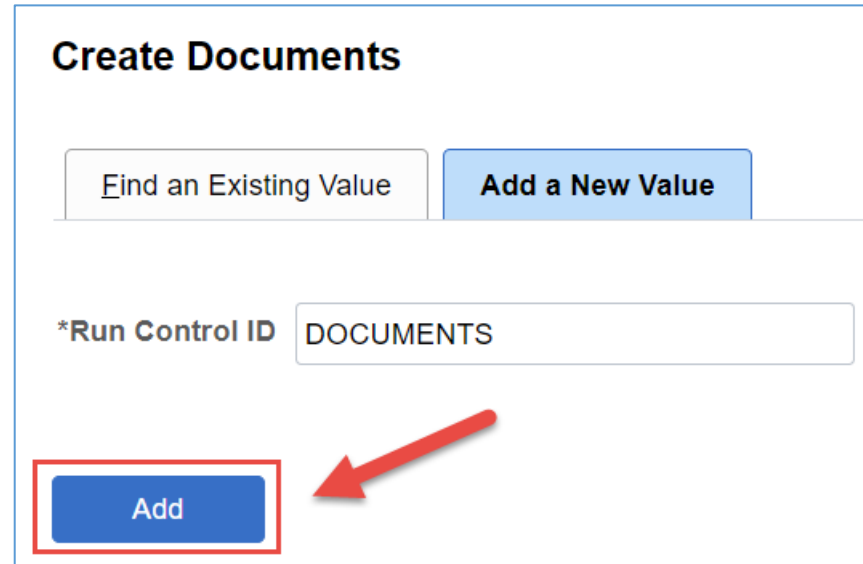
The screenshot shows the 'Create Documents' page within the 'ePerformance Dept Admin' system. The page has a dark blue header with a back arrow and 'Manager Self Service' on the left, and 'ePerformance Dept Admin' on the right. A left sidebar contains a menu with four items: 'Create Documents' (highlighted in green), 'View Documents', 'Transfer Document', and 'Cancel Document'. The main content area is titled 'Create Documents' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A section titled 'Search Criteria' is expanded, showing a 'Run Control ID' field with a dropdown menu set to 'begins with' and an empty text input box. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer at the very bottom of the page contains the text 'Find an Existing Value | Add a New Value'.

- If this is your first time creating a document, you will need to create a Run Control ID
- Select *Add a New Value*:

The screenshot shows the 'ePerformance Dept Admin' interface. On the left is a navigation menu with options: 'Create Documents' (highlighted), 'View Documents', 'Transfer Document', and 'Cancel Document'. The main content area is titled 'Create Documents' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and a red arrow. Underneath is a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty input field. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer bar contains links for 'Find an Existing Value' and 'Add a New Value'.

Create Documents – Step 3

- Give the Run Control ID a name. You will only have to do this one time. This will save your document preferences on the following page for easy use going forward.
- Select *Add*



The screenshot shows a web form titled "Create Documents". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field labeled "*Run Control ID" containing the text "DOCUMENTS". At the bottom left, there is a blue "Add" button, which is highlighted with a red rectangular border. A red arrow points from the right towards the "Add" button.

Document Parameters

Create Documents

Run Control ID: DOCUMENTS Report Manager Process Monitor Run

Run Request Parameters

Period Begin Date: 01/01/2023

Document Type: Work Performance Evaluation

Manager Selection Method: By Supervisor ID

Period End Date: 01/31/2023

Template ID: SBCounty Special WPE

Create Documents Using

Group ID Employee ID

Documents Using Employee ID

Employees to Process

	*Empl ID	Empl Record	Name	Language Code		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Required Fields

Field	Criteria
Period Begin Date	WPE Begin Date
Period End Date	WPE End Date
Document Type	Work Performance Evaluation
Template ID	Evaluation Type
Manager Selection Method	By Supervisor ID
Create Documents Using	Employee ID
Employees to Process	Employee ID

Create Documents – Step 5

- Select *Run*

Create Documents

Run Control ID DOCUMENTS Report Manager Process Monitor **Run**

Run Request Parameters

Period Begin Date: 01/01/2023 Period End Date: 01/31/2023
Document Type: Work Performance Evaluation Template ID: SBCounty Special WPE
Manager Selection Method: By Supervisor ID

