

Module #2	Manager/Supervisor Overview of PE
Objective:	This How To provides an overview of the PE system for manager/supervisors. Manager/supervisors should first review the Employee Overview (Module #1). For specific instructions on creating performance (evaluation) plans, please go to Module #3.

Pre-Module Requirements:

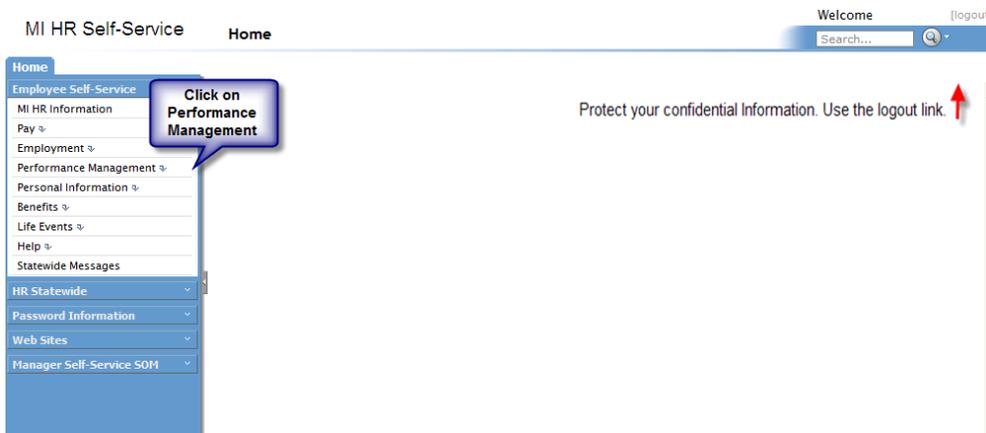
- Manager/supervisor has received access to the system.

Glossary:

- Performance plans can also be called Evaluation Plans.

Steps:

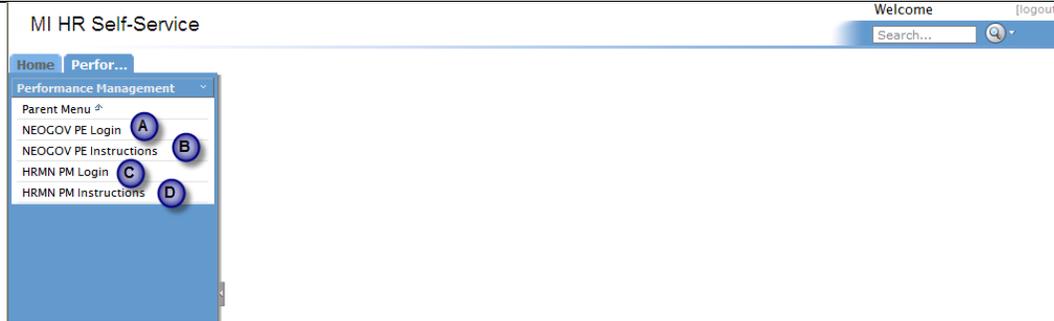
1. In MI HR Self Service, click on the **Performance Management** bookmark.



2. In the Performance Management bookmark are links to the following:

- A. NEOGOV PE login**
If you have been provided with an email to access NEOGOV PE, use this link.
- B. NEOGOV PE instructions**
For information on how to use NEOGOV PE including an overview of the system, use this link.
- C. HRMN PM login** (HRMN Performance Management system)
If you have current plans in the HRMN PM, you will finish your plan there before using NEOGOV PE. Therefore, use this link.
- D. HRMN PM instructions**
For information on how to use HRMN PM, use this link.

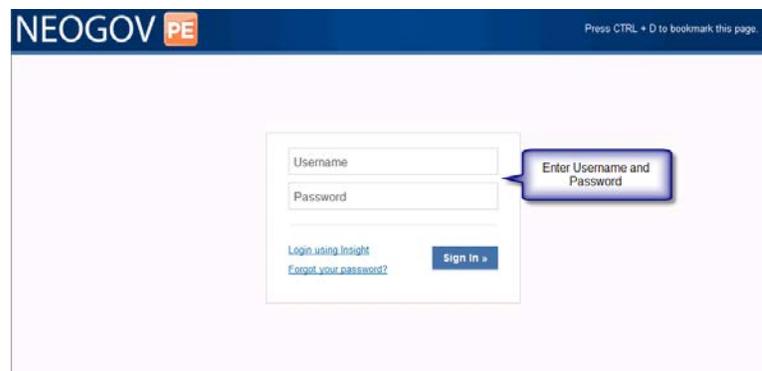
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3. You should have received an **Activate Your NEOGOV PE User Account** email with a link to create your account **Password** using your email address as your **Username**.

