



## HR Liaisons - Generates Departmental Employee's Performance Plan

### Start Here

- Audience:** HR Liaisons
- Use This Guide To:** Print an Employee's Performance Plan
- Comments:**
- There are two sections in this guide:
    - Section A to Navigate to your Oracle homepage
    - Section B to Generate Employee's Performance Plan

### Step-by-Step Instructions

#### A. Navigate to Your Oracle Homepage. (If already there, skip to section B.)

**Step 1** Open [Internet Explorer](#).



**Step 2** Navigate to [portal.montgomerycountymd.gov](http://portal.montgomerycountymd.gov) using Internet Explorer.



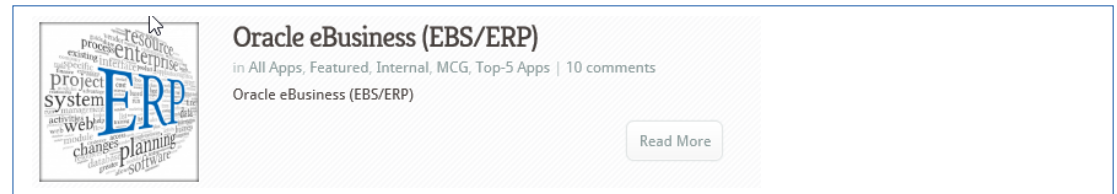
**Step 3** Sign In to [accessMCG](#).



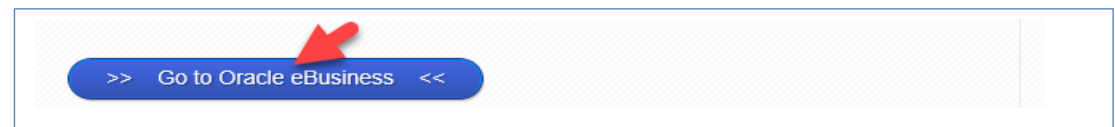
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## Step-by-Step Instructions

**Step 4** Click the **Oracle eBusiness** option.



**Step 5** Click the blue **Go to Oracle eBusiness** button.



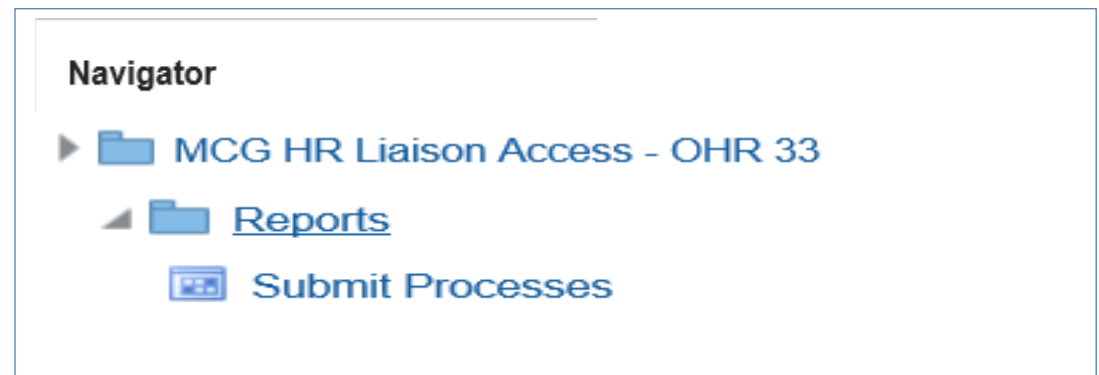
**Step 6** Your **Oracle eBusiness Homepage** opens.