Create Documents Using

Group ID Employee ID

Documents Using Employee ID

Employees to Process

1-1 of 1 | View All

	*Empl ID	Empl Record	Name	Language Code		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Create Documents – Step 6

- Make sure the EP_MGRDOC process is selected on the following page:
- Select *OK*

Process Scheduler Request

User ID [REDACTED] Run Control ID DOCUMENTS

Server Name [REDACTED] Run Date 02/21/2023 [Calendar Icon]

Recurrence [REDACTED] Run Time 8:59:58AM [Reset to Current Date/Time]

Time Zone [REDACTED]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Mass Create Employee Documents	EP_MGRDOC	Application Engine	Web	TXT	Distribution

Create Documents – Step 7



- Select the *Process Monitor* link to monitor the status of the submitted request


Create Documents

Run Control ID DOCUMENTS Report Manager **Process Monitor** Run

Process Instance:900756

Run Request Parameters

Period Begin Date	01/01/2023 	Period End Date	01/31/2023 
Document Type	Work Performance Evaluation ▼	Template ID	SBCounty Special WPE ▼
Manager Selection Method	By Supervisor ID ▼		



Create Documents – Step 8

- Once the document is created, the Run Status will display as “Success”
- The employee and Manager will both be notified via email that a new document is ready for them in their Current Documents queue
- Exit the page

Process List

View Process Request For

User ID [Redacted] Type Last 1 Days Refresh
Server Name Instance From Instance To Report Manager
Run Status Distribution Status Save On Refresh

Process List

1-1 of 1 View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	900756		Application Engine	EP_MGRDOC	[Redacted]	02/21/2023 8:59:58AM PST	Success	Posted	Details

- When will documents need to be canceled/waived?
 - 4th pay period probationary evaluation not required
 - Employee no longer in the classification/department
 - Document was manually created by mistake

Cancel Documents – Step 1

- Navigate to the Cancel Document page
 - Manager Self Service Home Page > Dept. ePerformance Admin tile
- Select *Cancel Document* page

< Manager Self Service ePerformance Dept Admin New V

Cancel Document

To cancel a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be canceled except for already "Canceled" performance documents.

Search for Documents

Empl ID Empl Record

First Name Last Name

Manager First Name Last Name

Document Type Document Status

Period Between .

Cancel Documents – Step 2

- Enter Employee ID of the individual that needs their document canceled
- Select *Search*

Cancel Document

To cancel a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be canceled except for already "Canceled" performance documents.

▼ Search for Documents

Empl ID Empl Record
First Name Last Name
Manager First Name Last Name
Document Type Document Status
Period Between



Performance Documents

	Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End	Job Title	Manager
<input type="checkbox"/>	████████	0	████████	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress	01/01/2023	01/31/2023	Systems Procedures Analyst I	████████
<input type="checkbox"/>	████████	0	████████	Work Performance Evaluation	SBCounty Special WPE	Completed	05/21/2022	08/26/2022	Systems Procedures Analyst Trn	████████
<input type="checkbox"/>	████████	0	████████	Work Performance Evaluation	SBCounty 10PP Training	Completed	07/17/2021	11/19/2021	Systems Procedures Analyst Trn	████████

Cancel Documents – Step 3

- Select the document you wish to cancel
- Select *Continue*

Performance Documents

	Employee ID	Empl Record	Name	Document Type	Description	Document Status
<input checked="" type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress
<input type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Completed
<input type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty 10PP Training	Completed
<input type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty 4PP Training	Completed
<input type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty 24PP Training	Completed

Select All



Cancel Documents – Step 4

- Confirm Cancellation
- Select *Save*

Cancel Document

Confirm Cancellation

Performance Documents

Employee ID	Empl Record	Name	Document Type	Description	Document Status
[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress

You have chosen to cancel the performance documents listed.
To confirm this cancellation, select the **Save** button.

