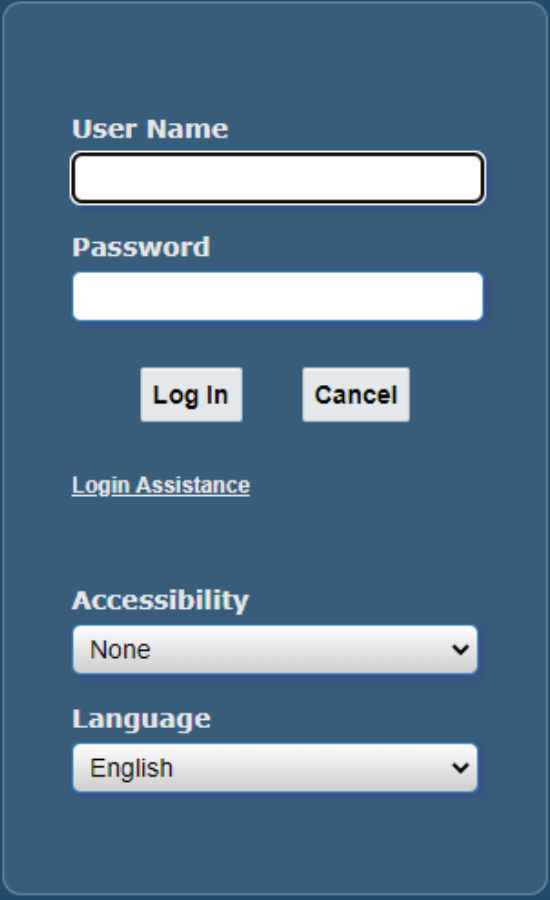


## Accessing Manager Direct Access: Performance Appraisals

Step 1: Login to Oracle HRMS.



The image shows a login form for Oracle HRMS. It features a dark blue background with a lighter blue rounded rectangle containing the form elements. The form includes fields for 'User Name' and 'Password', two buttons labeled 'Log In' and 'Cancel', a link for 'Login Assistance', and two dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English').

**User Name**

**Password**

**Log In** **Cancel**

[Login Assistance](#)

