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
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.

• 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!!!