



County of San Bernardino

EMACS

ePerformance Procedures – Human Resources Business Partner

PURPOSE

The purpose of this document is to display how to access and view a document after it has been submitted for approval or approved by the Reviewing Official. Human Resource Business Partners (HRBP's) will be notified via email when a document has been approved and requires their review. To receive notification, the documents must meet one of the below parameters:

- Overall Rating of 'Below Standards' or 'Unsatisfactory'
- Action of 'Extend Probation'

HRBP's will be left out of the workflow to ensure documents may still proceed, but are notified when one of the above parameters are met, so they can review the evaluation and take proper action.

NOTE – HRBP's can still view all documents in EMACS for their assigned departments

PATH

Navigator > Workforce Development > Performance Management > Performance Documents > View Documents

STEPS

Step	Description	Action
1	HRBP will be notified via email they have an ePerformance document that requires their review	Select the EMACS sign-on link in the email to login to EMACS
2	Navigate to the 'View Documents' page	Search options will be displayed
3	Access the document for the employee listed in the notification email	Enter the employee's first and last name in the designated search fields
4	Employee will be displayed under the search criteria	Select the employee's name
5	The ePerformance evaluation document for this employee and all of its contents will be displayed in view only format	Review each section of the evaluation and discuss with appropriate parties if any additional action is required
6	Complete	