

Module #2	Manager/Supervisor Overview of PE
Objective:	<p>This How To provides an overview of the PE system for manager/supervisors. Manager/supervisors should first review the Employee Overview (Module #1).</p> <p>For specific instructions on creating performance (evaluation) plans, please go to Module #3.</p>
Pre-Module Requirements:	
<ul style="list-style-type: none"> • Manager/supervisor has received access to the system. 	
Glossary:	
<ul style="list-style-type: none"> • Performance plans can also be called Evaluation Plans. 	
Steps:	
<ol style="list-style-type: none"> 1. In MI HR Self Service, click on the Performance Management bookmark. 2. In the Performance Management bookmark are links to the following: <ol style="list-style-type: none"> 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. 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 <u>Sign In >></u> 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. 7. 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.
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**.

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