



CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

ePerformance Employee User Guide Introductory Performance Review



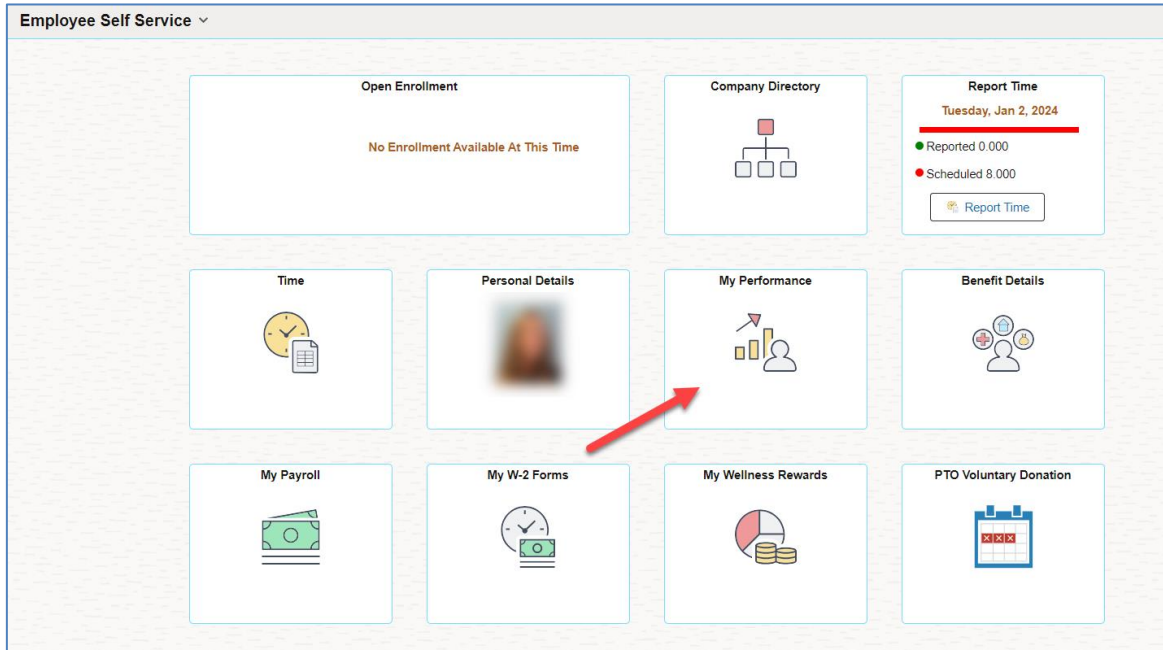
Table of Contents

Employee's Guide - Introductory Performance Review or Extension	2
1. Access Review or Extension	2
2. Enter Comments and Acknowledge Review or Extension	3
Performance Notes (Optional)	4
1. Enter Performance Note	4
2. Search for Performance Note	6
3. Edit Performance Note	7

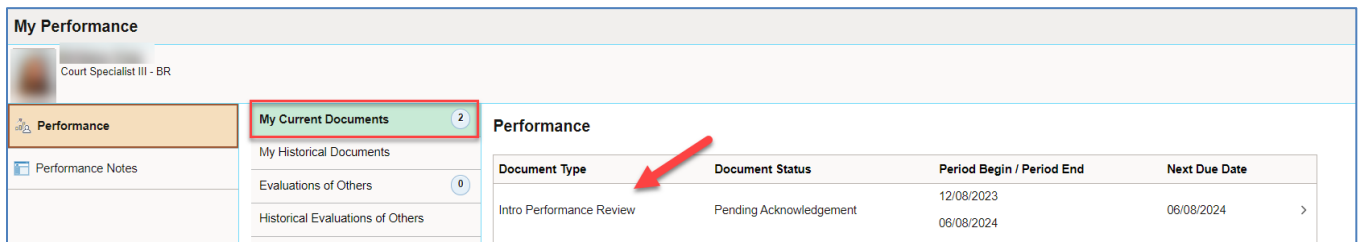
Employee's Guide - Introductory Performance Review or Extension

1. Access Review or Extension

Login to PeopleSoft and go to the Employee Self Service menu. Click the **My Performance** tile.



Click on the Introductory Performance Review on the **My Current Documents** page.



Click on **Expand All** link to view the ratings for all Competencies. Scroll to the bottom to read the Employee Future Goals and the Manager Comments.

Intro Performance Review Save Acknowledge

Evaluation - Acknowledge Print Notify

	Job Title: Court Specialist III - BR	Manager: [Redacted]
Document Type: Intro Performance Review	Period: 12/08/2023 - 06/08/2024	
Template: Intro Performance Review	Document ID: 13093	
Status: Pending Acknowledgement	Due Date: 06/08/2024	

Guiding Principles: Honor - Respect - Devotion to Duty

The status of this evaluation is Review Held.

In the employee comments section below, you are required to state "I agree" or "I disagree" with your performance appraisal. If you **disagree**, please explain.

At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.

