



Performance Management Reporting Manual



My **PURPOSE**

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Standard Reports

Bulk Performance Reviews Report

The Bulk Performance Reviews Report enables you to download all performance reviews based on date range and/or a performance review task. Report results will export to a zip file, which contains a separate PDF for each employee/review. A maximum of 500 performance review PDFs can be generated at one time.

This report may be used for auditing information, such as goal percentages and interim review comments.

To access the Bulk Performance Reviews Report, go to:

REPORTS > STANDARD REPORTS > PERFORMANCE > BULK PERFORMANCE REVIEWS.

Report Criteria:

FILTER	DESCRIPTION
Review	<p>Choose to run the report by date or task, both options cannot be selected at the same time.</p> <p>Date: The date will auto populate to the current performance year.</p> <p><input checked="" type="radio"/> Date Criteria: <input type="text" value="Select"/> From: <input type="text" value="1/1/2020"/> To: <input type="text" value="12/31/2020"/></p> <p>You can change the date by selecting the date range from the drop-down or enter a custom date range using the From and To fields.</p> <p>Task: Select this option to filter the report results by performance review task.</p> <p><input checked="" type="radio"/> Task: <input type="text" value="Select Task"/></p> <p>Select the icon  to choose a performance review task.</p>
User Criteria	<p>Use the drop-down to select the user criteria.</p> <p>User Criteria: <input type="text" value="Select Criteria"/></p> <p>You may choose one or more individual employees as well as entire Organization.</p>
Advanced	<p>The following options are available if the Date Criteria option is selected in the Review Filters section:</p> <ul style="list-style-type: none"> <p>Performance reviews for which the completion date is equal to or contained within the date filters.</p> <p>The date criteria filter is based employee’s task completion date. For example, if the employee’s performance review task was completed on March 2, 2019, the employee is selected in the user criteria, and the date criterion is set to January 1, 2019 to June 1, 2019, then the employee’s performance review is included in the report.</p> <p>Performance reviews for which the report date criteria overlaps the performance review period.</p> <p>The date criteria filter is based on the task performance review period. For example, if the "2019 Performance Review" has a performance review task period from January 1, 2019 to December 31, 2019, and the date criterion is set to January 1, 2019 to June 1, 2019, then the "2019 Performance Review" task is included.</p>
Advanced	

FILTER	DESCRIPTION
	<p>The following options are available if the Task option is selected in the Review Filters section:</p> <ul style="list-style-type: none"> • Only completed performance reviews. Performance reviews that are in a Completed status are included in the report. • All completed or in progress performance reviews. Performance reviews in a Completed or In Progress status are included in the report. <p>Print Preferences: Choose Employee View or Manager View, however there is no difference in these reports.</p>
Process Report	<p>Enter a title for the report, up to 50 characters.</p> <p>Report Title: <input type="text"/></p> <p>(If no report title is entered, the title of the report will default to Bulk Performance Reviews)</p> <p>Report title defaults to "Bulk Performance Reviews" if no title is entered.</p> <p>Select Process Report</p> <p> Process Report</p> <p>The system processes the report in the background to allow you to move on to other areas of the system while you wait.</p>
Output	<p>When the report is finished the report output is stored in the Processed Reports table.</p> <p>You have the following options for each report stored in the Processed Report table:</p> <ul style="list-style-type: none"> • Click the Zip File icon  to download a .zip file to obtain a copy of the review. • Click the Refresh icon  to refresh the report results. • Click the View Details icon  to view the filter criteria for the report. • Click the Delete icon  to delete the report.

Goal Details Report

The Goal Details Report displays goals assigned to an employee within a specific time period.

This report can be used to view all goals that have been created for an employee.

To access the Goal Details Report, go to **REPORTS > STANDARD REPORTS > PERFORMANCE > GOAL DETAILS**.

Report Criteria:

FILTER NAME	DESCRIPTION
Date	<p>The date will auto populate to the current performance year.</p> <p><input checked="" type="radio"/> Date Criteria: <input type="text" value="Select"/> From: <input type="text" value="1/1/2020"/> To: <input type="text" value="12/31/2020"/></p> <p>You can change the date by selecting the date range from the drop-down or enter a custom date range using the From and To fields.</p>
User Criteria	<p>Use the drop-down to select the user criteria.</p> <p>User Criteria: <input type="text" value="Select user"/></p> <p>You may choose one or more individual employees as well as entire Organization.</p>
Advanced	<p>Choose one of the following options.</p> <ul style="list-style-type: none">• Include cancelled goals in the report.• Include goal comments in the report. (This is the default setting.)• Display each goal on a separate page in the PDF version.
Output	<p>Choose one of the following</p> <p> Printable Version  Export to Excel  Export to PDF</p>

Goal Status Report

The Goal Status Report summarizes the status of all goals for employees during a specific time period.

