Oracle (PeopleSoft) ePerformance

ASAR Certificated Evaluation Training

April 2 & April 5

Agenda

- Welcome/Introductions

- Project Overview

- Purpose of training

- What's in your binder

- Training environment

Welcome / Introductions

- Instructors for ePerformance Training are Carlos Leal, Tyra Lewis, Mary Munoz & Rhonda Neal

- Introduction of attendees

Project Overview

- ePerformance Project kicked off in October 2011

- Goal from Superintendent Vargas: All District Personnel Evaluations for the 2011-2012 school year to be done in PeopleSoft ePerformance
  - Includes all RTA, RAP, BENTE, ASAR (Certificated and non-Certificated) personnel
  - Some groups exempted this year as a result of recent changes in their Rubric
    - School Psychologists, Social Workers, Counselors, Library Media Specialists

- Performance documents created for each of the above groups
  - Paper documents mirrored in the PeopleSoft system
  - Teacher templates mapped to their principal based on selection in the fall

- What topics are covered in this training session?
  - Basic navigation
  - Skipping the goal setting step (a required step, but skipped for the 2011-2012 school year only)
  - Evaluation template for ASAR Certificated personnel
  - RTA – for those who have not previously been to a training session for RTA personnel
    - Transferring a document (principals)
    - Completing the new APPR evaluation form

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Purpose of training

- Train you on the mechanics of completing your performance documents using the PeopleSoft ePerformance module.
    - Remember, for 2011-2012, you are completing Final (Annual) Evaluations in PeopleSoft.
    - More training in the summer for Goal Setting, Peer Reviews and Formal Observations for RTA and ASAR Certificated personnel.
- Philosophy of why to give a particular rating is NOT part of this training.

What's in your binder

- The following documents are provided at the time of training:
  - Clearing Browser Cache
  - PeopleSoft ePerformance – Navigation Basics
  - Transferring an Evaluation Document
  - Bypassing the Goal Setting Step
  - Teacher Annual Professional Performance Review (APPR) Process
  - ASAR Certificated Performance Review Process
  - Performance Evaluation Review Process

Training Environment

- Special training environment for ePerformance – a copy of our HCM production system as of 3/11.

  - http://hcm91.rcsdk12.org:3254/HSHO91/signon.html

- This is a sandbox – play – environment. No e-mails will be sent when you complete steps.

- Your password will be the same as production unless you changed it after 3/11.

Question and Answer

- Questions, comments or concerns?

- Let's get started!!!