**Accessibility**

**Language**

## 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.

**Henrico County VIRGINIA E-Business Suite**

Logged In As SCH09 Help

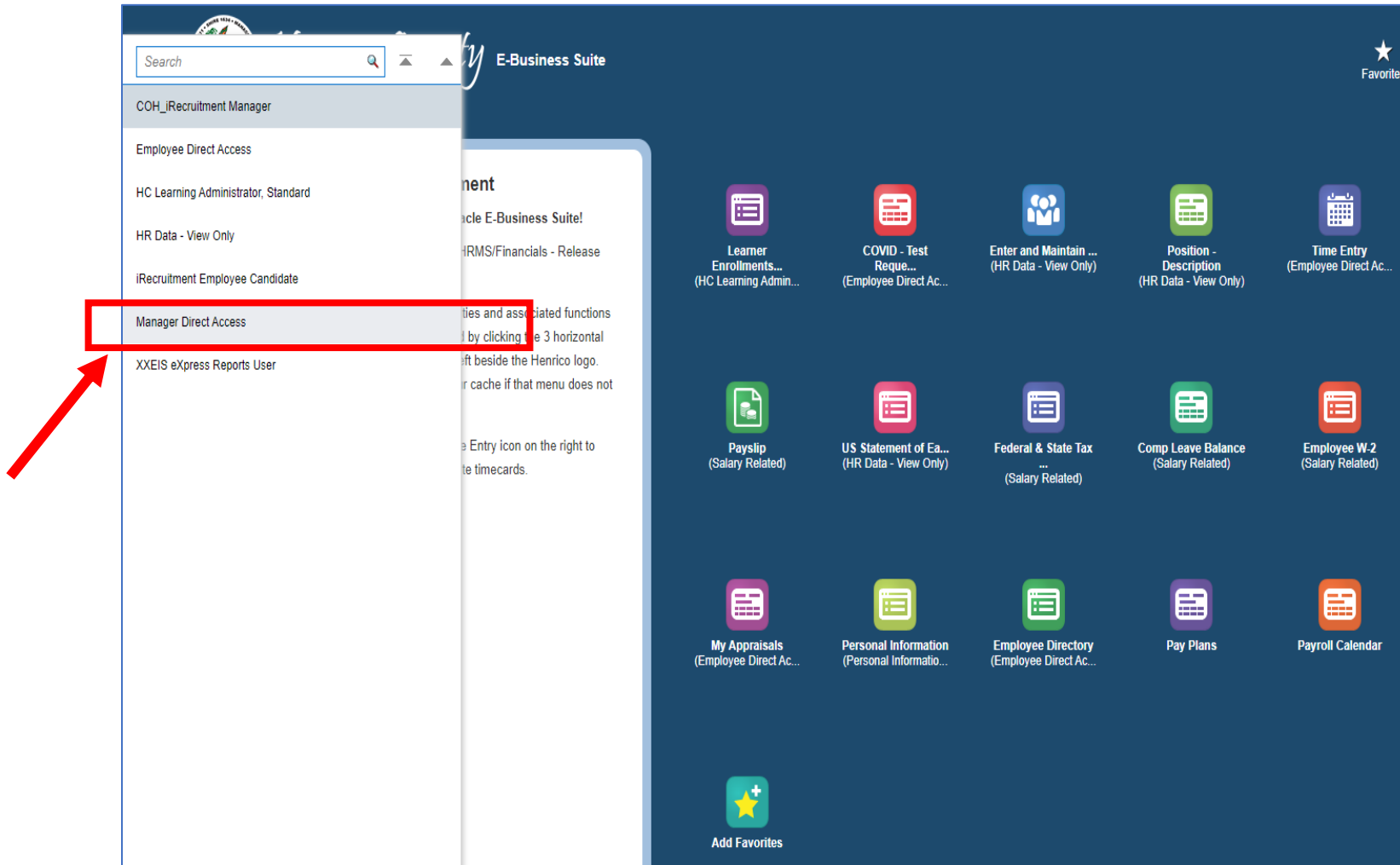
**Announcement**  
Welcome to Oracle E-Business Suite!  
Henrico Oracle HRMS/Financials - Release 12.2.10I  
Your responsibilities and associated functions can be accessed by clicking the 3 horizontal lines in the top left beside the Henrico logo. Please clear your cache if that menu does not expand on click.  
Click on the Time Entry icon on the right to access and create timecards.

**Application Icons:**

- Learner Enrollments... (HC Learning Admin...)
- COVID - Test Reque... (Employee Direct Ac...)
- Enter and Maintain ... (HR Data - View Only)
- Position - Description (HR Data - View Only)
- Time Entry (Employee Direct Ac...)
- Leave of Absence (Employee Direct Ac...)
- Payslip (Salary Related)
- US Statement of Ea... (HR Data - View Only)
- Federal & State Tax ... (Salary Related)
- Comp Leave Balance (Salary Related)
- Employee W-2 (Salary Related)
- Learner Home (Learning)
- My Appraisals (Employee Direct Ac...)
- Personal Information (Personal Informatio...)
- Employee Directory (Employee Direct Ac...)
- Pay Plans
- Payroll Calendar
- COVID - Test Reque... (Employee Direct Ac...)
- Add Favorites

