

United States Department of Agriculture (USDA)

Food Safety Inspection Service (FSIS)

Pay Pool Process System (P3S)



Contract GS-35F-4594G Delivery Order (DO) AG-3A94-D-09-0087

PRT User Guide

Version 1.2

December 23, 2009

Document Control Number: PRTUG2009-GS-35F-4594G-1.2

Prepared for:

United States Department of Agriculture (USDA)
Food Safety Inspection Service (FSIS)



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DISCLOSURE RESTRICTIONS

These materials were developed by Systems Research and Applications (SRA) Corporation with funding from the U.S. Government under Contract: GS-35F-4594G Delivery Order.

**Food Safety and Inspection Service (FSIS)
Guidelines on Protecting Information
During the Pay Pool Process**

The following information serves as FSIS policy on how to protect confidential information during the pay pool process. The following guidelines should be followed to reduce or eliminate the potential for lost, stolen, or comprised data.

During the Pay Pool Process, the following guidelines must be adhered to:

- Use P3S computer systems (e.g., computers, systems, laptops, PEDs, networks, etc.) only for authorized purposes.
- Do not leave FSIS computers in an operational state (e.g., "logged on") while unattended. Turn off the computer system, manually lock the screen, or set a time activated password-protected screen saver.
- Do not use share drives to store, maintain, or relay Privacy Act data.
- Store the computer (or hard drive) in a locked room during break and after meeting.
- Never remove the computer (or hard drive) from FSIS facilities.
- Use the CWB data only on the one computer used for panel meetings.
- Do not take Privacy Act/Confidential data home.

- Use a local printer in the pay pool deliberation room to avoid printing to a shared printer.
- Have a locking cabinet or drawer in each deliberation room and lock all hard copies during breaks.
- Shred hard copies, notes, and/or easel sheets after meeting; assign this responsibility to a specific person (i.e., Advisor or Data Administrator).
- Do not email any materials generated by the P3S system.
- Close door when deliberating – do not start session until door is shut (this protects projected data and audible comments).
- Add “Confidential Material” footer to notes taken during pay pool session.
- Properly mark and label sensitive and classified documents and media.
- No discussion allowed out of the room (such as break room, walking to car, etc).
- No telephone discussion out of the room (such as cell phone in parking lot, etc).

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1. INTRODUCTION

This document describes the features and capabilities of the Performance Rating Tool (PRT) for the Food Safety and Inspection Service (FSIS) Office of the United States Department of Agriculture (USDA).

1.1 Purpose

The PRT is an online reporting system of the Public Health Human Resources System (PHHR), a results-based, competency-linked pay banding and performance-based pay system. The purpose of this document is to describe the features and capabilities of the PRT and to define the role of the PRT in supporting the Pay Pool Process System (P3S).

1.2 P3S Project Background

Since the success of the pay-for-performance system in the Federal government in the early 1980s and the implementation of the Government Performance and Results Act (GPRA) in the 1990s, the Federal government has moved steadily towards a results-oriented performance culture.

The PHHR is a new human resources pay-for-performance system for non-bargaining unit employees at FSIS that changes the way employees are compensated, recognized and rewarded. PHHR is a results-based, competency-linked pay banding and performance-based pay system that seeks to improve workforce performance and promote the accomplishment of FSIS' mission in a public health regulatory environment. The PHHR delivers greater flexibility, accountability and results than traditional Federal human resources systems. It equips managers with flexibilities that will help attract, hire and retain top talent in order to achieve FSIS' mission.

One of the goals of PHHR is to improve workforce performance and promote mission accomplishment by making employees' pay increases more performance-sensitive. Through a Demonstration Project, PHHR will test whether a pay-for-performance system based on results and linked to competencies will produce results in a public health environment.

This demonstration project will involve all General Schedule (GS), non-bargaining unit employees within FSIS. The PHHR project will be implemented on July 19, 2009 and will feature a simplified pay-banding classification and compensation system. The demonstration project will be conducted over a five-year period under the supervision of Office of Personnel Management (OPM) to determine if the pay-for-performance system is successful in improving the agency's personnel management.

PHHR will cover approximately 3,000 employees in professional, administrative, technical support, and management support employees. Of those 3,000 employees, approximately 40% are supervisors. In January 2009, FSIS received approval of the final plan for the FSIS demonstration project. By participating in a demonstration project for pay-for-performance, FSIS can play a role in how pay-for-performance is ultimately utilized in the Federal government.