## B. Generate Employee's Performance Plan.

**Step 7** Click the **MCG HR Liaison Access** link in the Navigator section.

**Step 8** Click the **Reports** link.

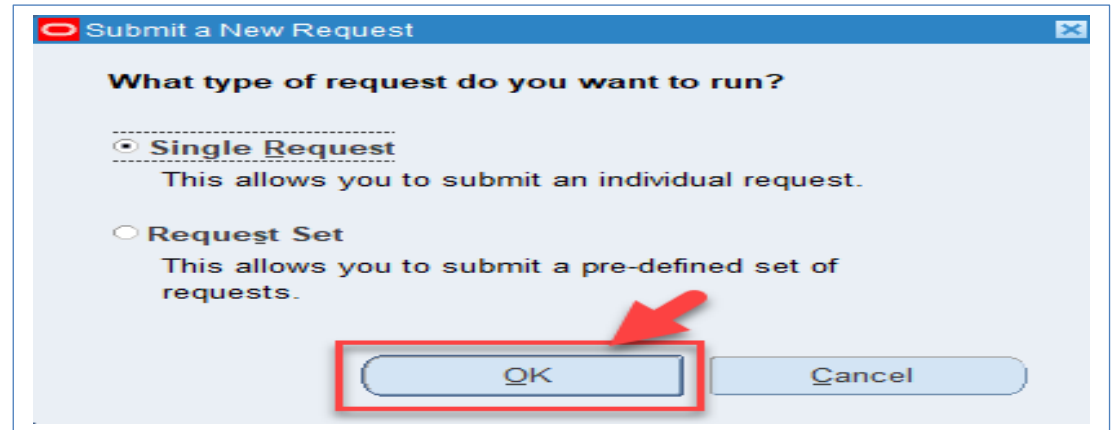
**Step 9** Click the **Submit Processes** link.



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The **Submit a New Request** page opens.  
- The Single Request ribbon is pre-selected.

**Step 10** Click **OK**.



**Submit a New Request**

What type of request do you want to run?

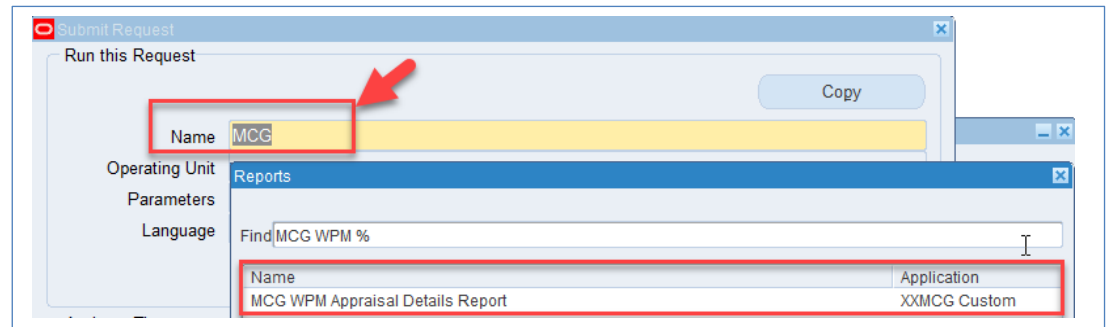
**Single Request**  
This allows you to submit an individual request.

**Request Set**  
This allows you to submit a pre-defined set of requests.

**OK** **Cancel**

The **Submit Request** page opens.

**Step 11** Enter **MCG** in the **Name** field and press the **Enter** key on your keyboard.



**Submit Request**

Run this Request

**Name** MCG

Operating Unit  
Parameters  
Language

**Reports**

Find MCG WPM %

Name	Application
MCG WPM Appraisal Details Report	XXMCG Custom

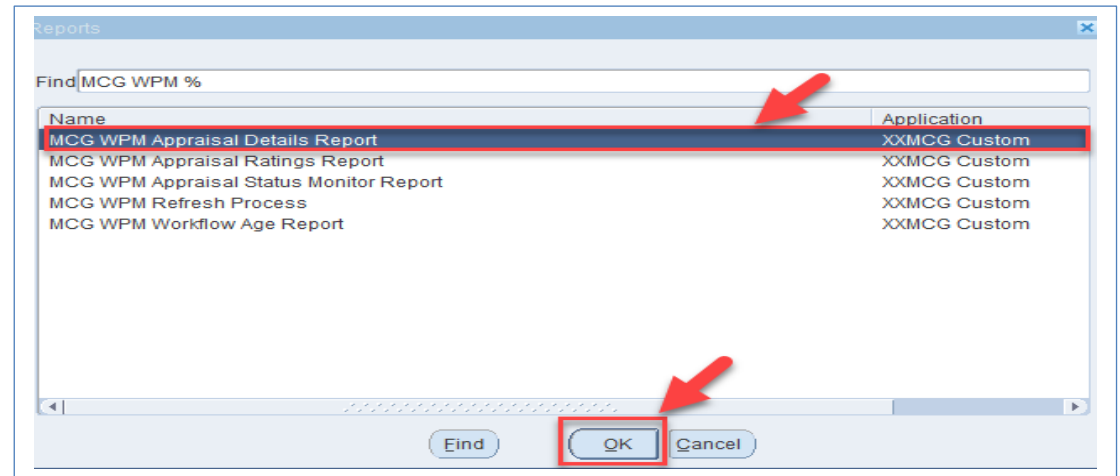
# HR Liaisons - Generates Departmental Employee's Performance Plan

## Step-by-Step Instructions

The **Reports** page opens

**Step 12** Click **MCG WPM Appraisal Detail Report** in the **Name** section.

Click **OK**.



