Step 1: Login to Oracle HRMS.

User Name

Password

Log In   Cancel

Login Assistance

Accessibility

None

Language

English

Accessing Manager Direct Access: Performance Appraisals

Step 2: Locate the three lines on the top left-hand corner of the screen and click on them.

Accessing Manager Direct Access: Performance Appraisals

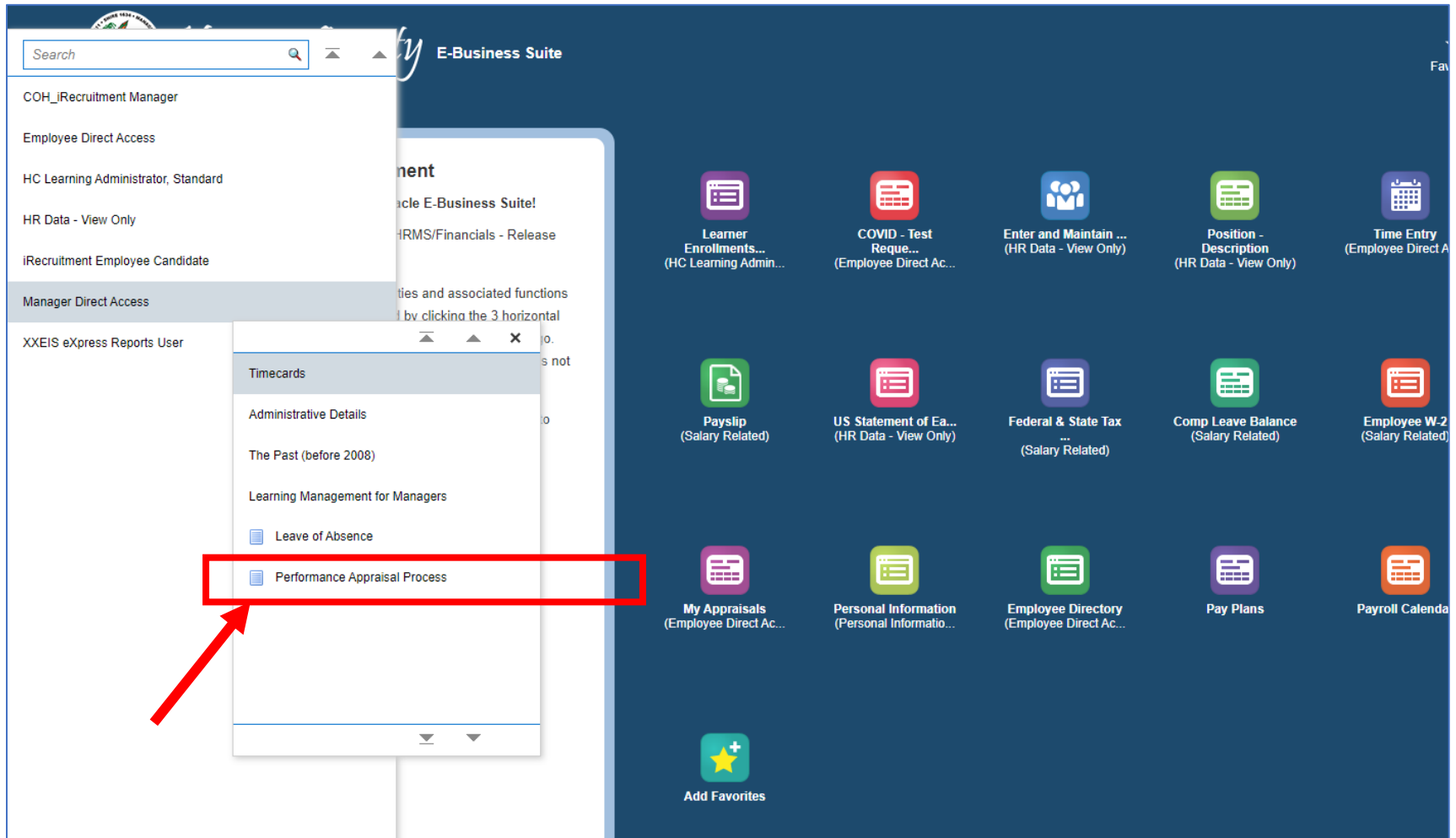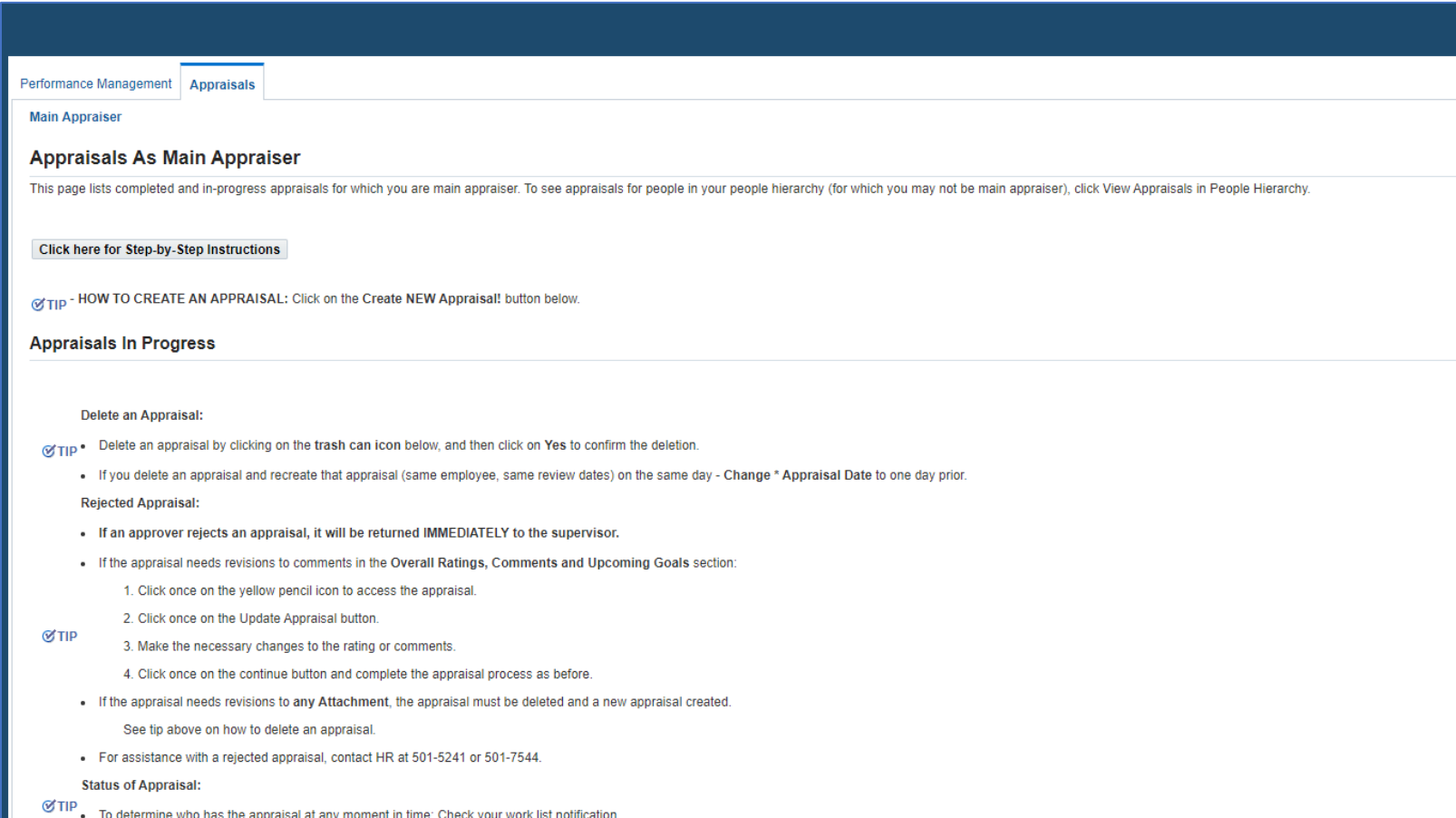Step 3: Find Manager Direct Access on the pop-up menu and click on it.
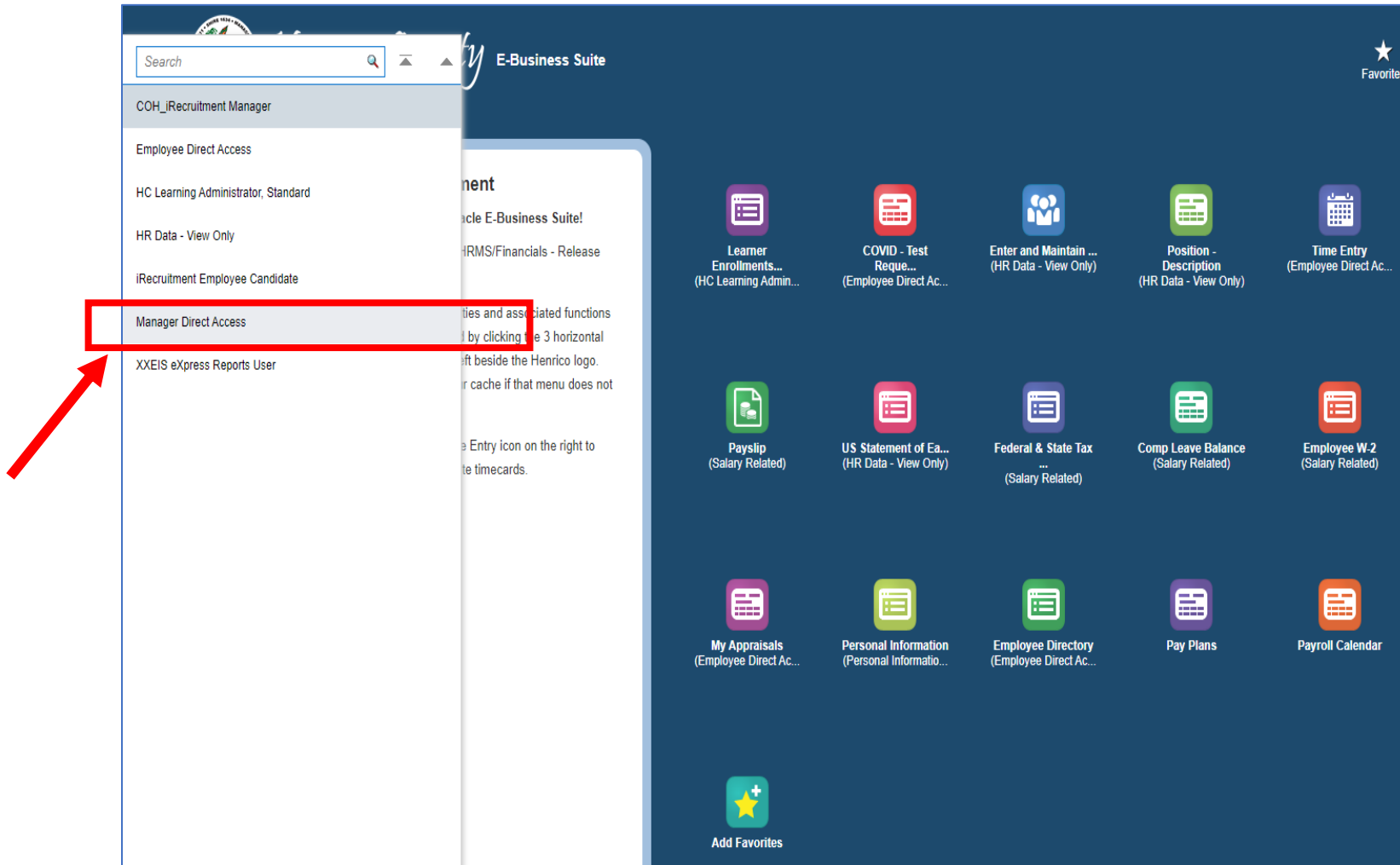
Accessing Manager Direct Access: Performance Appraisals

Step 4: Find Performance Appraisal Process on the next pop-up menu and click on it.

Accessing Manager Direct Access: Performance Appraisals

Step 5: You are now in the Performance Appraisal Process section of the system.

*If you need additional assistance with creating performance appraisals, please see the resources in the system or you can access information on the Employee Portal: Performance Appraisal Support for Appraisers - HR Employee Portal (henrico.us).