Upload the Pilot Form and Share with the Employee (critical!)

1. Access the ePerformance pages from the Team Performance tile on the PeopleSoft home page:

   ![Image of PeopleSoft home page](image.png)

   - Access your employees’ performance documents from the Team Performance tile.
   - Click anywhere in the row to access the employee's performance document.
2. At the bottom of the Upload Pilot Form section of the Manager Evaluation, click Add Attachment.

**Note:** As a reminder, all documentation is to be captured on the FY18 PM Pilot Performance Conversations form. Please do not use the Manager Comments section.

3. Click Choose File, select the employee’s FY18 Performance Conversation Form, then click Upload.

4. (optional) Enter a description in the Description field.

**Note** (optional): if applicable, add any other attachments, i.e., Excel workbooks, project plans, videos, pictures, etc. Such documents should reflect the contributions of the employee.

5. On the top-right of the page, click Share w/ Employee.
6. Click Confirm. The employee will receive a notification that includes a direct link to the Performance Management page in PeopleSoft.

Acknowledging the FY18 PM Pilot Conversations Form in PeopleSoft

**Acknowledging** the form in PeopleSoft, which is equivalent to electronically signing it, is the final step for the employee. Please do not use the Employee Comments section. PeopleSoft will send automatic e-mail notifications to the employees requesting them to acknowledge that they have reviewed the document and met with their managers.

If necessary, you can also acknowledge the document on behalf of the employee:

1. Click Override Acknowledgement in the top-right of the page.
2. Select either “Employee not Available” or “Employee Refused,” then click Confirm.