**Step 13** Click the **Parameters** field.

The **Parameters** page opens.

**Step 14** Enter the **Employee's Name** (Last, First).

**NOTE:** You may also enter just the first few characters of the last name but this may produce more search.

Press the **Tab** key on your keyboard  
- The employee's Oracle ID populates.



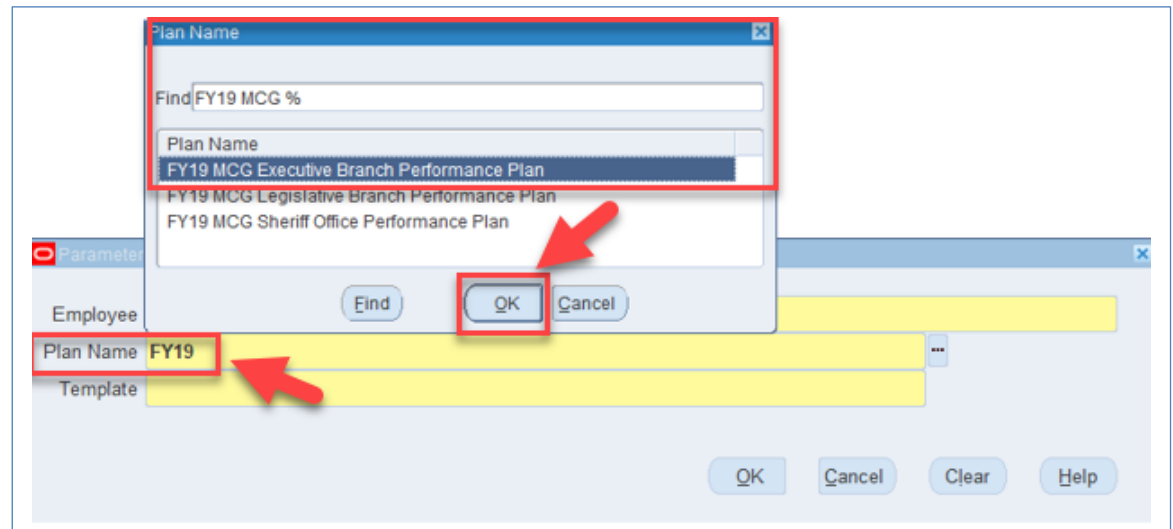
## HR Liaisons - Generates Departmental Employee's Performance Plan

**Note:** If prompted to select from a list of employees with the same name, select the employee based on the correct Oracle ID.

The **Plan Name** page opens.

**Step 15** Enter the **Performance Plan Year** (i.e. **FY19**) in the **Plan Name** field.

Press the **[Tab]** key on your keyboard.  
- The Performance Plan Name populates.

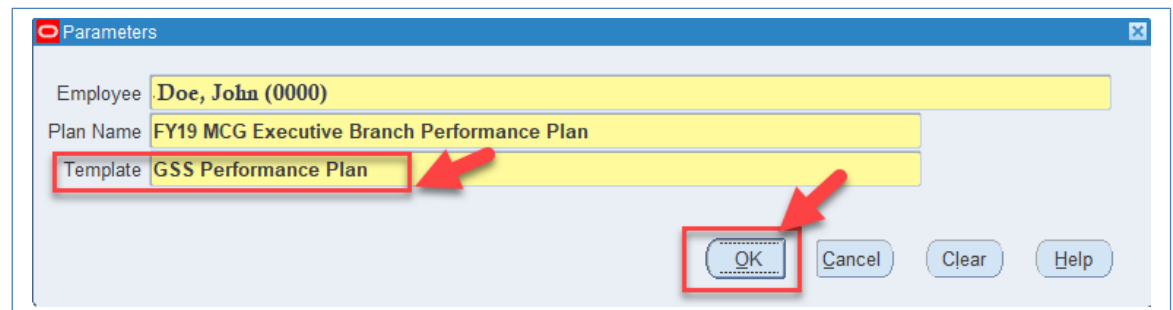


The screenshot shows a 'Plan Name' dialog box with a search field containing 'Find: FY19 MCG %'. Below the search field is a list of performance plans: 'FY19 MCG Executive Branch Performance Plan', 'FY19 MCG Legislative Branch Performance Plan', and 'FY19 MCG Sheriff Office Performance Plan'. The first option is selected. The 'OK' button is highlighted with a red box and a red arrow. In the background, the 'Plan Name' field of a larger form is highlighted with a red box and a red arrow, containing the text 'FY19'.