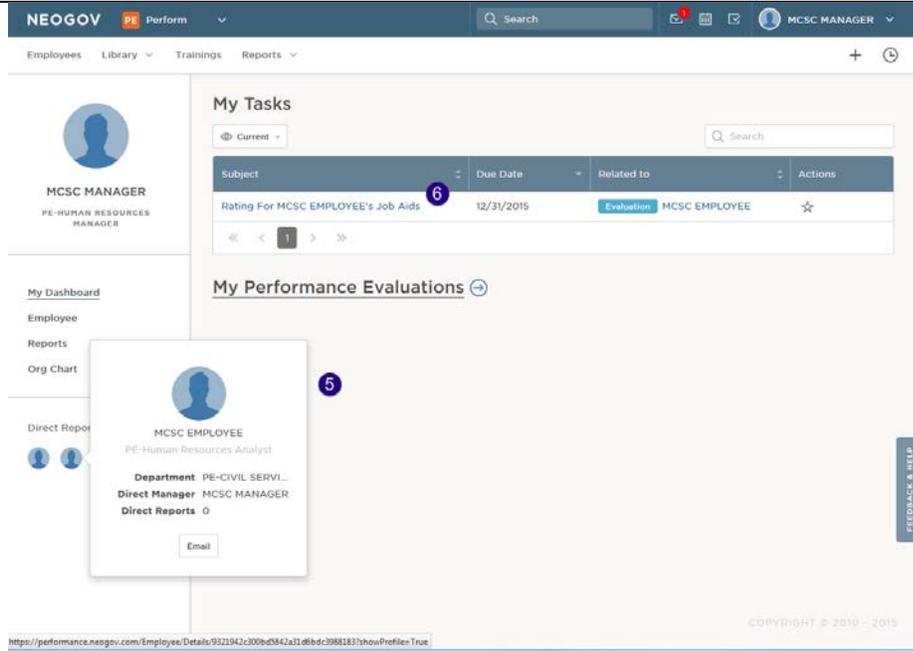
PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.