[Return to Previous Page](#)

Cancel Documents – Step 5

- When you search the employee on the View Documents page, the status will now show Canceled and no longer appear in the manager or employee's Current Documents queue

Performance Documents							
Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End
[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Canceled	01/01/2023	01/31/2023

- When will documents need to be transferred?
 - When the eTime supervisor is not the individual who performs the employee's evaluation
 - When the document is in one manager's queue but needs to be completed by another individual
- Note
 - Document transfers can only be done for the first level managers. When the reviewing official needs to be transferred after a document has already been submitted for approval, please email the EMACSDevelopmentTeamRequests@hr.sbcounty.gov inbox for assistance:
 - In your email, include:
 - Subject line: ePerformance Approval Transfer Request
 - Body of email:
 - Document ID (found in the document's header)
 - Employee's name and ID (employee being evaluated)
 - Old approver's name and ID
 - New approver's name and ID

Transfer Documents – Step 1

- Navigate to the Transfer Document page
 - Manager Self Service Home Page > Dept. ePerformance Admin tile
- Select *Transfer Document* page

The screenshot displays the 'Manager Self Service' interface for 'ePerformance Dept Admin'. On the left, a navigation menu includes 'Create Documents', 'View Documents', 'Transfer Document' (highlighted in green), and 'Cancel Document'. The main content area is titled 'Transfer Document' and contains the instruction: 'To transfer a performance document, select the checkbox for the Employee and then select the Continue push button.' Below this is a 'Search for Documents' section with the following fields: 'Empl ID', 'First Name', 'Manager First Name', 'Document Type' (dropdown), 'Period Between' (date range), 'Empl Record' (input with '0'), 'Last Name' (two separate input fields), and 'Document Status' (dropdown). At the bottom of the search section are 'Search' and 'Clear' buttons. A red arrow points from the 'Transfer Document' menu item to the search form.

Transfer Documents – Step 2

- Enter Employee ID of the individual that needs their document transferred
- Select *Search*

Transfer Document

To transfer a performance document, select the checkbox for the Employee and then select the Continue push button.

▼ Search for Documents

Empl ID Empl Record
First Name Last Name
Manager First Name Last Name
Document Type Document Status
Period Between -

Performance Documents



1-5 of 5

	Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End	Job Title	Manager
<input type="checkbox"/>	██████	0	██████	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress	01/01/2023	01/31/2023	Systems Procedures Analyst	██████

Transfer Documents – Step 3

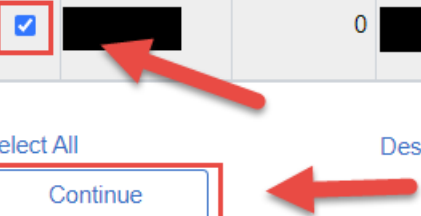
- Select the document you wish to transfer
- Select *Continue*

Performance Documents

	Employee ID	Empl Record	Name	Document Type	Description	Document Status
<input checked="" type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress

Select All Deselect All



Transfer Documents – Step 4

- Click the *Select a Manager* link

Transfer Document

Confirm Transfer

Performance Documents

Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End	Job Title	Manager
[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress	01/01/2023	01/31/2023	Systems Procedures Analyst I	[REDACTED]

You have chosen to transfer the document indicated to another manager.
Select the receiving manager by using the "Select a Manager" hyperlink, then select the **Save** button to complete the transfer.

New Manager ID: [Select a Manager](#)

[Return to Previous Page](#)

- Enter new manager's name
 - It is easiest to search using a combination of the last name and first name search fields
- Select *Search*

Select a Manager

Search Criteria and Results

▶ **Instructions**

Search Criteria

Name	<input type="text"/>
Last Name	<input type="text"/>
Second Last Name	<input type="text"/>
First Name	<input type="text"/>
ACName	<input type="text"/>

[Return to Previous Page](#)

Transfer Documents – Step 6

- Verify the new manager's employee ID and name are displayed
- Select the new manager, and click *OK*

The screenshot displays a search results window titled "Search Results". At the top left, there is a radio button. Below it is a table with two columns: "EMPL ID" and "EMPLOYEE NAME". To the right of the table is an information icon (i). Below the table, there is an "OK" button and a link labeled "Return to Previous Page".

EMPL ID	EMPLOYEE NAME
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OK

[Return to Previous Page](#)

Transfer Documents – Step 7

- Confirm the new manager's name is under the New Manger ID section of the following page
- Select *Save*

Transfer Document

Confirm Transfer

Performance Documents

Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End	Job Title	Manager
██████	0	██████	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress	01/01/2023	01/31/2023	Systems Procedures Analyst I	██████

You have chosen to transfer the document indicated to another manager. Select the receiving manager by using the "Select a Manager" hyperlink, then select the **Save** button to complete the transfer.