**Step 16** Enter the **Employee Type** (i.e. **GSS**) in the **Template** field.

Press the **[Tab]** key on your keyboard.  
- The Employee Type Template populates.

**Step 17** Click **OK**.



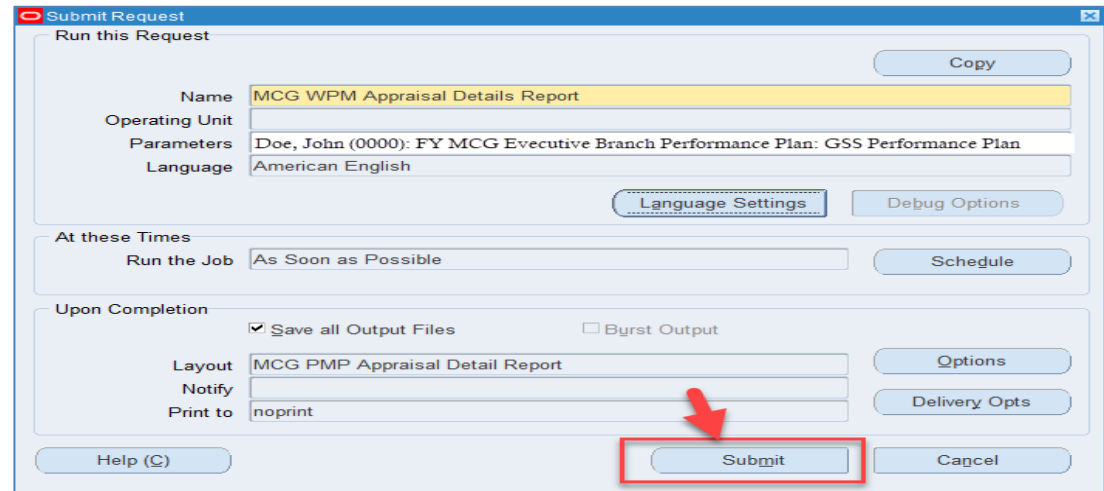
The screenshot shows a 'Parameters' dialog box with three fields: 'Employee' containing 'Doe, John (0000)', 'Plan Name' containing 'FY19 MCG Executive Branch Performance Plan', and 'Template' containing 'GSS Performance Plan'. The 'Template' field is highlighted with a red box and a red arrow. The 'OK' button is also highlighted with a red box and a red arrow.

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The **Submit Request** page opens.

Review details: Report type, Employee Information, Etc.

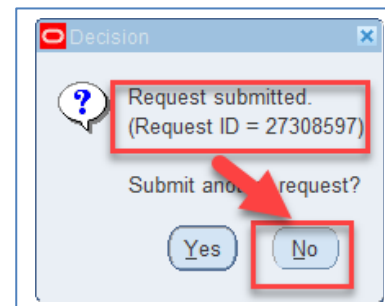
**Step 18** Click **Submit**.



The **Decision** page opens.

**Step 19** Record the **Request ID** number.

If you are only generating one employee's report -  
Click **No**.

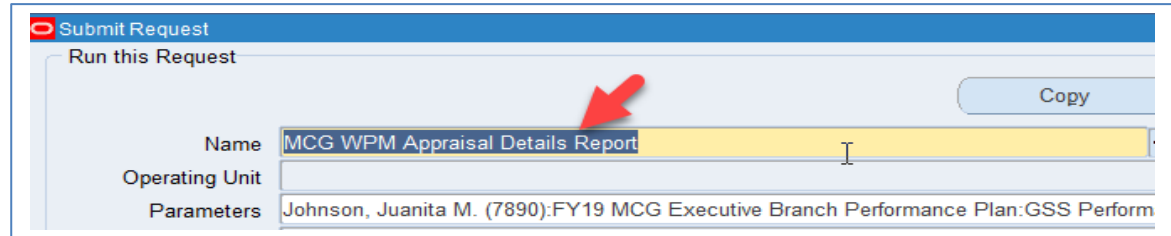


**Note:** If you want to generate additional  
employee reports.

- Click **Yes**.

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**Step 20** Click in the **Name** field.



