

ePerformance Manager FAQs

1. Q. How do I access ePerformance?

A. Through Manager Self-Service (PeopleSoft). To complete your employee's evaluations, select "Performance Management" and then "Performance Documents" and lastly, select "Current Documents."

2. Q. How can I learn how to use the system?

A. Please refer to the User Manuals in the Human Resources website under "Resources & Links" - Performance Management.

3. Q. I have completed my employee's evaluation. What do I do next?

A. Click "Share with Employee", for the employee to be able to acknowledge the evaluation. Once they acknowledge it, the appraisal gets automatically completed.

4. Q. I accidentally clicked "Share with Employee" and I want to make a change. What do I do next?

A. If the employee has not acknowledged the evaluation yet, click 'Reopen' to make the necessary changes to share with the employee.

B. If the employee has already acknowledged, the document will be automatically completed and available for editing, so please call HR Operations at 215-503-4772 or email HRquestions@jefferson.edu and provide your name and employee ID. You will receive an email notification when it is opened.

5. Q. Once the document is "Complete" and I want to make a change, what do I do?

A. HR will re-open the document for you. Please call HR Operations at 215-503-4772 or email HRquestions@jefferson.edu and provide your name and employee ID. You will receive an email notification when it is opened.

6. Q. I am a Hospital manager, with an employee in the university, what do I do?

A. All TJU/JUP employees are required to use the system. The only exceptions are Faculty, JeffTemps and per diem employees.

7. Q. When are evaluations due?

A. August 31, 2018.