



## Oracle Performance Appraisal (OPA) Changes Effective 1-Mar-2024

### EMPLOYEES: What's New and What's Notable

Appraisal Action		
Appraisal Action	What's Notable	Additional Notes
<b>Employee Access</b>	<ul style="list-style-type: none"> <li>Employees <b>MUST</b> access the appraisal via <b>Employee Direct Access</b> then <b>My Appraisals</b> then the <b>yellow pencil update icon</b> to open an actionable appraisal with working buttons and attachments</li> </ul>	<ul style="list-style-type: none"> <li>Access to all completed appraisals is available to the employee via Employee Direct Access then click on My Appraisals</li> <li>Requires Internet access and log-in to Oracle</li> </ul>
<b>F5 key</b>	<ul style="list-style-type: none"> <li>Refreshes the appraisal/page/ site as needed</li> <li>If the lower left corner shows "Done" and your button/action did not occur – press the F5 key</li> </ul>	<ul style="list-style-type: none"> <li>Allow a up to a minute for the system to respond <b>before</b> using the F5 key</li> </ul>
<b>Online Assistance</b>	<ul style="list-style-type: none"> <li><b>Employee:</b> 2-page Instructions/Tips; Process Instructions</li> <li><b>Process:</b> Cycle Overview and Workflows</li> </ul>	<ul style="list-style-type: none"> <li>Updated step-by-step instructions in various formats for each user type and process are available online on the HR web site – see link provided below</li> </ul>
<b>ADDITIONAL TIPS and REMINDERS</b>		
<b>Limitations</b>	<b>Character limit of 2000 characters</b> (still includes all spaces and punctuation)	<b>No spell check</b> – use Word for spell checking comments
<b>Attachments</b>	<ul style="list-style-type: none"> <li>Type "See attachment in official personnel file" in the "Feedback and Overall Rating" text box</li> <li>Can still add an attachment or multiple attachments to the appraisal as part of the official personnel file in HR (cannot add to the online appraisal)</li> <li>Give a copy of attachment(s) to your supervisor and discuss them with him/her</li> <li>Send copies of the attachment(s) to HR Attention Terri Higgins to scan into your official file along with a copy of the appraisal</li> </ul>	<ul style="list-style-type: none"> <li>If adding an attachment to the appraisal, type a comment in the <b>Provide Overall Feedback text box</b> to indicate there is an attachment.               <ul style="list-style-type: none"> <li>For example: See employee attachment in official personnel file in HR.</li> </ul> </li> <li><b>NOTE: The employee attachment will not be visible in online appraisal – critical to add comment directing readers to official personnel file in HR.</b></li> </ul>
<b>Using the correct Appraisal Template:</b>	<b>Annual Appraisal:</b> The normal evaluation, given annually, which covers approximately 26 pay periods.	<b>Probationary Appraisal:</b> The evaluation following the initial 12-month period for a new hire in any position. <b>Use only if the employee has completed 12-months of employment.</b>
	<b>Annual/Probationary Appraisal:</b> Single form used <b>only for employees hired on/between 4-30-2023 and 6-16-2023</b> to complete both the probationary evaluation and the annual appraisal on just one form.	<b>Extended Appraisal:</b> A follow-up evaluation given after an evaluation period has been extended.  <b>Interim Appraisal:</b> An evaluation given at any point during an evaluation period to provide formal feedback on an employee's performance (recommended but not required)
<b>RESOURCES</b>		
<b>Additional Assistance</b>	Special Assistance with Appraisals: <ul style="list-style-type: none"> <li>Bridget Cease: 501-4783</li> <li>Gretchen Jenkins: 501-4273</li> </ul>	Technical Assistance: <ul style="list-style-type: none"> <li>Tammy Parsley: 501-7544</li> <li>Email: <a href="mailto:HR-ClassandComp@henrico.us">HR-ClassandComp@henrico.us</a></li> </ul>
<b>Online Resources and Updated Documentation:</b> <a href="http://employees.henrico.us/info/appraisals/">http://employees.henrico.us/info/appraisals/</a>		
<b>Oracle Performance Appraisal (OPA)</b>	<a href="http://employees.henrico.us/">http://employees.henrico.us/</a>	<ul style="list-style-type: none"> <li><b>Manager Direct Access &gt; Performance Appraisal Process</b></li> <li><b>Employee Direct Access &gt; My Appraisals</b></li> </ul>