Submit Request

Run this Request

Name MCG WPM Appraisal Details Report

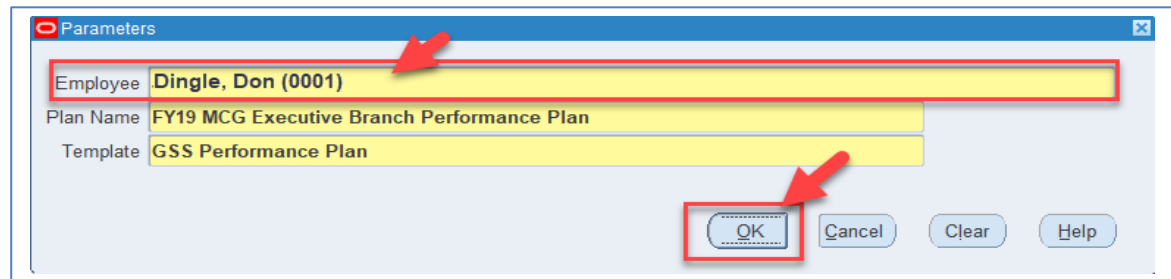
Operating Unit

Parameters Johnson, Juanita M. (7890):FY19 MCG Executive Branch Performance Plan:GSS Perform

Copy

The **Parameters** page opens again.

**Step 21** Repeat **Step 14**.  
- Enter another **employees' name** in the **Name** field.



Parameters

Employee Dingle, Don (0001)

Plan Name FY19 MCG Executive Branch Performance Plan

Template GSS Performance Plan

OK Cancel Clear Help

**Step 22** Repeat Steps 15 and 16 (*if necessary*).

**Step 23** Repeat **Steps 17, 18 and 19**.

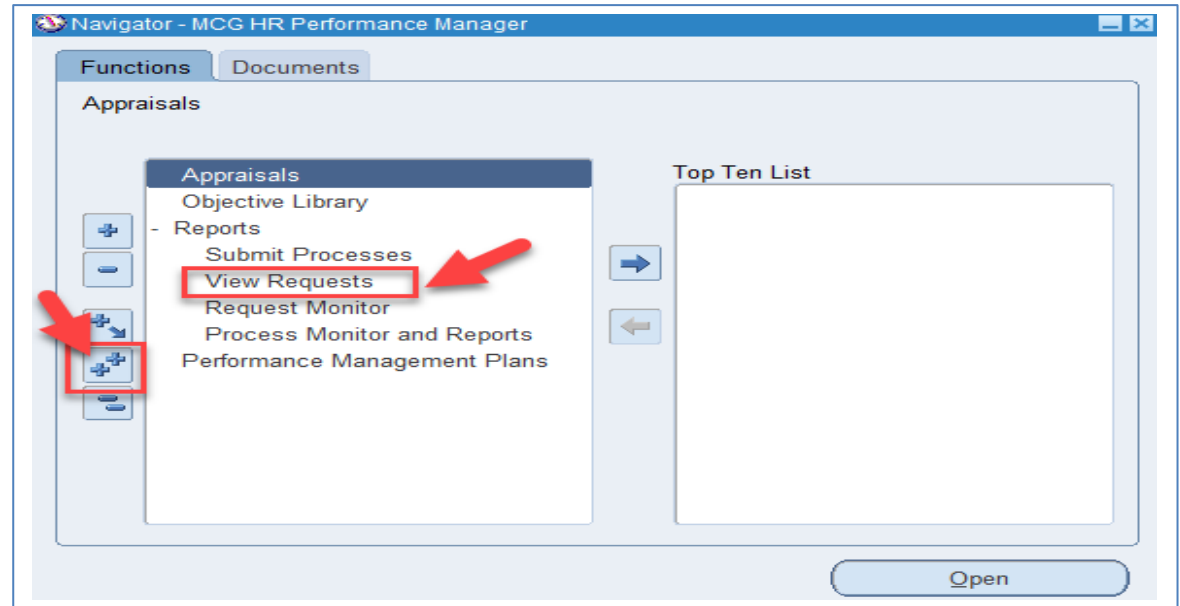
## HR Liaisons - Generates Departmental Employee's Performance Plan

When **Submit** is clicked (after all of the reports are Generated) -

The *Navigator – MCG HR Performance Manager* page opens.