Note: *When reporting on an employee's goals, only submitted goals are displayed.*

To access the Goal Status Report, go to REPORTS > STANDARD REPORTS > PERFORMANCE > GOAL STATUS.

Report Criteria:

FILTER NAME	DESCRIPTION
Date	<p>The date will auto populate to the current performance year.</p> <p><input checked="" type="radio"/> Date Criteria: <input type="text" value="Select"/> From: <input type="text" value="1/1/2020"/> To: <input type="text" value="12/31/2020"/></p> <p>You can change the date by selecting the date range from the drop-down or enter a custom date range using the From and To fields.</p>
User Criteria	<p>Use the drop-down to select the user criteria.</p> <p>User Criteria: <input type="text" value="Select Criteria"/></p> <p>You may choose one or more individual employees as well as entire Organization.</p>
Advanced	<ul style="list-style-type: none"> • Goal Type: All (This is the default setting.) • Display OU: This is optional, select Organizational Unit to view org information for each user on the report. OR select Position information to view position information for each user on the report.
View	<p>Select View Report.</p> <p></p>
Output	<p>Results will display a pie chart representing the number of goals in each status; approved, completed, and denied.</p> <p>Note: <i>When reporting on an employee only submitted goals are displayed.</i></p> <p>You have the option to print ore export the repost to Excel. </p>

Goal Task Summary Report

The Goal Tasks Summary Report summarizes all goal tasks for employees during a specific time period.

To access the Goal Status Report, go to REPORTS > STANDARD REPORTS > PERFORMANCE > GOAL TASKS SUMMARY.

Report Criteria:

FILTER NAME	DESCRIPTION
Date	<p>The date will auto populate to the current performance year.</p> <p><input checked="" type="radio"/> Date Criteria: <input type="text" value="Select"/> From: <input type="text" value="1/1/2020"/> To: <input type="text" value="12/31/2020"/></p> <p>You can change the date by selecting the date range from the drop-down or enter a custom date range using the From and To fields.</p>
User Criteria	<p>Use the drop-down to select the user criteria.</p> <p>User Criteria: <input type="text" value="Select Criteria"/></p> <p>You may choose one or more individual employees as well as entire Organization.</p>
Advanced	<ul style="list-style-type: none">• Goal Type: All (This is the default setting.)
Output	<p>Select output type.</p> <p>Printable Version Export to Excel</p>

Goal Exception Report

The Goal Exception Report displays all employees who do not have an active approved goal within a specific time period.

Note: Goals that are in draft status are not considered active goals.

To access the Goal Status Report, go to REPORTS > STANDARD REPORTS > PERFORMANCE > GOAL EXCEPTION.

Report Criteria:

FILTER NAME	DESCRIPTION
Date	<p>The date will auto populate to the current performance year.</p> <p><input checked="" type="radio"/> Date Criteria: <input type="text" value="Select"/> From: <input type="text" value="1/1/2020"/> To: <input type="text" value="12/31/2020"/></p> <p>You can change the date by selecting the date range from the drop-down or enter a custom date range using the From and To fields.</p>
User Criteria	<p>Use the drop-down to select the user criteria.</p> <p>User Criteria: <input type="text" value="Select Criteria"/></p> <p>You may choose one or more individual employees as well as entire Organization.</p>
Advanced	<ul style="list-style-type: none"> • Display OU: Choose Organization • Choose Pending Goals: Employees with goals pending approval (but no other active goals) will not display. <p><i>Note: We are not utilizing shared goals.</i></p>
Output	<p>Select output type.</p> <p> Printable Version  Export to Excel</p>

Performance Review Report

The Performance Review Report displays a performance review for an employee. This report can be run for both active and inactive employees.

You may use this report for auditing an employee's performance view regarding comments, goals, etc.

To access the Performance Review Report, go to REPORTS > STANDARD REPORTS > PERFORMANCE > PERFORMANCE REVIEW.