New Manager ID: [Select a Manager](#) ← **New Manager**

Old Manager

[Return to Previous Page](#)

Transfer Documents – Step 8

- After saving the page and re-searching the employee, the new manager's name will now appear as the Manager for the employee's ePerformance document
- The new manager will be notified via email that the document has been transferred to them

Performance Documents

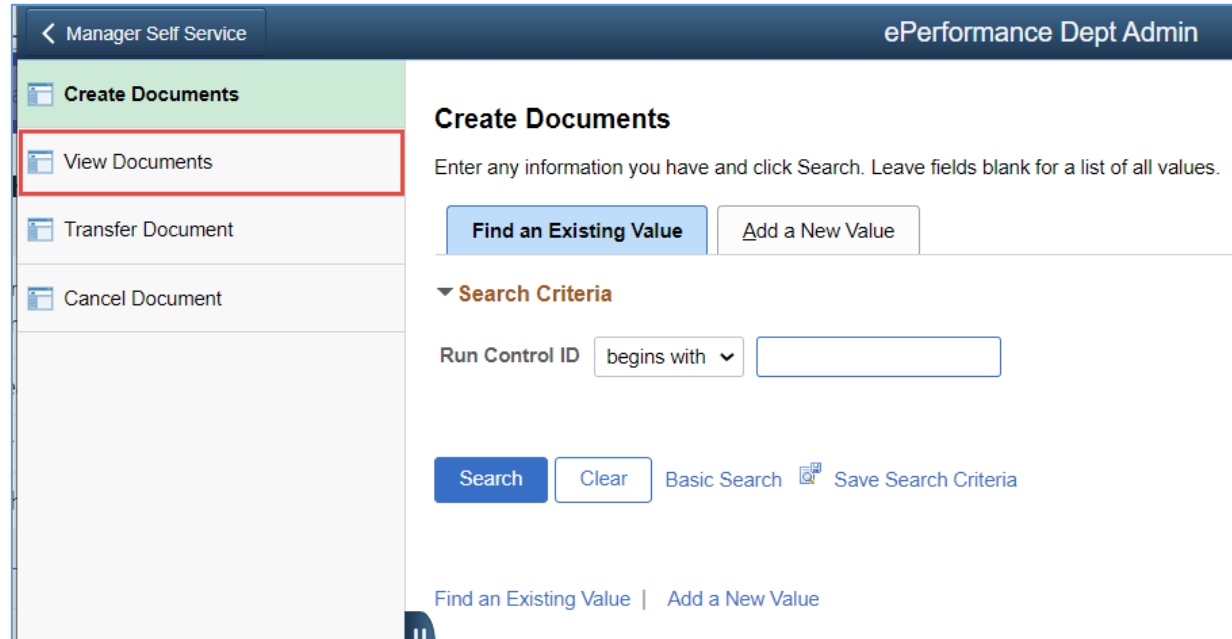
Select All Deselect All

	Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End	Job Title	Manager
<input type="checkbox"/>	[REDACTED]	0	[REDACTED]	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress	01/01/2023	01/31/2023	Systems Procedures Analyst	[REDACTED]

New Manager

- When will I need to search for documents?
 - Manager unable to locate a document assigned to them
 - View the status of the evaluation
 - Assist the department with normal on-going evaluation questions

- Navigate to the View Documents page
 - Manager Self Service Home Page > Dept. ePerformance Admin tile
- Select *View Documents* page
 - Page will open in a new tab



View Documents – Step 2

- Enter search criteria of the employee
- Select the name of the employee
 - The name is a link to the evaluation document

View Performance Documents

Use the Search capabilities to find a specific document or documents to view. After searching, all the documents for which you have access within that criteria will be listed.