[Expand All](#) [Collapse All](#)

2. Enter Comments and Acknowledge Review or Extension

Scroll down to the Employee Comments section and type either "I agree" or "I disagree." Enter any additional comments.

Section 4 - Employee Comments

In the comments section below, you are required to state "I agree" or "I disagree" with your performance appraisal. If you **disagree**, please explain. Failure to comply with this requirement will be deemed full agreement with this performance appraisal.

Employee Comments

I agree.

Click the **Save** button and then click the **Acknowledge** button.

Intro Performance Review 1 Save 2 Acknowledge

Evaluation - Acknowledge Print Notify

	Job Title: Court Specialist III - BR	Manager: [Redacted]
Document Type: Intro Performance Review	Period: 12/08/2023 - 06/08/2024	
Template: Intro Performance Review	Document ID: 13093	
Status: Pending Acknowledgement	Due Date: 06/08/2024	

Guiding Principles: Honor - Respect - Devotion to Duty

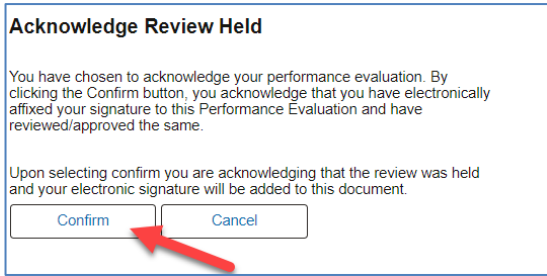
The status of this evaluation is Review Held.

In the employee comments section below, you are required to state "I agree" or "I disagree" with your performance appraisal. If you **disagree**, please explain.

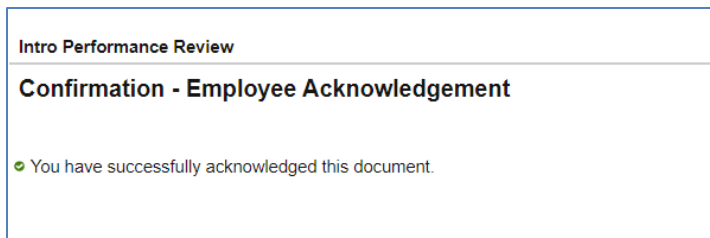
At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.

[Expand All](#) [Collapse All](#)

A confirmation message will be displayed. Click the **Confirm** button.



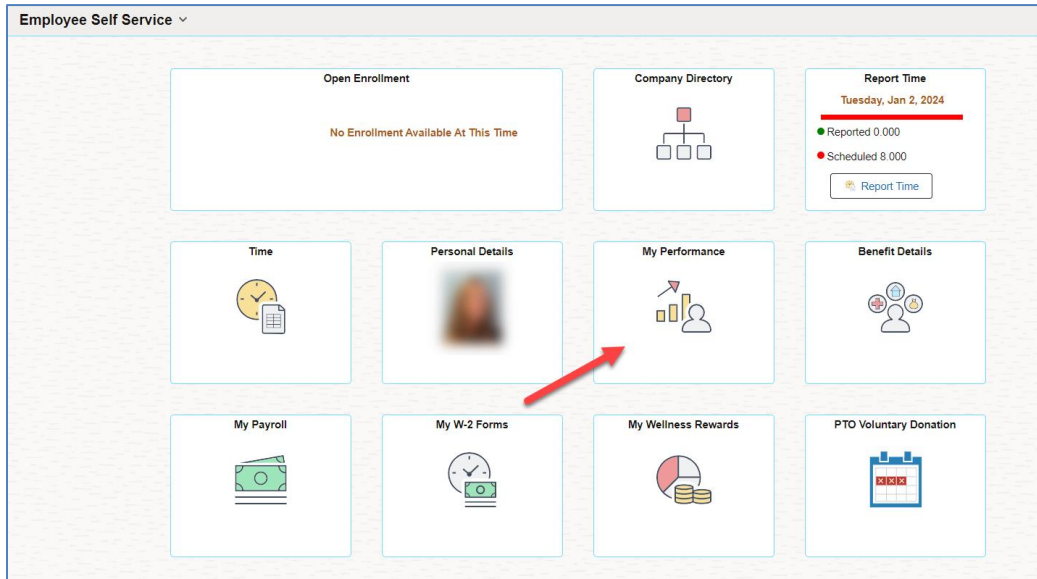
A second confirmation message will be displayed.



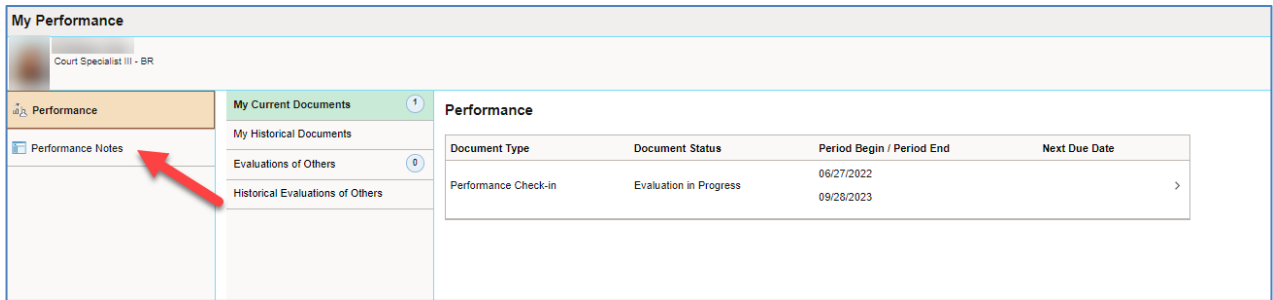
Performance Notes (Optional)

1. Enter Performance Note

Login to PeopleSoft and go to the Employee Self Service menu. Click the **My Performance** tile.



