Next Level Supervisor - Approve/Deny

After the Manager has completed the evaluation, the Next Level Supervisor will review the document and can approve or deny the document – denying the document will simply send it back for modification.

1. Log into PeopleSoft, from the Employee Self Service home page select the **HRMS Approvals** tile.
2. Under “Pending Approvals” select the **Performance** transaction type for the respective employee.
3. You will then see the Performance Summary and rating for the employee. Use the **View Performance Detail** link to review the evaluation.
4. Under the “Goal Setting” tab, click **Expand** to review goals and comments added by the manager. If employee completed the self evaluation, you will see their comments displayed in the box below.
5. Select the **Quality of Work** tab.

6. Click **Expand** to see all competencies and ratings.

   If employee completed the self evaluation, you will see the Employee Rating displayed under the Manager Rating.

7. Review **Manager Comments & Criteria Rating** under the summary section.

   If employee completed the self evaluation, you will see their comments displayed in the box below.

8. Repeat steps 5-7 for the following tabs:
   a. **Productivity**
   b. **Reliability**
   c. **Teamwork**

9. Go to the **Strengths/Challenges** tab.

10. Click the **Expand** link and review each inquiry under **Strengths and Challenges**.
11. Once the evaluation has been reviewed, select the My Approvals button on the top left of the screen to return to the approval screen.

12. You have the option to Approve the document or Deny in order to send back for modification. Note: Comments are required if you are sending back the document. Comments are only seen by manager not employee.

13. Click Submit to complete this process.