4. Log into the NEOGOV PE site using your **Username** and **Password**. Click on **Sign In >>** button.

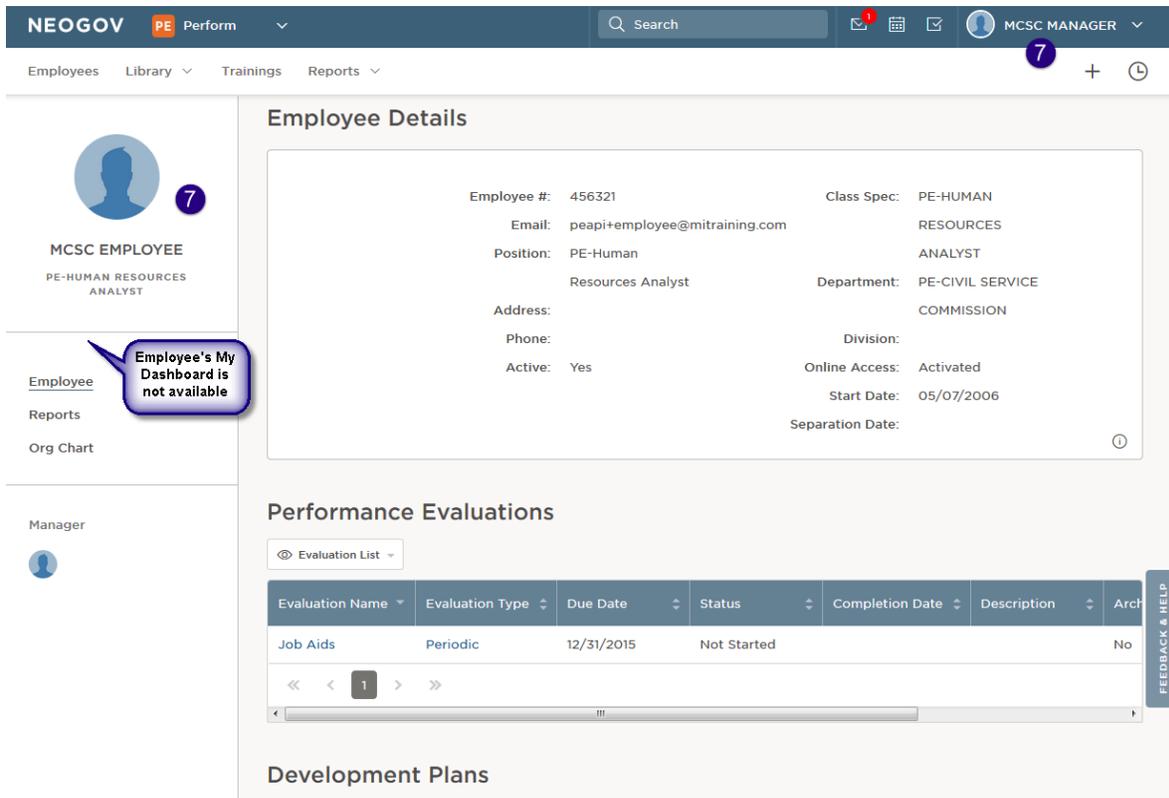


5. The Manager/supervisor **My Dashboard** will include your assigned direct reports. Their name(s) will appear beneath the **Direct Reports** icon if you hover over the picture with your mouse. You will also see the Civil Service classification, department, direct manager/supervisor (if available) and number of direct reports. There is an option to send an email as well.
6. The **My Tasks** section includes tasks related to performance (evaluation) plans for you and your direct reports. These tasks - to conduct ratings - are assigned from the performance (evaluation) plan template.

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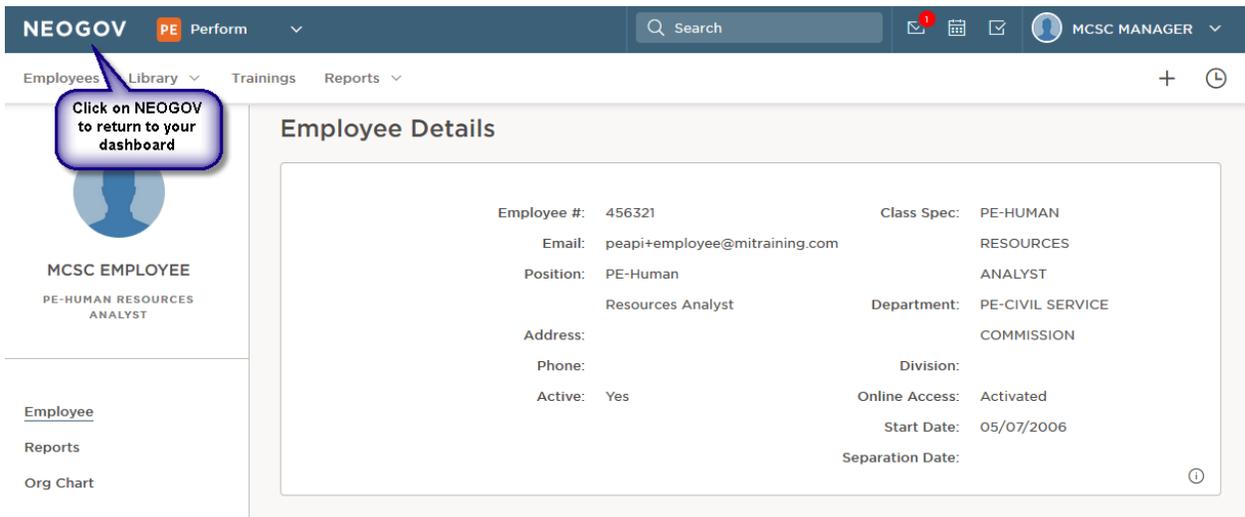


- When you click on a Direct Report, you are taken to the employee's information. The employee's **My Dashboard** is not available to the manager/supervisor and will not appear in the list below their picture.



