Appraisal Status Monitoring Report for HR Liaisons

NOTE: HR Liaisons can only access appraisal status for employees in their assigned area of responsibility.

Step-by-Step Instructions

Step 1   Navigate to your Oracle homepage.

Step 2   Sign In to **accessMCG**.

Step 3   Click the **Employee Self-Service** option.

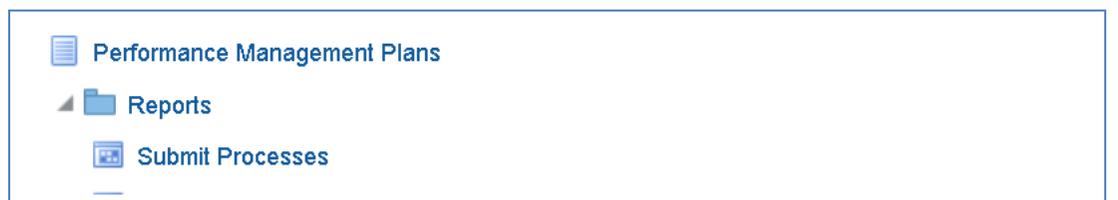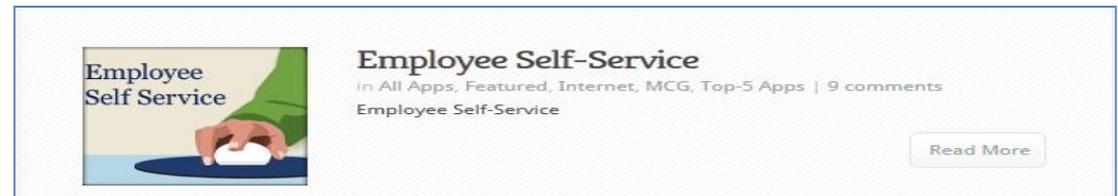**Step 4**   Click the blue **Go to Employee Self- Service** button.

Step 5   Click the **MCG HR Liaison Access** link.

Step 6   Click the **Performance Management Plans** link.

Step 7   Click the **Reports** link.

Step 8   Click the **Submit Processes** link.

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

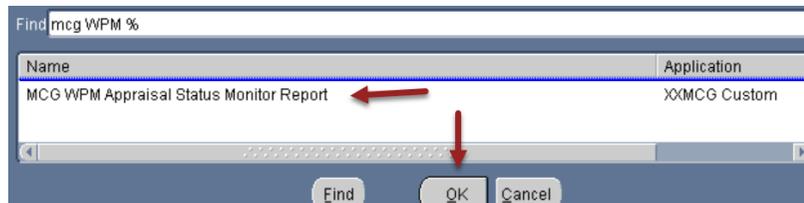# Appraisal Status Monitoring Report for HR Liaisons

Step 9   Click **OK**.

Step 10   Enter **MCG WPM** in the **Name field**.

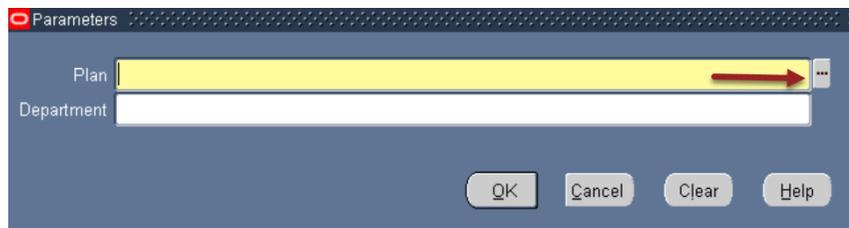*Press the **Tab key** on your keyboard.*

Step 11   Select **MCG WPM Appraisal Status Monitoring Report** in the **Reports** box.
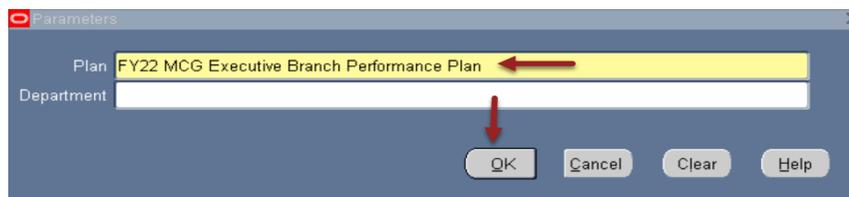
Click OK.

Step 12   Click the **List of Values (...)** at the end of the **Plan Name** field to select the Plan Name.