Report Criteria:

FILTER NAME	DESCRIPTION
Employee Reviewed	Select the employee whose review you are viewing. Employee Reviewed: <input data-bbox="662 569 1260 604" type="text" value="Select Employee"/> 
Performance Review Task	Select the review task to display for the selected employee. (annual plan, mid-year interim, or year-end interim review/final evaluation) Performance Review Task: <input data-bbox="727 737 1325 772" type="text" value="Select Task"/> 
Output	 Print Performance Review

Performance Review Details Report

The Performance Review Details Report allows you to report on multiple performance reviews within a given time range, all in a single PDF.

This will show you where a task step is sitting in workflow and can be used to audit compliance.

To access the Performance Review Details Report, go to REPORTS > STANDARD REPORTS > PERFORMANCE > PERFORMANCE REVIEW DETAILS REPORT.

Report Criteria:

FILTER NAME	DESCRIPTION
Date	<p>The date will auto populate to the current performance year.</p> <p><input checked="" type="radio"/> Date Criteria: <input type="text" value="Select"/> From: <input type="text" value="1/1/2020"/> To: <input type="text" value="12/31/2020"/></p> <p>You can change the date by selecting the date range from the drop-down or enter a custom date range using the From and To fields.</p>
User Criteria	<p>You have the option to select one of the following:</p> <ul style="list-style-type: none"> • Include review data for inactive users- When this option is selected, inactive users are included in the report output. • Include review data for applicants, if available- When this option is selected, any historical review data for applicants is included in the report output. <p>User Criteria: Use the drop-down to select the user criteria.</p> <p>User Criteria: <input type="text" value="Select Criteria"/></p> <p>You may choose one or employees at a time.</p>
Advanced	<p>Select from the following options to determine which performance review you would like to print:</p> <ul style="list-style-type: none"> ○ Complete date is equal to or within the date filters - This option is selected by default. When selected, the report output displays all standard and off-cycle reviews that were completed during the defined date range. ○ Report date criteria overlaps the performance review period - When this option is selected, the report output displays all standard and off-cycle reviews where the review period overlaps the defined date criteria.

Process Report	<p>Enter a title for the report.</p> <p>Report Title: <input type="text"/></p> <p>The character limit is 50. If a title is not entered, the report title defaults to Performance Review Details Report.</p> <p>When the  Process Report link is selected, the report is run based on the selected criteria. The report output is stored in the Processed Reports table.</p>
Output	<p>When the report output is stored in the Processed Reports table.</p> <p>You have the following options for each report stored in the Processed Report table:</p> <ul style="list-style-type: none"> • Output - Click the PDF icon  to open the report. • Click the Refresh icon  to refresh the report results. • Click the View Details icon  to view the filter criteria for the report. <p>Click the Delete icon  to delete the report.</p>

Performance Review Step Status Report

The Performance Review Step Status Report displays the status of review steps within a performance review task.

This report can be used to audit compliance.

To access the Performance Review Step Status Report, go to REPORTS > STANDARD REPORTS > PERFORMANCE > PERFORMANCE REVIEW STEP STATUS REPORT.

Report Criteria:

FILTER NAME	DESCRIPTION
User Criteria	<p>This report only runs within the defined permissions for the administrator running the report. If no criteria is selected, the report is run for all available users.</p> <p>User Criteria: <input type="text" value="Select Criteria"/></p>
Advanced	<ul style="list-style-type: none"> • Select a specific performance review task. <p>Performance Review Task: <input type="text"/></p> <ul style="list-style-type: none"> • Once a Review Task is selected, the steps within the review task are displayed. The report displays the status of each selected step for the selected employees. <div data-bbox="331 1537 1044 1770" style="border: 1px solid #ccc; padding: 5px;"> <p>Review Steps:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Evaluator Review <input checked="" type="checkbox"/> Self Review <input checked="" type="checkbox"/> Evaluator Goal Review Confirmation <input checked="" type="checkbox"/> Next Line Supervisor Review <input checked="" type="checkbox"/> Evaluator Discussion and Acknowledgment <input checked="" type="checkbox"/> Employee Acknowledgment </div> <ul style="list-style-type: none"> • Display OU: Select Organization
Output	<p>Select output type.</p> <div data-bbox="386 1873 906 1948" style="border: 1px solid #ccc; padding: 5px;"> <p> Printable Version  Export to Excel</p> </div>

Task User Status Report

This report displays the status of one or more tasks for any organizational unit. The report will generate an overall percentage for each status, Not Started, In Progress, or Complete, across multiple tasks.

This report may also be used to audit compliance.