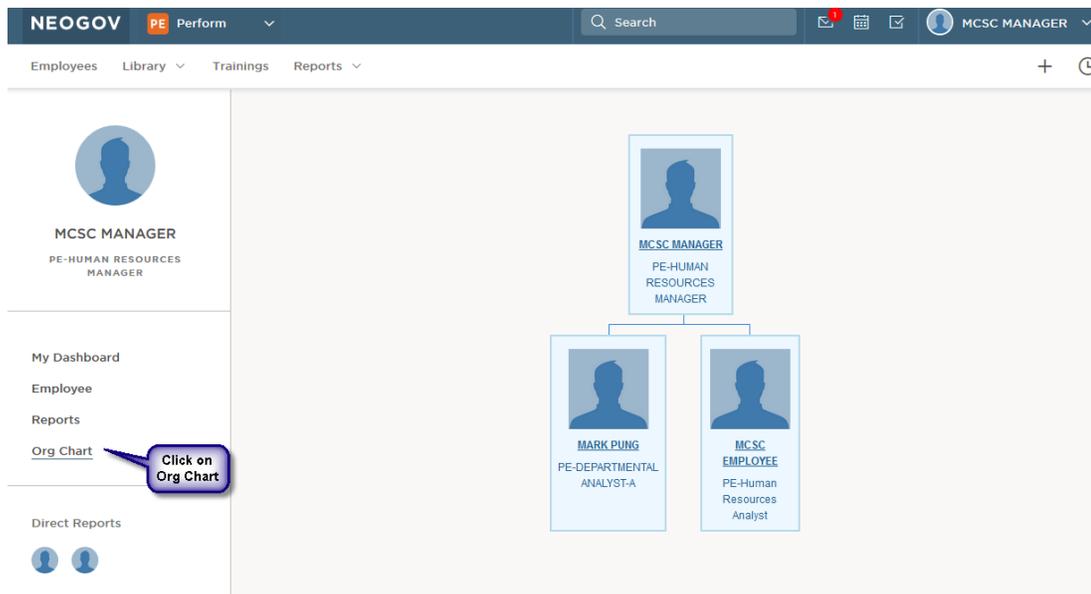
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8. Click on the **NEOGOV** icon to return to your information.



9. Click on Org Chart.

10. **Org Chart** will display your organizational placement based on your reporting relationship. Clicking on the up arrow will display your manager/supervisor/direct manager/supervisor/supervisor.



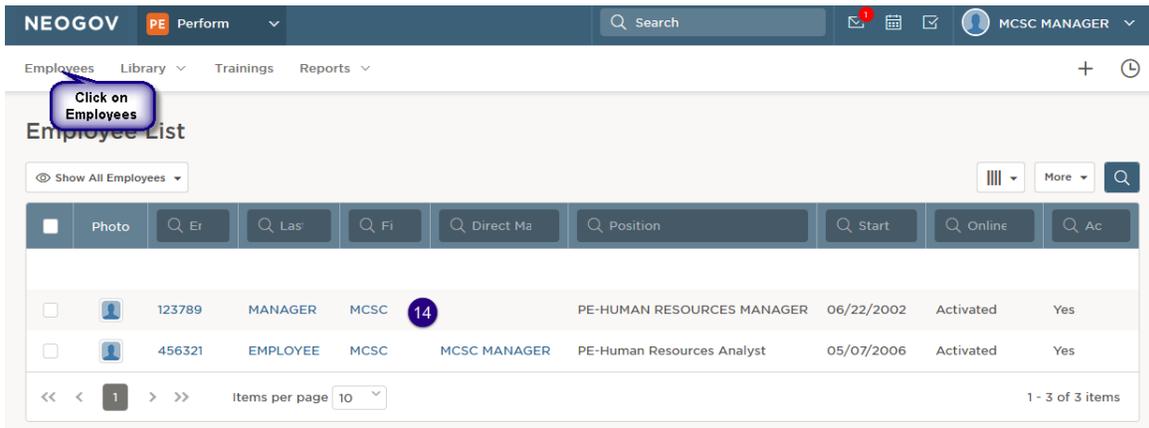
11. You may be able to click up through higher levels in your organization if additional arrows appear. Manager/supervisors may only search on their direct reports. These settings are controlled by security.

12. Click on the **NEOGOV** icon to exit Org Chart.

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13. Click on **Employees**.