Search for Documents

Empl ID [Redacted] Empl Record [0]
First Name [] Last Name []
Manager First Name [] Last Name []
Document Type [] Document Status [Evaluation in Progress]
Period Between [] []

[Search] [Clear]

Performance Documents

Employee ID	Empl Record	Name	Document Type	Description	Document Status	Period Begin	Period End	Job Title	N
[Redacted]	0	[Blue Link]	Work Performance Evaluation	SBCounty Special WPE	Evaluation in Progress	01/01/2023	01/31/2023	Systems Procedures Analyst I	0

- Job Status changes (probationary to active) are now automated
- No paper form is required by the department to change the probationary status of an employee to active, unless the employee had their probation extended
- Once the employee reaches the required service hour threshold per their job classification / MOU requirements, their job status will be automatically changed from probationary to active
- This automated process will run biweekly when we process each payroll cycle
- A PDF summary report will be distributed to your department detailing the changes made
- Dual fill employees can now be classified as both dual fill and probationary/training/active at the same time
 - Dual fill moved to new field on job data called “Position Status”

Job Status Automation Report Example

Report ID: SBWP006	County of San Bernardino - EMACS H92TST						Page No. 305		
	PROBATION TO ACTIVE REPORT						Run Date 09/13/22		
	Pay Period End: 05/21/21 Run ID: W11						Run Time 08:26:53		
Department: 45204	CS Loma Linda Operations						HPDL0121		
Emplid	Seq#	Name	Probation Start Date	Probation Hours	Total Hours	Hours Worked	Adjusted Hours	Active Date	Message
			11/21/2020	1,040.00	1,040.00	1,040.00	0.00	05/22/2021	

- A DTA/STC job data row will be inserted at the employee's job data reflecting the status change
- If an employee has had their probation extended, adjusted event date, or hours entered, they will also be noted on this report
- Once an employee's probation has been extended, a paper form will be required to change them to active status
- Job Status changes will be effective the pay period following the pay period they reach the required service hour threshold

Changes to Dual Fills

- Employees can now be flagged as both dual fill and probationary/training/active
- Dual fill has moved to the new Position Status field on Job Data

The screenshot displays the 'SBC Data' tab for an employee. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and SBC Data. The employee's name is redacted, and the Empl ID is also redacted. The Empl Record count is 0. The main section is titled 'San Bernardino County Job Data' and includes navigation controls (back, forward, 3 of 90, and View All). The job data is summarized as follows:

Effective Date	07/30/2022	Effective Sequence	0	Job Indicator	Primary Job	Maintain/View Notes
Action	Pay Rt Chg	Reason	Across-The-Board	History		
Fund	AAA	Dept	DPA	Org	GRC	Sub Obj
Accounting Code	AAA	DPA				General
Workers Comp	Clerical	Cost Center	04000			
Retirement Hours	40.00	Daily Scheduled Units				
Position Status	Dual Fill					
Job Status	Probation					
End Date	08/12/2022	Hours Worked	1600.00	Adjusted Status Date		

- By default, when an employee is flagged as both dual fill and probationary, all hours will count towards their WPE's
- If a department were to choose not to allow the employee's hours worked in the dual fill position to count towards their WPE, an *ePerformance / Auto Wage Progression Adjustment Request* form must be submitted to reduce their hours worked in the dual fill position
 - See next slide for form details

When are paper forms needed?

- Probation Extension
 - Form required in order to ensure a probation extension is keyed before the employee reaches their service hour threshold for active status
 - Form required when employee with an extended probation needs to be changed to active status
- Waive Probation
 - Form required when an employee's probationary period is waived and they can be moved to active status early, prior to meeting their required service hour threshold
 - Continue to use Open Work Performance Evaluations Report (SBBEN019)
- Service Hour Adjustments / Event Date Overrides
 - Form required if employee needs their WPE/Job Status hours increased or decreased
 - Form required if employee needs an adjustment to their event date
 - i.e., department requires a lateral transfer to serve a probationary period
- Submit all forms to the EMACS-HR team via normal processes
- **LINKS TO ALL FORMS CAN BE FOUND VIA THE EPERFORMANCE FAQ TILE**

- **EPER_DOCUMENTS_DUE** – prompts by dept ID and due date
 - Used to view documents by due date and research overdue evaluations
- **EPER_COMPLETED_DOCUMENTS** – prompts by dept ID and due date
 - Used to view completed documents
- **EPER_CANCELED_DOCUMENTS** – prompt by dept ID
 - Used to view canceled documents
- **EPER_DOCUMENTS_BY_EMPLOYEE** – prompt by employee ID
 - Used to view list of documents by employee and their statuses
- **EPER_DOCUMENTS_BY_PAYPERIOD** – prompt by dept ID and pay period end date
 - Will display documents created for the pay period end date entered
 - Used to search for new documents