The Pay Pool process is the mechanism to review and reconcile performance ratings and fairly determine pay increases for employees. To increase the efficiency of the Pay Pool process, and help eliminate the potential for error when calculating employee pay increases, FSIS has developed a Pay Pool Process system to automate tasks associated with both the performance management and Pay Pool processes. The P3S is comprised of two applications. The web-based Performance Ratings Tool (PRT) will support the performance management process and will integrate with existing IT architecture, including USDA e-Authentication. A second tool, the offline Compensation Work Bench (CWB), will support the Pay Pool Process. The CWB is an Excel-based application running on a single workstation. Both systems are interactive, and will display, receive, and transfer payroll data.

The PRT will receive initial payroll data from USDA's National Finance Center (NFC), and will interact with authorized users who rate employee performance. The PRT transfers rating data to the CWB. The CWB interacts with authorized users for equitable reconciliation of ratings, and computes pay increases and cash awards. The CWB transmits updated payroll data back to the PRT, which then transmits personnel action transactions back to the NFC. The performance appraisal cycle ends each year on September 30th and the salary increase and award actions must be processed in early January.

1.3 Scope

The plan, perform and pay phases of the Pay Pool process support and parallel a range of activities related to the PHRS performance management cycle. The P3S components support the assessment and reward activities of the pay phase. The assessment activities include the performance appraisal of the employee by the assigned Rating Official, and the review by the Reviewing Official. The reward activities consist of the Pay Pool Panel review and reconciliation of the rating officials' evaluations and the generation of the employee salary increase, award and bonus. The PRT supports the performance appraisal, while the CWB supports the pay pool process. The scope of this document includes the guidance for using the PRT to record and review performance appraisals individually or collectively across different supervisory levels.

1.4 Document Overview

This guide helps you get started with the PRT and serves as a reference whenever you need assistance with a particular function. This guide includes section for each PRT user role providing guidance on how to use the system to execute their assigned responsibility in the performance appraisal workflow and/or pay pool administration. This document contains the sections and appendices described in Table 1-1.

Table 1-1: PRT User Guide Contents

Section/ Sub- Section	Name	Contents
1.0	Introduction	This section describes the purpose and scope of this document, and provides an overview of document content.
2.0	PRT Overview	This section provides an overview of the Performance Rating Tool, PRT User Roles and their responsibilities, who should use this guide, access, transfer, sharing, and ownership of appraisal records, and the different conventions that will be seen throughout the document.
3.0	PRT Log-In and Log-Off	This section describes how the system users will access the system and what they will see upon successful log-in based on their assigned role(s).
4.0	Rating Official	This section focuses on the Rating official's use of the system and details how to use the PRT to enter and edit performance elements and performance appraisals. The PRT supports the rating official's ability to create and modify performance ratings for each employee they supervise, which includes the rating of mandatory and optional performance elements, supporting narrative comments, and the dynamic automated calculation of the summary level rating.

Section/ Sub- Section	Name	Contents
5.0	Reviewing Official	The section provides guidance for the Reviewing Official on how to use the PRT to review the rating of a selected employee for completeness of forms and accurate application and adherence to the PHRS policies and procedures for the Pay Pool Process, and the review the performance ratings of employees for fair consideration, and consistency across the appraising supervisors using the Rating Matrix feature.
6.0	Sub Pay Pool Manager	The section provides guidance for the Sub Pay Pool Manager on how to use the PRT to review the rating of a selected employee for completeness of form and accurate application and adherence to the PHRS policies and procedures for the Pay Pool Process, and the review the performance ratings of employees for fair consideration, and consistency across the appraising supervisors of the Sub pay Pool using the Rating Matrix feature.
7.0	Pay Pool Manager	This section provides guidance for the Pay Pool Manager on how to use the PRT to monitor the progress of performance appraisals across the Pay Pool, review the rating of a selected employee for completeness of form and accurate application and adherence to the PHRS policies and procedures for the Pay Pool Process, and the review of the performance ratings of employees for fair consideration, and consistency across the pay pool using the Rating Matrix feature. It includes instructions for changing role to assume an assigned PRT role to execute their designated responsibility.
8.0	Pay Pool Advisor	This section provides guidance for the Pay Pool Advisor on how to use the PRT to monitor the progress of performance appraisals across the Pay Pool, review the rating of a selected employee for completeness of form and accurate application and adherence to the PHRS policies and procedures for the Pay Pool Process, and the review of the performance ratings of employees for fair consideration, and consistency across the pay pool using the Rating Matrix feature. It includes instructions for changing role to assume an assigned PRT role to execute their designated responsibility.
9.0	Pay Pool Data Administrator	The section provides guidance for the Pay Pool Data Administrator on how to use the PRT to download data to CWB, upload data from CWB, make supervisory assignments for employees, the review of the performance ratings of employees for fair consideration, and consistency across the pay pool using the Rating Matrix feature. It includes instructions for changing role to assume an assigned PRT role to execute their designated responsibility. Managing the turning on of the Print switch to enable printing of Performance Appraisal forms.