*Press the **Tab key** on your keyboard.*

Step 13   Select the appropriate **Plan Name** from the list of plan names.
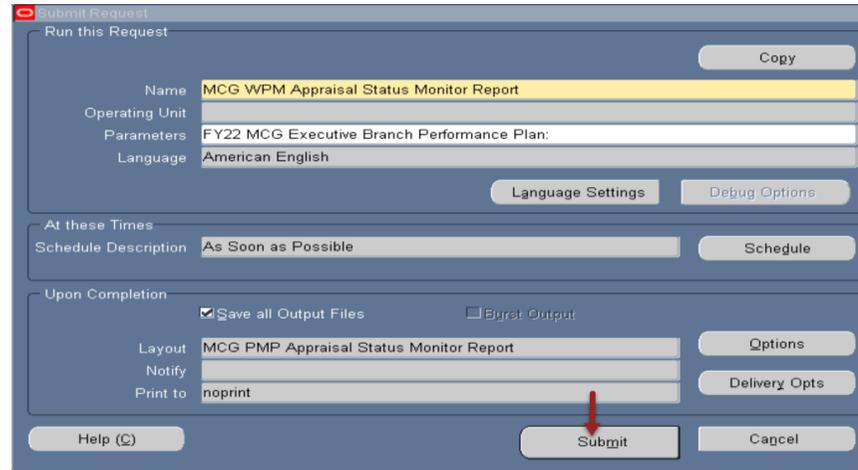
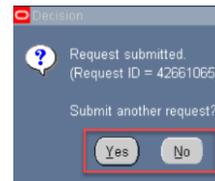*NOTE: Leave the Department field blank*

Step 14   Click **OK**.

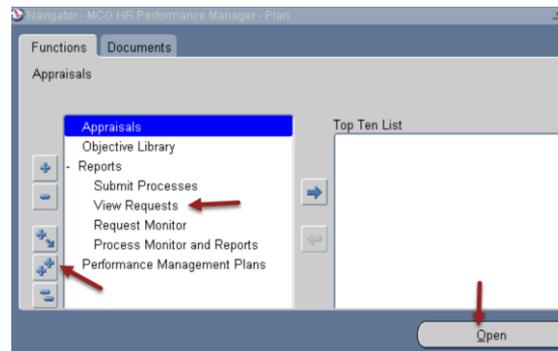**Step 15**   Click **Submit**.

Note the **Request ID#**

Step 16   Select **Yes** to submit another request or **No** if finished.

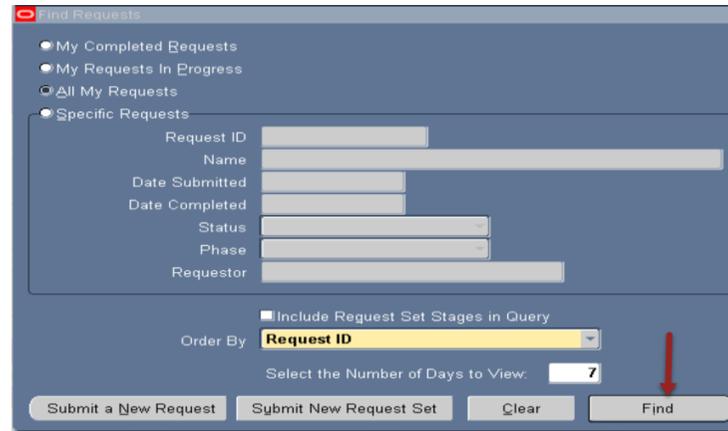**Step 17**   Click the **++** to expand and access the **View Requests**.
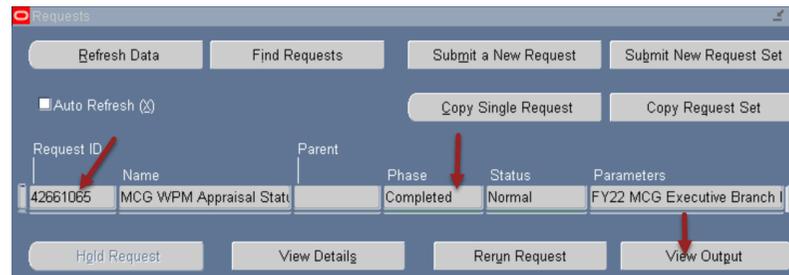
Step 18   Click **Open**.

The **Find Request** box opens.

Step 19   Click **Find**.

Step 20   Select the **Request ID** #.

Step 21   Click **View Output** of your completed request.

Step 22   Click **Open File** to view the Excel report.

*NOTE: You may select **FILE** and **SAVE AS** to name and save the report.*

*NOTE: Click **here** for a more detailed job aid.*

END OF PROCEDURE.