



County of San Bernardino EMACS ePerformance Procedures – Employee Self Service

Employee Policy Acknowledgment

When the employee is notified they have an upcoming performance evaluation, they will be able to see this information via the Employee Self Service Performance Tile:

The screenshot shows the 'Employee Self Service' dashboard with the following tiles:

- eTime**: Icon of a person and a clock.
- Approvals**: Icon of a document with a checkmark and a '0' count.
- Personal Details**: Icon of a person and a pencil.
- Benefit Details**: Icon of a person, a house, and a cross.
- Performance**: Icon of a document with a chart and a person. A box below the icon displays 'Next Due Date 09/18/2019'.
- Pay**: Icon of a stack of money.

1. Select the Performance Tile

Here, they will see their evaluation, and its status:

My Current Documents			
Document Type	Document Status	Period Begin / Period End	Next Due Date
Work Performance Evaluation	Approval - Approved	09/01/2019	09/18/2019 >
SB County Annual WPE		09/18/2019	

2. Select the document



Before an employee is able to review their evaluation, they must first formally acknowledge that they have reviewed the County's Policy Prohibiting Discrimination, Harassment, and Retaliation.



3. Select 'Review and Acknowledge'

Select 'Review and Acknowledge' under the Acknowledge County Policy step on the left of the screen to display the policy.





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
Performance Process  

Steps and Tasks  


Frank Lopez
Work Performance Evaluation
09/01/2019 - 09/18/2019

-  Acknowledge County Policy
Due Date 09/18/2019
Review and Acknowledge
-  Review Manager Evaluation
Due Date 09/18/2019



Work Performance Evaluation **Acknowledge**

County Policy - Review and Acknowledge  | 



Frank Lopez

	Job Title Office Specialist	Manager Mary Rodriguez
	Document Type Work Performance Evaluation	Period 09/01/2019 - 09/18/2019
	Template SB County Annual WPE	Document ID 482
	Status Evaluation in Progress	Due Date 09/18/2019

Review county policy and provide your acknowledgement by pressing the complete button. System will register this action as you digital signature.

 Expand All |  Collapse All

▼ Section 1 - Policy Statement

 Expand |  Collapse

▼ Policy Statement

Description : POLICY STATEMENT AND PURPOSE

The County of San Bernardino (County) is committed to providing an environment free of discrimination, harassment, including sexual harassment, and retaliation.

POLICY

The County prohibits discrimination, harassment and retaliation by all persons involved in or related to the County's business or operations, which includes, but is not limited to: any County

4. Select 'Acknowledge' in the top right corner of the screen

After this is complete, the manager will be able to share your performance evaluation with you.



County of San Bernardino

EMACS

ePerformance Procedures – Employee Self Service

Work Performance Evaluation Acknowledgment

After you have received email notification that your manager has shared your performance evaluation with you, the document can now be accessed via your self-service performance tile.


1. *Navigate to your Performance Tile, and select the current document in your queue*

Acknowledge

Work Performance Evaluation

Manager Evaluation - Acknowledge Print | Notify | Export

Frank Lopez



Job Title	Office Specialist	Manager	Mary Rodriguez
Document Type	Work Performance Evaluation	Period	09/01/2019 - 09/18/2019
Template	SB County Annual WPE	Document ID	482
Status	Pending Acknowledgement	Due Date	09/18/2019

Employee Data

Employee ID	B8389	Position Number	00076870	
Department	72600	HR Employee Benefits & Services	Job Status	Active
Location	DL0042	0440-Human Resources		
Plan/Grade	CLK	35		
Step	14			

This document is currently waiting for your acknowledgment.

Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held.

2. *Review your Performance Evaluation that has been shared for you.*

At this point, you and your manager should have a formal meeting to discuss your evaluation.

3. *Select 'Acknowledge' in the top right corner of the screen*

The ePerformance document is now complete and can be viewed in the 'Historical Documents' section of your Performance Tile.