Section/ Sub- Section	Name	Contents
10.0	HR Data Administrator	The section provides guidance for the HR Data Administrator to modify and add non-demo employee record in the PRT. It includes instructions for changing role to assume an assigned PRT role to execute their designated responsibility.

2. PHRS PERFORMANCE RATING TOOL

This section provides an overview of the PRT, user roles, and their responsibilities.

2.1 PRT Overview

The PRT represents the next stage in the evolution of tools for Human Resources (HR), to augment the performance appraisal management process. P3S will be the single integrated source for performance rating and payout data for employees who have converted to PHRS. The system will provide a user friendly, Web-based interface for Rating and Reviewing Officials to document performance element ratings, create summary level ratings, submit performance appraisal for review, and track the status of an employee performance appraisal. The system will reduce workload for Pay Pool Managers by providing automated tools to efficiently calculate accurate pay increases for employees prior to January of each year and transfer employee salary increase and award actions to the NFC. The PRT system context diagram illustrated in Figure 2-1 provides a high-level overview of the PRT system and its interfaces with other systems. The P3S, composed of the Performance Rating Tool and the Compensation Workbench, is depicted in the center of the diagram.

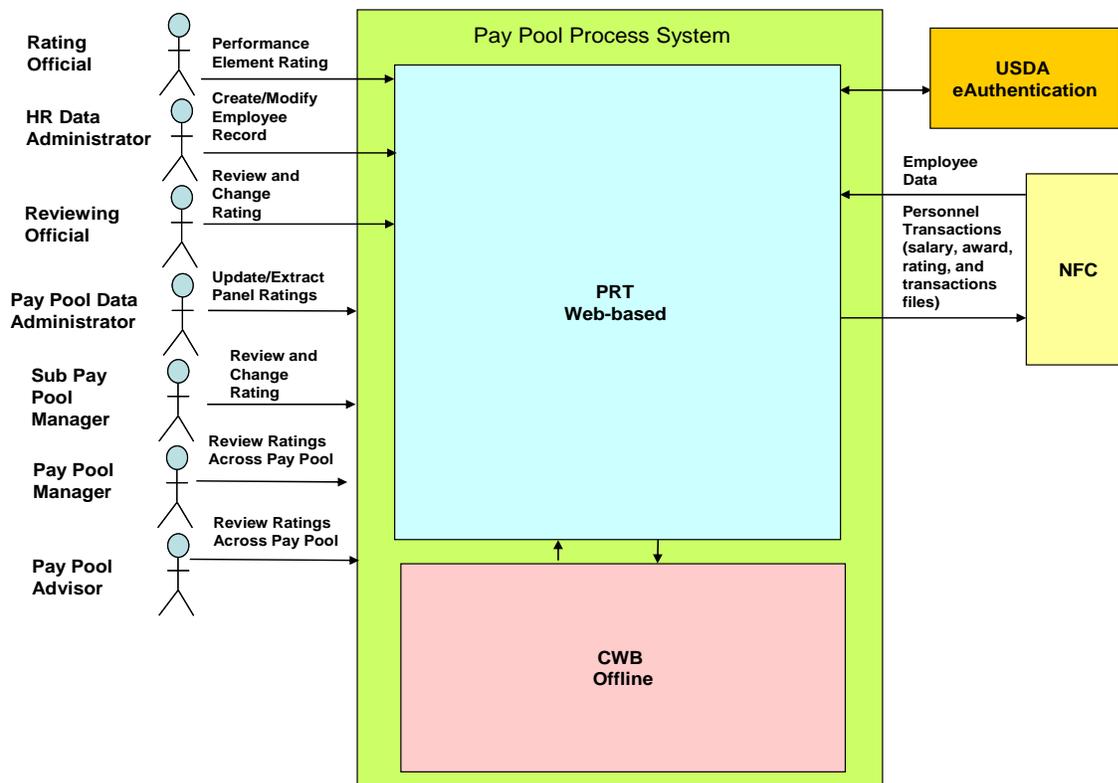


Figure 2-1: High-Level Overview of the Performance Rating Tool

2.2 Who Should Use This Guide?

The PRT User Guide is for Rating Officials, Reviewing Officials, Sub Pay Pool Managers, Pay Pool Managers, Pay Pool Data Administrator, Pay Pool Advisor, and the HR Data Administrator who are assigned these roles in the PRT to perform their respective responsibilities listed in Table 2-1.

