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 eportal.montgomerycountymd.gov using Internet Explorer.

Step 3  Sign In to accessMCG.
**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**.

The **Submit Request** page opens.

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

**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**.
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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.

The **Parameters** page opens again.

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

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

**Step 23** Repeat **Steps 17, 18 and 19**.
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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**.
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The Requests page opens

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

Click the View Output button.

The Employee’s Details Report opens
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**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