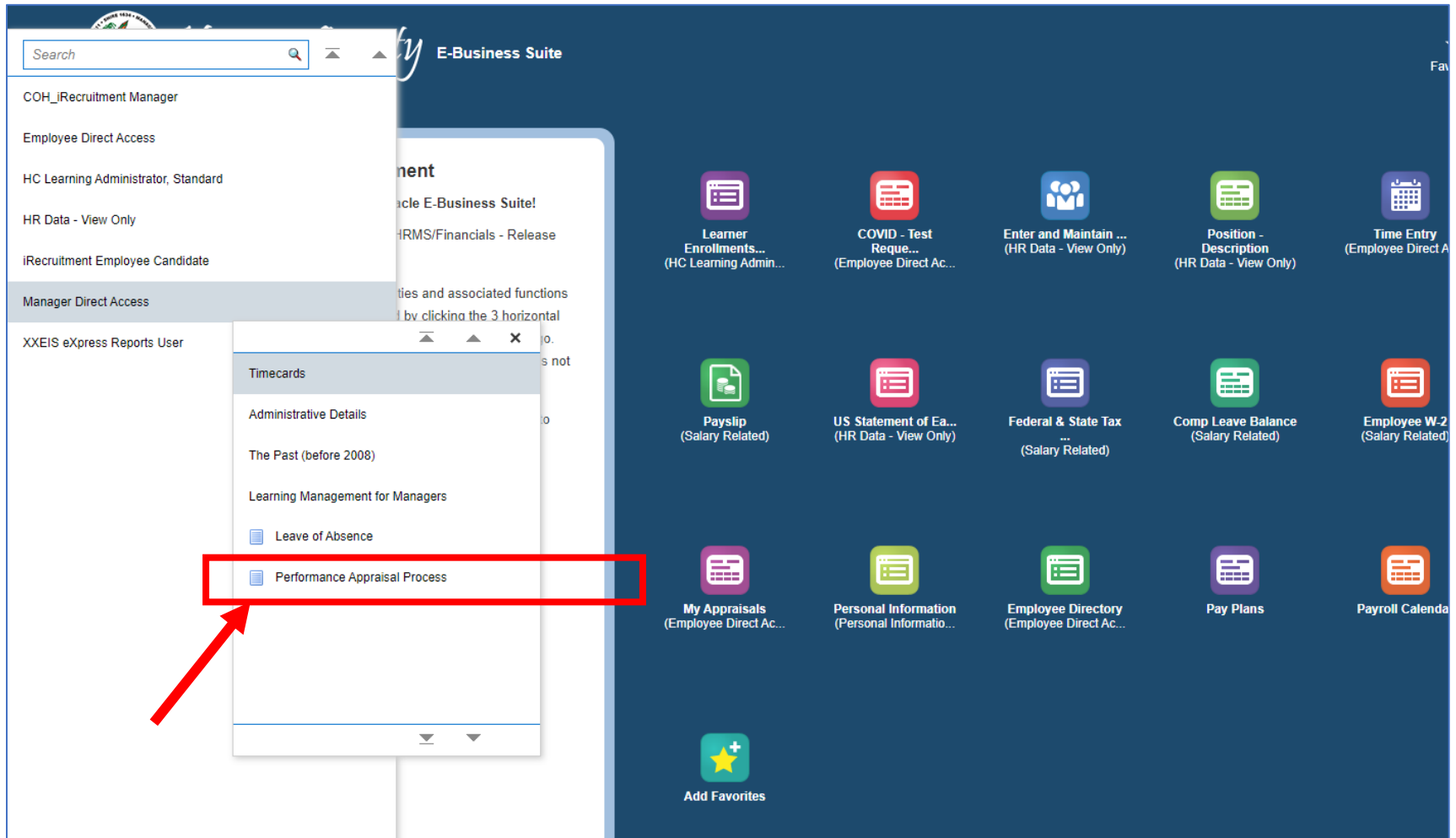
## Accessing Manager Direct Access: Performance Appraisals

