## Access PeopleAdmin using [Single Sign-On Link](#)

1. You must select "Click Here for Single Sign On." Do not use a username and password, *see Example 1.*
2. Select the Menu (●●●) in the upper left-hand corner of the screen.
3. Under Other Tools, select Performance Management Program (PMP)/Performance Evaluation System (PES) as seen in *Example 2.*
   - This will redirect you to your current action items.
   - **IMPORTANT:** Please begin by confirming that the employees assigned to you for planning on the Action Items page are accurate (i.e., all your direct reports are present and there is no one assigned to you whom you do not oversee).
4. On Your Action Items page, select the item(s) titled "PES Evaluation for <u>Employee Name</u>" to begin a plan for the new 2023-2024 performance year, see *Example 3.*
5. First, check the Evaluation Period dates listed for accuracy.
   - If planning for an employee hired after the initial PES season, adjust the Beginning Date section to reflect their start date.
6. On the Work and Behavior Expectations page, list the employee's tasks and behavior expectations in the text boxes provided, see *Example 4.*
   - Use both the employee's job description and the [SCS Bank of Expectations](#) page as references.
7. When you have provided all the required information, select "Complete".
8. When the second level-evaluator approves the plan in PeopleAdmin, hold a formal meeting with your employee to discuss their plan for the upcoming performance year.
9. After holding the meeting, find the employee's plan on the Action Items page. Acknowledge the meeting took place.
10. The employee can then acknowledge the meeting on their PeopleAdmin Action Items page. The acknowledgement page features a text box for employees to record any concerns or comments. See *Example 5*
    - **Remember:** Acknowledgement does not signify agreement; it simply means the employee acknowledges they have reviewed the plan with their supervisor.
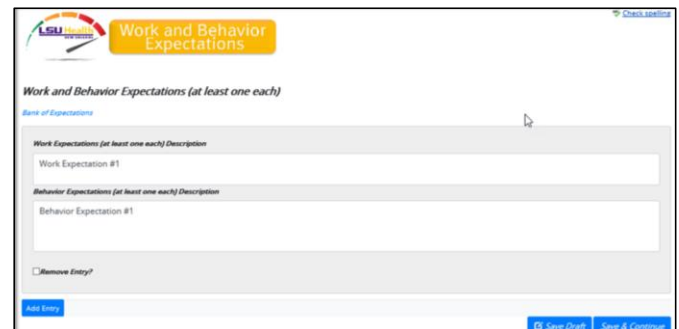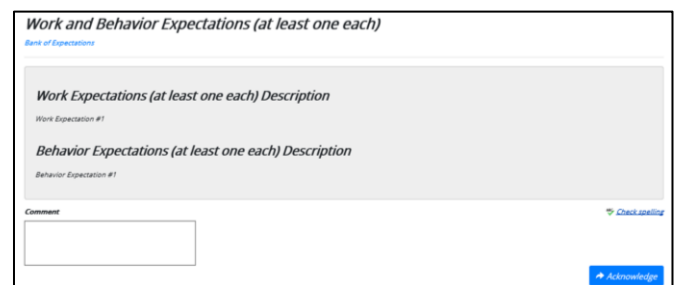
HRM Reviews the Submitted Plan
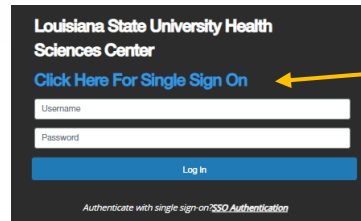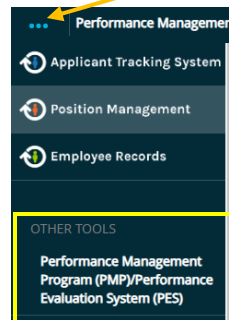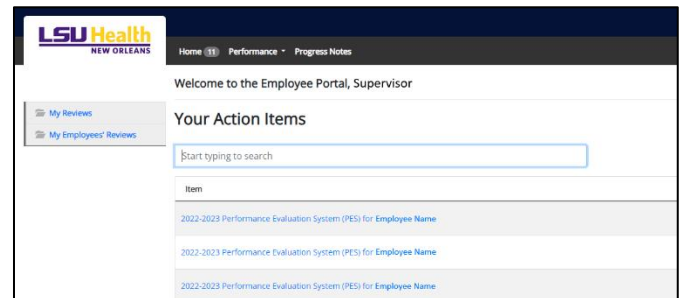
Example 1

Example 2

Example 3

Example 4

Example 5