Table 2-1: PRT User Roles and Responsibilities

PRT User Role	Responsibilities
Rating Official	<p>An FSIS employee who is the immediate supervisor of one or more PHRS employees. Responsible for:</p> <ul style="list-style-type: none"> ▪ Setting performance standards, and communicating performance expectations. ▪ Monitoring and providing performance feedback. ▪ Appraising performance. ▪ Taking action to recognize, reward, or correct performance.
Reviewing Official	<p>A higher level FSIS official who reviews the Rating Official's determination of an employee's performance. Responsible for:</p> <ul style="list-style-type: none"> ▪ Reviewing employee ratings to ensure that the same standards for evaluating performance are applied by reporting supervisors.
Sub Pay Pool Manager	<p>The Sub-Pay Pool manager is the highest-ranking official in the sub Pay Pool. Responsible for:</p> <ul style="list-style-type: none"> ▪ Reconciliation of the performance ratings for a subset of the Pay Pool (e.g. a Division, District or Staff). ▪ Serve as a member of the Pay Pool Panel. ▪ Advocate for the employees and managers/supervisors whom they represent in the Pay Pool Panel deliberations.
Pay Pool Manager	<p>The highest ranking official in the Pay Pool responsible for:</p> <ul style="list-style-type: none"> ▪ Managing the performance pay increases based on share distribution, and performance awards for their respective Pay Pool. ▪ Convening and oversight of the Pay Pool Panel. ▪ Ensuring judicious use of Pay Pool funds balanced against budget policies and based on employee performance. ▪ Enforcing Pay Pool procedures and policies; and ensuring that rating officials comply with timely issuance of mid-term reviews and closeout assessments.
HR Data Administrator	<p>The HR Data Administrator is responsible for:</p> <ul style="list-style-type: none"> ▪ Tracking the progress of the performance evaluations across Pay Pools. ▪ Analyze performance management data across Pay Pools. ▪ Generate reports in response to OPM data calls. ▪ Create and modify employee record in the PRT.
Pay Pool Advisor	<p>The Pay Pool Advisor supports the Pay Pool Manager during the Pay Pool process, and has access to confidential information such as ratings and payout information. The responsibilities of the Pay Pool Data Advisor include:</p> <ul style="list-style-type: none"> ▪ Working with sub and or Pay Pools to establish a shared understanding of performance elements and ensuring the timelines of each phase of the Pay Pool process are met. ▪ Evaluating the Pay Pool process and recommending improvements. ▪ Assisting the Pay Pool Manager with facilitating the Pay Pool meetings. ▪ Ensures the PRT is updated to reflect the Pay Pool Panel decisions.

PRT User Role	Responsibilities
Pay Pool Data Administrator	<p>The Pay Pool Data Administrator is responsible for:</p> <ul style="list-style-type: none"> ▪ Populating the Performance Rating Tool with data from National Finance Center (NFC) Payroll System. ▪ Operating the Compensation Workbench tool during panel meetings to provide data for the panel's use, to include updating the automated tools with the panel ratings, etc. ▪ Input and distribution of data during the Pay Pool process. ▪ Assisting the Pay Pool manager and Pay Pool Panel with the use of the Performance Rating and the Compensation Workbench automated tools. ▪ Tracking the completion status of the performance appraisals. ▪ Extracting the ratings data from the automated tools after the Pay Pool Panel meeting, correcting any errors and uploading to NFC Schedule Pay Pool Panel meeting rooms for Pay Pool Panel deliberations. ▪ Working with the Human Resources Office (HRO) to process payout actions. ▪ Sets the print flag for the Pay Pool to indicate to Rating Officials to print and distribute performance appraisal forms. ▪ Maintains accurate supervisor-subordinate relationships in the PRT to facilitate the workflow of the PRT for routing performance plans and appraisals. ▪ Provides first level help desk for PRT users within the pay pool. ▪ Coordinates the updates to PRT and implements updates to CWB to reflect any changes to policy, compensation management guidance and organizational business rules. ▪ Prepares automated tools for mock pay pool. ▪ Populates the CWB tool with data from PRT. ▪ Adjusts CWB to reflect the specially situated employees for rating and payout eligibility as well as employees subject to pro-rating rules prior to PPP meetings. ▪ Operates the automated pay pool tools during panel meetings to provide data for the panel's use, to include updating the CWB with panel rating and peroration decisions. ▪ Prepares the necessary documentation as requested by the PPM for panel deliberations. Such materials may include copies of: <ul style="list-style-type: none"> – Recommended ratings and assessments from the rater and reviewer (electronic or paper) – List of promotions and reassignments that occurred during the cycle – Performance plans, identification of early annual ratings, transfers from other pay pools, etc. ▪ Extracts results from the CWB tool after the PPP meeting, uploads to PRT, corrects errors, and works with raters to finalize appraisals.