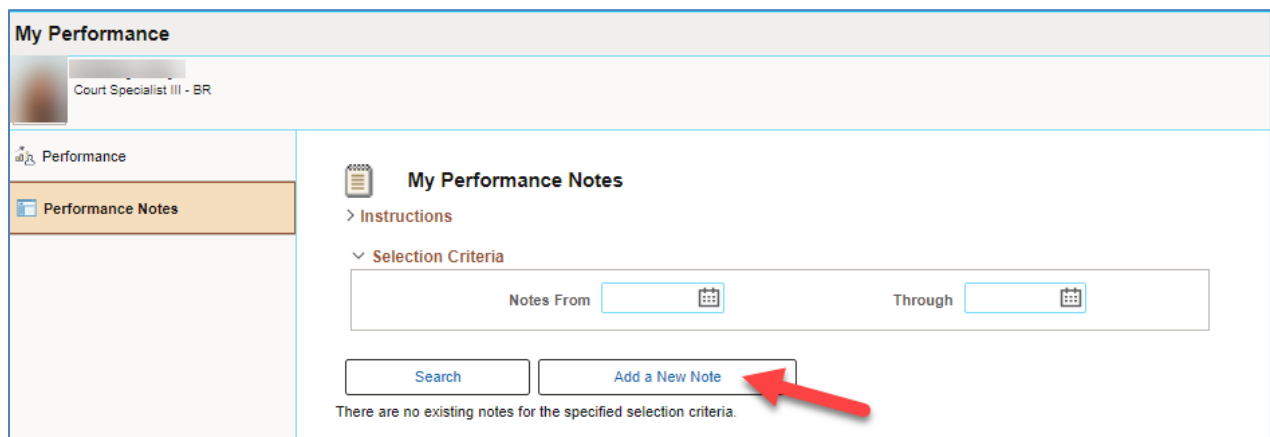
Click the **Performance Notes** section.



The screenshot shows the 'My Performance' dashboard for a user named 'Court Specialist III - BR'. The left sidebar has a 'Performance' menu with 'Performance Notes' highlighted by a red arrow. The main content area is titled 'Performance' and contains a table with the following data:

Document Type	Document Status	Period Begin / Period End	Next Due Date
Performance Check-in	Evaluation in Progress	06/27/2022 09/28/2023	>

Click the **Add a New Note** button.



The screenshot shows the 'My Performance Notes' page. The left sidebar has 'Performance Notes' highlighted. The main content area is titled 'My Performance Notes' and includes a 'Selection Criteria' section with two date pickers: 'Notes From' and 'Through'. Below these are 'Search' and 'Add a New Note' buttons, with the latter highlighted by a red arrow. A message at the bottom states: 'There are no existing notes for the specified selection criteria.'

Enter the **Subject** of the performance document and place any additional comments in the **Note Text**. Click the **Save** button.

Performance Notes - Add/Update Notes
> Instructions
Selected Performance Note

Applications

Created 01/05/2024 10:48AM
Creator [Redacted]
Last Update
Updated By

Subject Department Training
Note Text Department Training

Save
Return to Performance Note Selection

2. Search for Performance Note

Enter a date range in the **Notes From** and **through** fields. Click the **Search** button.

My Performance Notes
> Instructions
Selection Criteria

Notes From 01/01/2024 Through 01/31/2024

Search Add a New Note

Check the **Select** box on the desired performance note.

My Performance Notes

> Instructions

Selection Criteria

Notes From 01/01/2024 Through 01/31/2024

Search Add a New Note

Your existing Performance Notes

Select	Subject	Created
<input checked="" type="checkbox"/>	Department Training	01/05/2024 10:48AM

Select All Deselect All

Delete Transfer

3. Edit Performance Note

Click the **Subject** hyperlink to view the performance document.

My Performance Notes

> Instructions

Selection Criteria

Notes From 01/01/2024 Through 01/31/2024

Search Add a New Note


Your existing Performance Notes

Select	Subject	Created
<input checked="" type="checkbox"/>	Department Training	01/05/2024 10:48AM

Select All Deselect All

Delete Transfer

Edit the information. Click the **Save** button.

 **Performance Notes - Add/Update Notes**


> [Instructions](#)


Selected Performance Note

Applications

Created 01/05/2024 10:48AM
Creator [REDACTED]
Last Update
Updated By

Subject

Note Text 



[Return to Performance Note Selection](#)