Report Criteria:

FILTER NAME	DESCRIPTION
User Criteria	Select organization. User Criteria: <input type="text" value="Select Criteria"/> 
Advanced	<ul style="list-style-type: none">• Task- Choose a specific task/s Task: <input type="text" value="Selected Tasks"/> • Task Completion Date - check to Include Task Completion Date Task Completion Date: <input type="checkbox"/> Include Task Completion Date• Sort By - choose to sort by User or Task Sort By: <input checked="" type="radio"/> User <input type="radio"/> Task
Output	Select output type.  Printable Version  Export to Excel  Export to Text

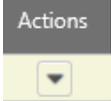
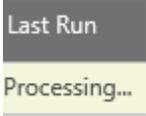
CUSTOM REPORTS

Decline to Sign Report

The Decline to Sign Report enables you to review employees who have declined to sign an annual performance plan, mid-year interim review year-end interim review/final evaluation.

To access the Decline to Sign Report, go to **REPORTS > CUSTOM REPORTS > DECLINE TO SIGN**.

Report Instructions:

STEPS	DESCRIPTION
Title	<ul style="list-style-type: none">Select the Declined to Sign report under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh.  RefreshOnce you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output.  Excel  Excel

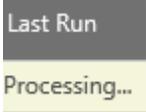
Step Status Report

The Step Status Report enables you to review the status of review steps within a performance review task. This report details the same information of the standard Performance Review Step Status Report but includes the name of the Next Line Supervisor.

This report would be good to use when auditing compliance.

To access the Step Status Report, go to REPORTS > CUSTOM REPORTS > STEP STATUS REPORT.

Report Instructions:

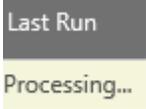
STEPS	DESCRIPTION
Title	<ul style="list-style-type: none">Select the Step Status Report under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh. Once you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output. 

Year-End Final Rating Report

The custom Year-End Final Rating Report enables you to view, save or print a summary of final evaluation ratings for each employee within the OU (organizational unit).

To access the Final Rating Report, go to REPORTS > CUSTOM REPORTS > YEAR-END FINAL RATING REPORT.

Report Instructions:

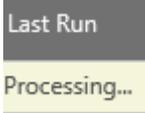
STEPS	DESCRIPTION
Title	<ul style="list-style-type: none">Select the Final Rating Report under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh. Once you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output. 

Reconsideration Requests Report

The Reconsideration Report enables you to review employees that have requested reconsideration of the Final Evaluation within the OU (organizational unit).

To access the Reconsideration Report, go to **REPORTS > CUSTOM REPORTS > RECONSIDERATION**.

Report Instructions:

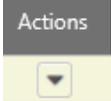
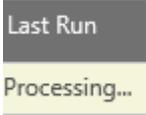
STEPS	DESCRIPTION
Tile	<ul style="list-style-type: none">Select Reconsideration under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh. Once you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output. 

New Position Performance Planning Report

The New Position Performance Planning Report enables administrators to view, save or print a summary of those employees that have had new position performance plans developed within the OU (organizational unit) during the performance year.

To access the New Position Performance Planning Report, go to REPORTS > CUSTOM REPORTS > NEW POSITION PERFORMANCE PLANNING.

Report Instructions:

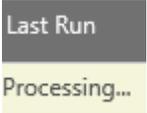
STEPS	DESCRIPTION
Title	<ul style="list-style-type: none">Select New Position Performance Planning under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh. Once you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output. 

Performance Improvement Plan (PIP) Report

The Performance Improvement Plan (PIP) Report enables you to review a summary of those employees that have had performance improvement plans developed within the OU (organizational unit) during the performance year.

To access the Performance Improvement Plan Report, go to REPORTS > CUSTOM REPORTS > PIP.

Report Instructions:

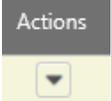
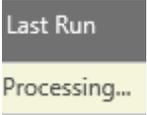
STEPS	INSTRUCTIONS
Title	<ul style="list-style-type: none">Select PIP under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh.  RefreshOnce you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output.  Excel

Goal Weight Summary Report

The Goal Weight Summary Report enables you to review the weight assigned to each goal on the employee's annual performance plan.

To access the Goal Weight Summary Report, go to REPORTS > CUSTOM REPORTS > GOAL WEIGHT SUMMARY.

Report Instructions:

STEPS	INSTRUCTIONS
Title	<ul style="list-style-type: none">Select Goal Weight Summary under the Title heading. 
Actions	<ul style="list-style-type: none">Select the drop down arrow under the Actions heading. Select Refresh. Once you select refresh it will display that it is processing. This means that your report is preparing and will populate the current data when complete. When the report is ready, select Excel to review the report output. 