2.3 Access and Authorization

The user access to the PRT is authenticated by USDA's e-Authentication system upon log-in. Authorization to access PRT functions is determined by the assigned user role (s) of the PRT user. The Navigation Bar on the left side of the screen is customized based on assigned role (s) to an individual PRT user. Thus a PRT user who is a Rating Official and a Reviewing Official will see the options used by the assigned roles.

2.4 Ownership of Performance Appraisal and Review Workflow

Each demo employee is assigned to a Pay Pool in the PRT, and has assigned officials for each supervisory level (i.e. Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager). The assignment of supervisors to employees is used by the PRT to control access to employee performance

appraisal by assigned officials only. The Pay Pool Advisor and Pay Pool Data Administrator are assigned to Pay Pools which gives them access to rating data of all employees within the Pay Pool. The Human Resources Data Administrator has access to all employee records and can assume any PRT User role to execute a PRT function.

The PRT supports the rating and review workflow allowing the Rating Official, Reviewing Official, and Sub Pay Pool Manager to transfer employee performance appraisals back and forth. The Rating official, Reviewing Official, Sub Pay Pool Manager or Pay Pool Data Administrator can “own” the performance appraisal depending on the status of the performance appraisal.

For example, the Rating official owns the performance appraisal when the status is “Not Started” or “In-Progress” and it appears in his appraisal status in-box for action. Concurrently, at this time the higher level officials can only have **read-only** access to the Performance Appraisal but cannot update the performance appraisal. The Reviewing official owns the performance appraisal when the status is “Submitted to Reviewing Official” and it appears in his appraisal status in-box for action. Concurrently, at this time the Rating Official and the higher level officials can only view the Performance Appraisal but cannot update the performance appraisal. The table below describes when each role owns the performance appraisal to **edit** (i.e., own to update) the Performance Appraisal.

Table 2-2: Performance Appraisal Ownership for Editing

Performance Appraisal Status	Rating Official	Reviewing Official	Sub Pay Pool Manager	Pay Pool Data Administrator	Pay Pool Advisor	HR Data Administrator
Not Started	Edit	Read-only	Read-only	Read-only	Read-only	Read-only
In Progress	Edit	Read-only	Read-only	Read-only	Read-only	Read-only
Submitted to Reviewing Official	Read-only	Edit	Read-only	Read-only	Read-only	Read-only
Returned to Rating Official	Edit	Read-only	Read-only	Read-only	Read-only	Read-only
Submitted to Sub Pay Pool Manager	Read-only	Read-only	Edit	Read-only	Read-only	Read-only
Returned to Reviewing Official	Read-only	Edit	Read-only	Read-only	Read-only	Read-only
Submitted to Panel	Read-only	Read-only	Read-only	Edit	Read-only	Read-only
Returned to Sub Pay Pool Manager	Read-only	Read-only	Edit	Read-only	Read-only	Read-only
Under Panel Review	Read-only	Read-only	Read-only	Read-only	Read-only	Read-only
Returned to Rating Official by Panel	Edit	Read-only	Read-only	Read-only	Read-only	Read-only
Final Submitted	Read-only	Read-only	Read-only	Read-only	Read-only	Read-only

2.5 Performance Appraisal Audit Trail

PRT maintains the audit trail of all activities for an employee performance appraisal. Displayed at the bottom of the Performance Appraisal form is a chronological history of the stages that the employee performance appraisal has been through, as well as its current status, as shown below:

Appraisal Activity

Submitted to Panel : 9/8/2009 11:56 AM : Sarah Ferguson

Submitted to Reviewing Official : 9/4/2009 11:11 AM : Marcus Kozak

Return to Rating Official : 9/4/2009 11:09 AM : Sarah Ferguson : Instructions :

her is for the rater again

Submitted to Reviewing Official : 9/4/2009 10:59 AM : Marcus Kozak

Return to Rating Official : 9/4/2009 10:57 AM : Sarah Ferguson : Instructions :

here is the comments for checking the history

Submitted to Reviewing Official : 9/4/2009 10:55 AM : Marcus Kozak

In Progress : 9/4/2009 10:54 AM : Marcus Kozak

Figure 2-2: Performance Appraisal Activity Log

2.6 Document Conventions

Standard conventions for format and layout are used in this guide to make it easier for you to view and understand information. The conventions are as follows:

Table 2-3: Document Conventions

Item	Convention
Navigation Bar Option	Underline and Bold Example: Select the <u>Appraisal Status</u> link.
Column Heading	Bold Example: Select the Summary Rating column.
User Action Buttons	Bold Example: Select Return to Rating Official button.
Screen Title	Italic and Bold Example: <i>Employee Performance Appraisal Status- Rating Official</i> screen
Data Values	“Quotations” Example: “Submitted to Panel”

3. PRT LOG-IN AND LOG-OFF

3.1 Successful Log-In

This section describes how the system users will access the system and what they will see upon successful log-in based on their assigned role(s).

To access the URL: <http://dchqe4pweb1/p3s/>

Note: To access this URL you must be on the FSIS Network.

1. The USDA eAuthentication page is displayed:

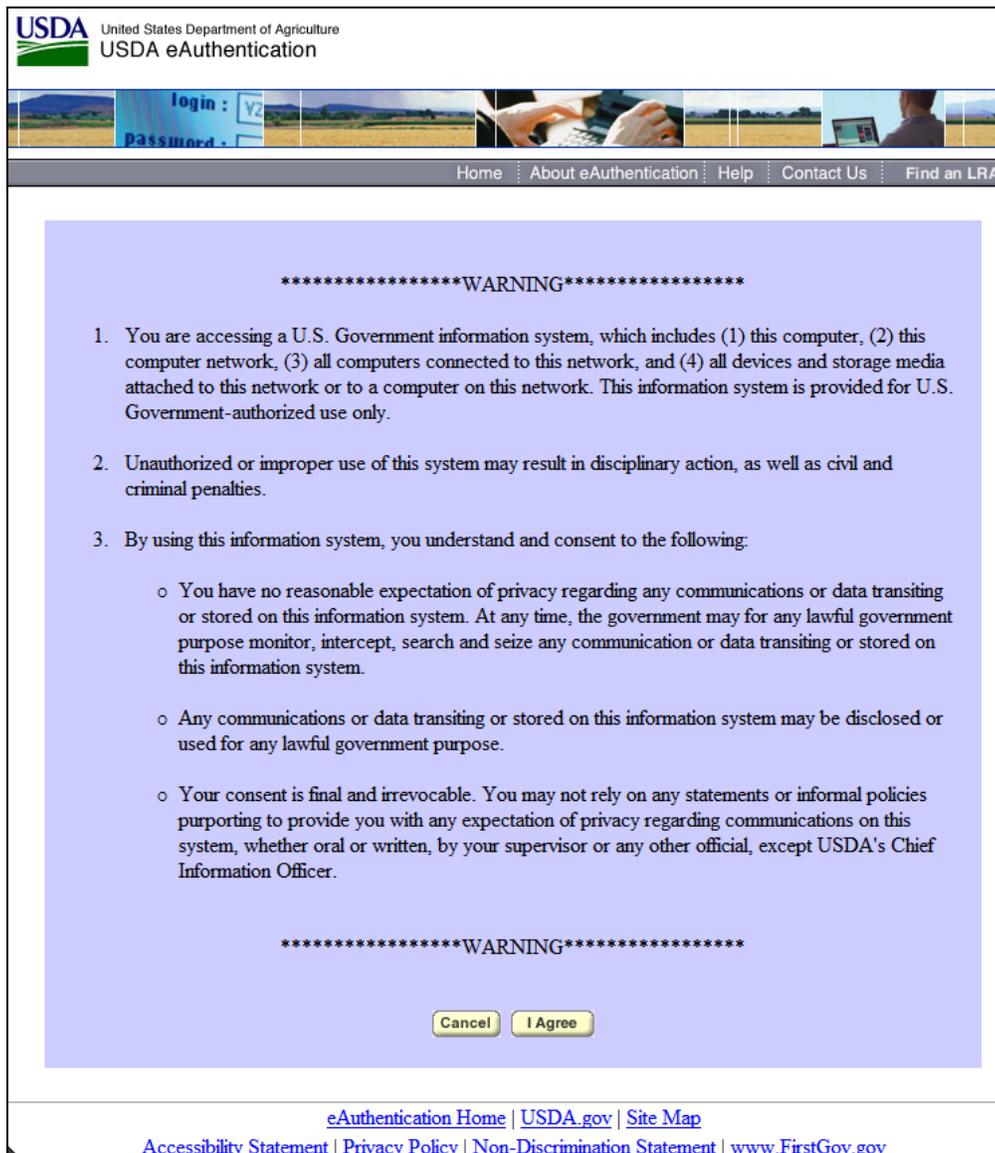


Figure 3-1: USDA e_Authentication Page

2. Once you have read and accepted the terms, click the **I Agree** button.
3. The USDA eAuthentication Login page will appear:

Figure 3-2: eAuthentication Login Page

4. Enter User ID and password, to log into the PRT.
5. USDA's eAuthentication system validates the PRT user log-in credentials, and sends the user eAuthId, first name, middle initial and last name to the PRT. If the PRT does not find the same eAuthId in the PRT database, it looks for a unique match on the user name. If exactly one employee record in PRT matches the name, it updates the eAuthId on the employee record and sets the login status to "P" (for pending). The PRT sees the pending status and requests the user to enter the last 4 digits of the SSN for verification against the last four digits of the SSN stored in the PRT database. **Note:** The PRT will request for SSN only if this is the first time you are logging-in to the PRT or first time logging-in to PRT after change of your USDA login-credentials. Therefore Step 6 thru 7 will only be executed for first time login or when eAuthId your USDA eAuthentication credentials change.



Figure 3-3: PRT eAuthId Verification

6. Enter the last four digits of your SSN.
7. The PRT will display the following screen, if the last four digits of the SSN you entered do not match the last four digits of the SSN in your employee record in the database.



Figure 3-4: Failed PRT eAuthId Verification

8. If your assigned role is only Rating Official, upon successful validation by USDA's eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Appraisal Status** and **PRT Reports** and the Employee Performance Appraisal Status – Rating Official screen is displayed:

The screenshot displays the 'Performance Rating Tool' interface. At the top left, the HHRSS logo is visible with the tagline 'Flexibility, Accountability, Results.' and 'Public Health Human Resource System'. Below the logo, the text 'PAY POOL PROCESS SYSTEM' is displayed. The main header reads 'Employee Performance Appraisal Status - Rating Official'. On the left side, there is a navigation menu with options: 'SYLVIA BOURN', 'Logoff', 'Rating Official', 'Appraisal Status' (highlighted in green), and 'PRT Reports'. The main content area is titled 'Select Employee' and contains a table of employees.

Emp ID	Employee Name	Position Title	Working Title	Status	Summary Rating
97	SCURRY, EBONY	HUMAN RESOURCES SPECLST (HR DVLPMT)		Under Panel Review	3
1122	BARTON, SALINA	HUMAN RESOURCES SPECLST (HR DVLPMT)		Under Panel Review	5
1351	GALLMAN, DENISE	PROGRAM SPECIALIST		Under Panel Review	4
1522	BROOME, VALERIE	PROG SPECLST		Under Panel Review	4
2379	WALSH, THOMAS	HUMAN RESOURCES SPECLST		Under Panel Review	5
2570	ALEXANDER, JAMES	HUMAN RESOURCES SPECLST (HR DVLPMT)		Under Panel Review	3
2647	STEVENSON, MARY	HUMAN RESOURCES SPECLST (HR DVLPMT)		Under Panel Review	4

Figure 3-5: Log-In – Rating Official

9. If your assigned role is only Reviewing Official, upon successful validation by USDA’s eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Appraisal Status**, **PRT Reports** and **Rating Matrix**, and the Employee Performance Appraisal Status – Reviewing Official screen is displayed:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Reviewing Official

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
3	Combs, Shawn		Admin Assistant	Bethune, Thomas	Submitted to Panel	0
4	Hollenbeck, Kevin J		Veterinarian	Charity, Eleanor	Submitted to Panel	4
12	Coles, Bartholomew		Veterinarian	Holloway, Bobbi	Not Started	
13	Crewe, Carla		Veggie Inspector	Holloway, Bobbi	Not Started	
15	Coates, Owen		Veterinarian	Kozak, Marcus	Submitted to Panel	4
19	Brown, Darlene		Veterinarian	Charity, Eleanor	Submitted to Panel	3
20	Cooper, Julia		Veterinarian	Charity, Eleanor	Not Started	

Figure 3-6: Log-In – Reviewing Official

10. If your assigned role is only Sub Pay Pool Manager, upon successful validation by USDA’s eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Appraisal Status**, **Rating Matrix**, and **PRT Reports** and the Employee Performance Appraisal Status – Sub Pay Pool Manager screen is displayed:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Sub Pay Pool Manager