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



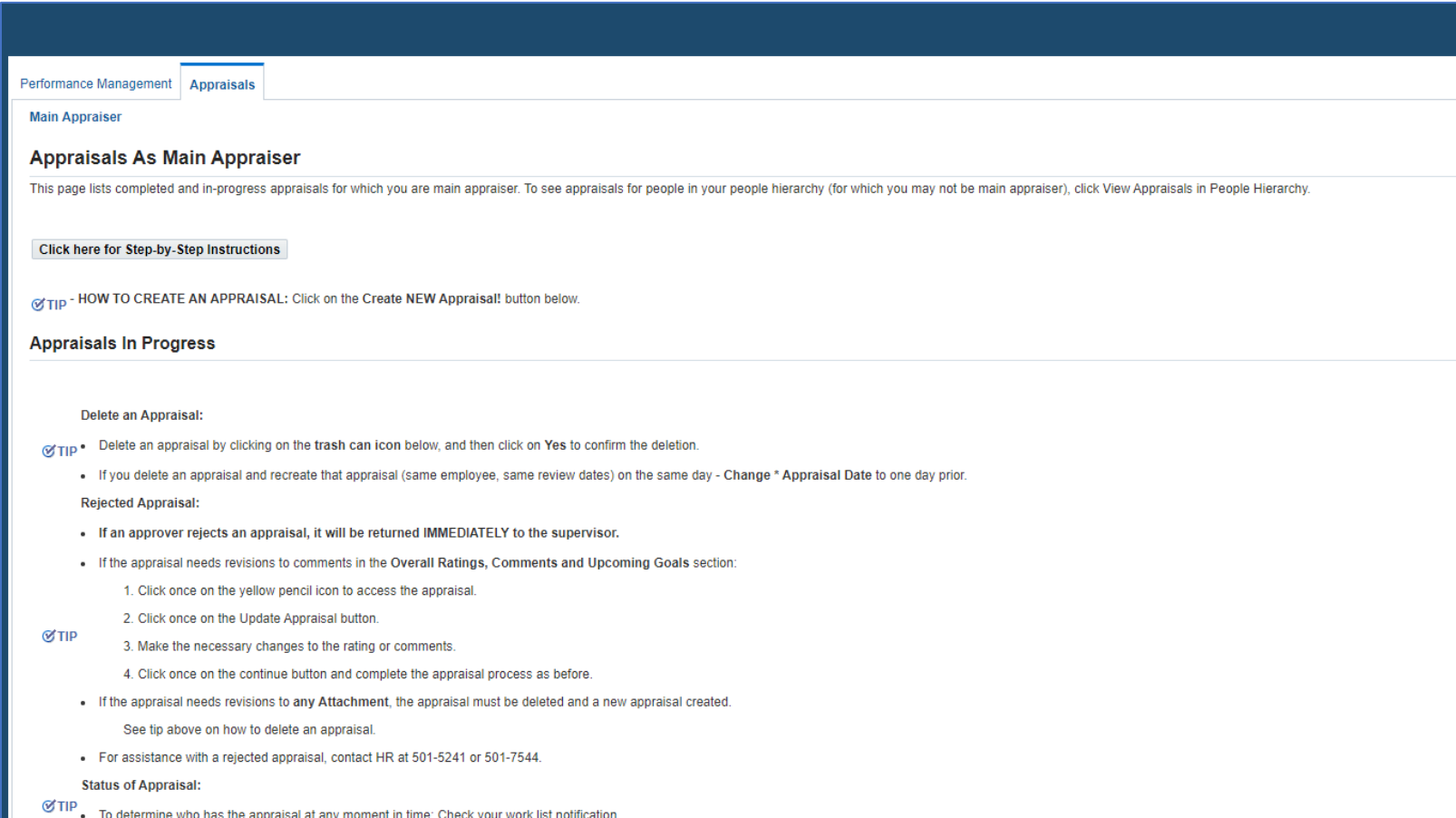
## Accessing Manager Direct Access: Performance Appraisals

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.



The screenshot shows a web interface for 'Performance Appraisal Process'. At the top, there are two tabs: 'Performance Management' and 'Appraisals', with 'Appraisals' selected. Below the tabs, the page is titled 'Main Appraiser' and 'Appraisals As Main Appraiser'. A paragraph explains that the page lists completed and in-progress appraisals for which the user is the main appraiser, and provides a link to 'View Appraisals in People Hierarchy'. A button labeled 'Click here for Step-by-Step Instructions' is present. A tip icon (checkmark in a circle) is followed by the text: 'TIP - HOW TO CREATE AN APPRAISAL: Click on the Create NEW Appraisal! button below.' The section 'Appraisals In Progress' follows. Under 'Delete an Appraisal:', a tip icon is followed by a list: 'Delete an appraisal by clicking on the trash can icon below, and then click on Yes to confirm the deletion.' and 'If you delete an appraisal and recreate that appraisal (same employee, same review dates) on the same day - Change \* Appraisal Date to one day prior.' Under 'Rejected Appraisal:', a list states: 'If an approver rejects an appraisal, it will be returned IMMEDIATELY to the supervisor.' and 'If the appraisal needs revisions to comments in the Overall Ratings, Comments and Upcoming Goals section:'. A numbered list follows: '1. Click once on the yellow pencil icon to access the appraisal.', '2. Click once on the Update Appraisal button.', '3. Make the necessary changes to the rating or comments.', '4. Click once on the continue button and complete the appraisal process as before.' A tip icon is followed by: 'TIP If the appraisal needs revisions to any Attachment, the appraisal must be deleted and a new appraisal created. See tip above on how to delete an appraisal.' and 'For assistance with a rejected appraisal, contact HR at 501-5241 or 501-7544.' Under 'Status of Appraisal:', a tip icon is followed by: 'TIP To determine who has the appraisal at any moment in time: Check your work list notification.'

\*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 \(henrico.us\)](#).