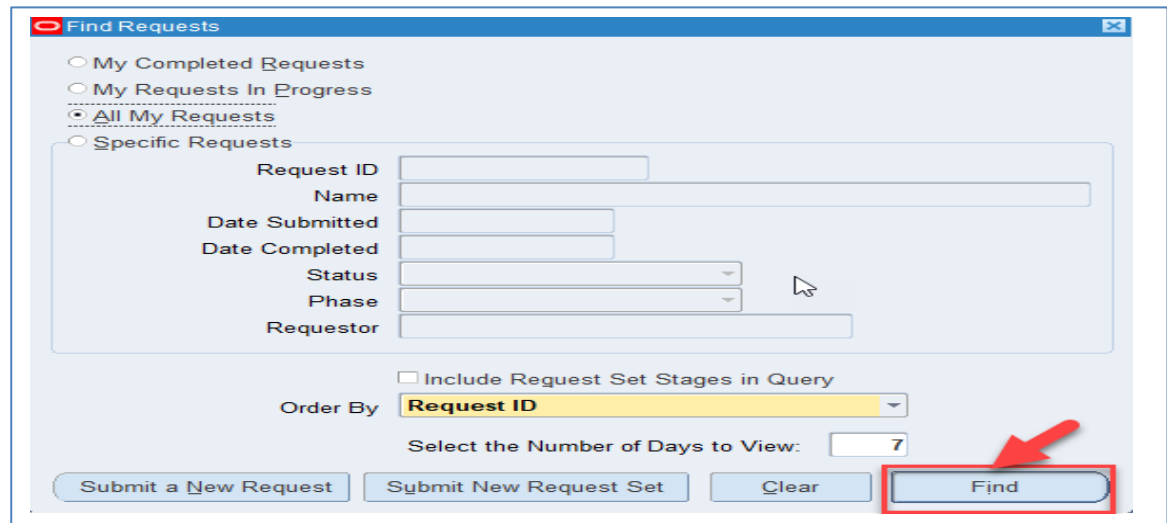
**Step 24** Click the **Double Plus Sign** to expand the **Functions** in the **Reports** section

**Step 25** Double click **View Requests**.



The *Find Reports* page opens.

**Step 26** Click **Find**.





## HR Liaisons - Generates Departmental Employee's Performance Plan

The **Requests** page opens

**Step 27** Select the **Request ID** of the report you generated.

Click the **View Output** button.

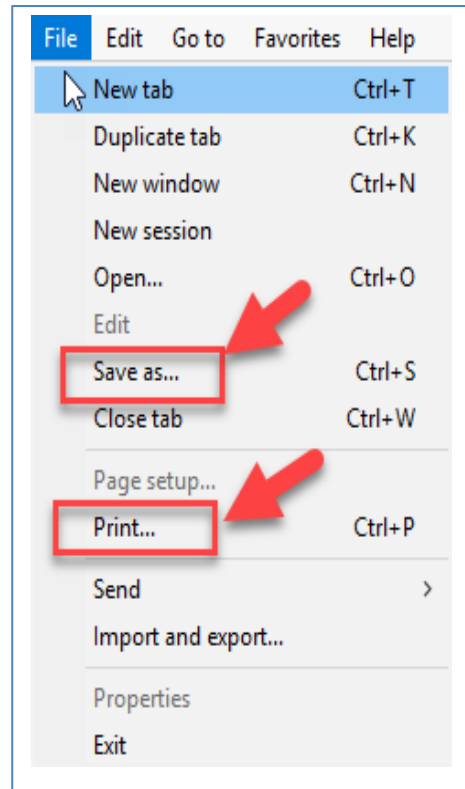
Request ID	Name	Parent	Phase	Status	Parameters
27308770	MCG WPM Appraisal Deta		Completed	Normal	15017, FY19 MCG Executive E

The **Employee's Details Report** opens

Employee Details	
Employee Number	0000
Employee Name	Doe, John
Department	OHR 33 Administrative Services Team
Job	Specialist
Position	000000.Administrative specialist.II.000151.FT.P.
Manager	Smith, Jane
Plan Name	FY19 MCG Executive Branch Performance Plan
Plan Start Date	01-JUL-2018
Plan End Date	30-JUN-2019
Status	Saved
Main Appraiser	Smith, Jane
Template	GSS Performance Plan
Appraisal Type	Annual Performance Appraisal
Overall Rating	
Appraiser Overall Comments	
Appraisee Overall Comments	

## HR Liaisons - Generates Departmental Employee's Performance Plan

- Step 28** To **Save as...** or **Print** a copy of the report
- Click the **File Tab** on the **Home menu**
  - Click **Save As** to save a copy of the report or
  - Click **Print** to print the report.



- Note:** To **Save** or **Print** more than one report:
- Repeat **Steps 24, 25, 26, 27 and 28**.

**End of Procedure**