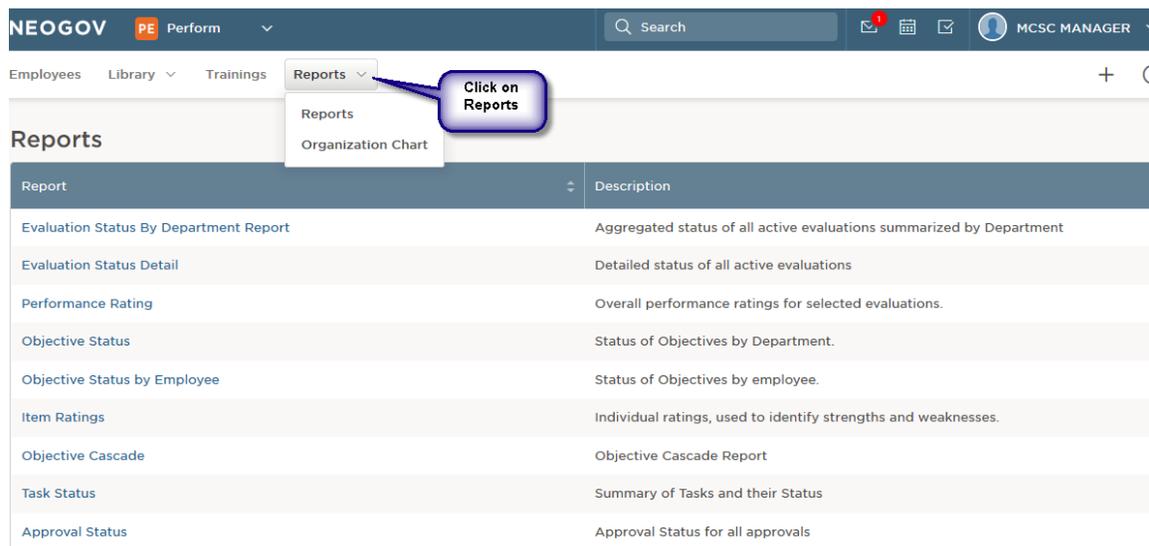
14. The **Employee List** will display your own employee record and those of your direct reports. To access a profile, click the first name, last name, or employee number. This will take you to the Employee Details screen.



15. To return to your Dashboard, click on the **NEOGOV** icon.

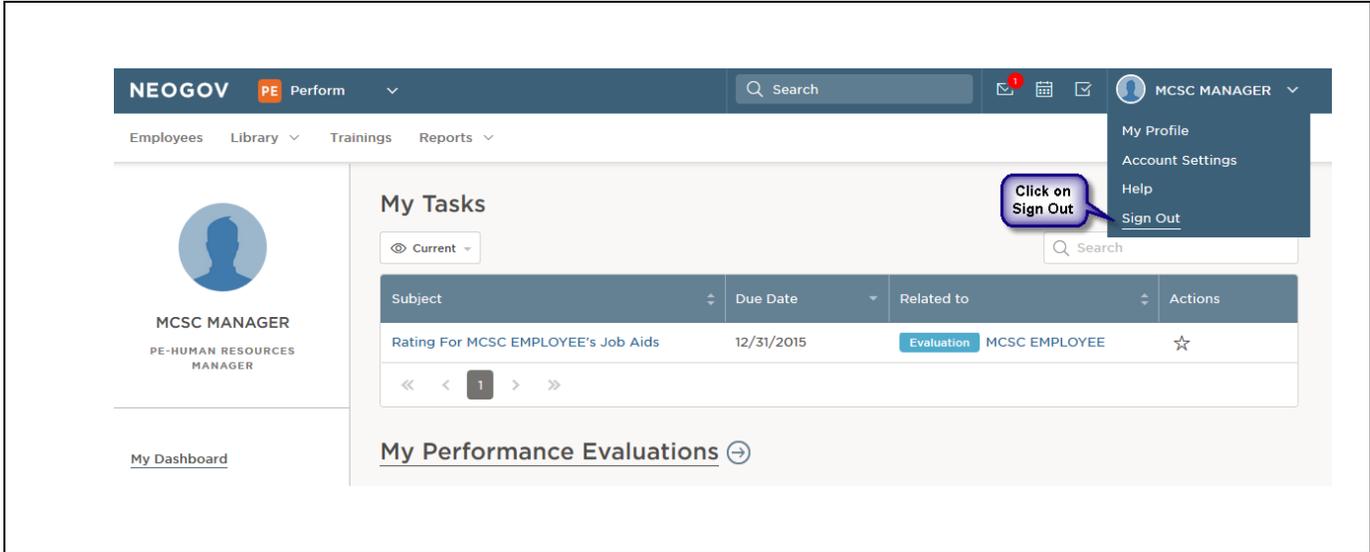
16. Click on **Reports**.

Manager/supervisors have access to run **Reports** on their direct reports. Please see Module #5 for information on reports.



17. To exit NEOGOV PE, click on **Sign Out**.

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Additional Resources:

NEOGOV PE Tutorial

Help & Training available in PE in the drop-down under your name (top right corner)

PE Glossary

PE FAQs

For questions on the new system or this job aid, email MCSC-NEOGOV@michigan.gov

For questions on performance management plans, contact your HR Office