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
42	Burns, Ian	IT Supervisor		Ferguson, Sarah	Submitted to Sub Pay Pool Manager	5
301	Adams, Adam	System Administrator	FSIS Intranet Administrator	Burns, Ian	Submitted to Reviewing Official	0
1013	Qinglan, Mark	System Engineer	Network Administrator	Ferguson, Sarah	Return to Reviewing Official	3
1014	Brock, Sally		Veterinarian		Submitted to Reviewing Official	3
1015	OConnor, Michael	Requirements Analyst	Accounts Payable Officer	Ferguson, Sarah	Submitted to Panel	3
1018	Stewart, Micheal		Information Technology	Burns, Ian	Submitted to Reviewing Official	3
1021	Holmes, Tim	Statistician	Statistics	Ferguson, Sarah	Submitted to Panel	3

Figure 3-7: Log-In – Sub Pay Pool Manager

If your assigned role is only Pay Pool Manager, upon successful validation by USDA’s eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Appraisal Status**, **Rating Matrix**, **PRT Reports** and **Change Role**, and the Employee Appraisal Status – Pay Pool Manager screen is displayed:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Pay Pool Manager

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
3	Combs, Shawn		Admin Assistant	Ferguson, Sarah	Submitted to Panel	0
19	Brown, Darlene		Veterinarian	Ferguson, Sarah	Submitted to Panel	3
27	Burns, Jacob		Admin Assistant		Not Started	
32	Kidd, Jason		Clerical Supv		Submitted to Panel	0
34	Bloom, Shelton		Supervisory Inspector	Ferguson, Sarah	Not Started	
42	Burns, Ian	IT Supervisor		Ferguson, Sarah	Submitted to Sub Pay Pool Manager	5
301	Adams, Adam	System Administrator	FSIS Intranet Administrator	Burns, Ian	Submitted to Reviewing Official	0

Figure 3-8: Log-In – Pay Pool Manager

11. If your assigned role is only Pay Pool Advisor, upon successful validation by USDA’s eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Appraisal Status**, **Rating Matrix**, **PRT Reports** and **Change Role**, and the Employee Appraisal Status – Pay Pool Advisor screen is displayed:

Performance Rating Tool
Version 4.0.4.5

Employee Performance Appraisal Status - Pay Pool Advisor

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
1	Parker, Sarah	General Health Science	Veterinarian	Burns, Ian	Not Started	
2	Fain, Collin	Occupational Code 0819	Veterinarian	Burns, Ian	Not Started	
3	Combs, Shawn	Miscellaneous Clerk & Assistant	Admin Assistant	Burns, Ian	Not Started	
4	Hollenbeck, Kevin	General Health Science	Veterinarian	Burns, Ian	Not Started	
5	Jensen, Herbert	Occupational Code 0819	Veterinarian	Burns, Ian	Not Started	
7	Lazoro, Martha	Information Technology	Veterinarian	Burns, Ian	Not Started	
9	Morris, Edna	General Health Science	Veterinarian	Burns, Ian	Not Started	

Figure 3-9: Log-In – Pay Pool Manager Advisor

12. If your assigned role is only Pay Pool Data Administrator, upon successful validation by USDA’s eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Appraisal Status**, **Rating Matrix**, **Assign Employees to Supervisors**, **Assign Supervisors to Employees**, **Enable PRT Reports**, **CWB Interface**, **PRT Reports**, **Change Role**, and the Employee Appraisal status – Pay Pool Data Administrator screen is displayed:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Pay Pool Data Administrator

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
1	Parker, Sarah		Veterinarian	Burns, Ian	Return to Rating Official	5
2	Fain, Collin		Veterinarian		Not Started	
3	Combs, Shawn		Admin Assistant	Ferguson, Sarah	Submitted to Panel	0
4	Hollenbeck, Kevin J		Veterinarian	Ferguson, Sarah	Submitted to Panel	4
5	Jensen, Herbert		Veterinarian		Not Started	
7	Lazoro, Martha		Veterinarian		Not Started	
9	Morris, Edna		Veterinarian		Not Started	
10	Arie, Josiah		Veterinarian		Not Started	
11	DiFranco, Martin		Clerical Supv		Not Started	

Figure 3-10: Log-in - Pay Pool Data Administrator

13. If your assigned role is HR Data Administrator, upon successful validation by USDA’s eAuthentication system and successful verification of your eAuthId in PRT, you will have the following options appear in the Navigation Bar: **Search Employees**, **Modify Employee**, **Add Employee**, **NFC PAT Interface**, **PRT Reports** and **Change Role**.

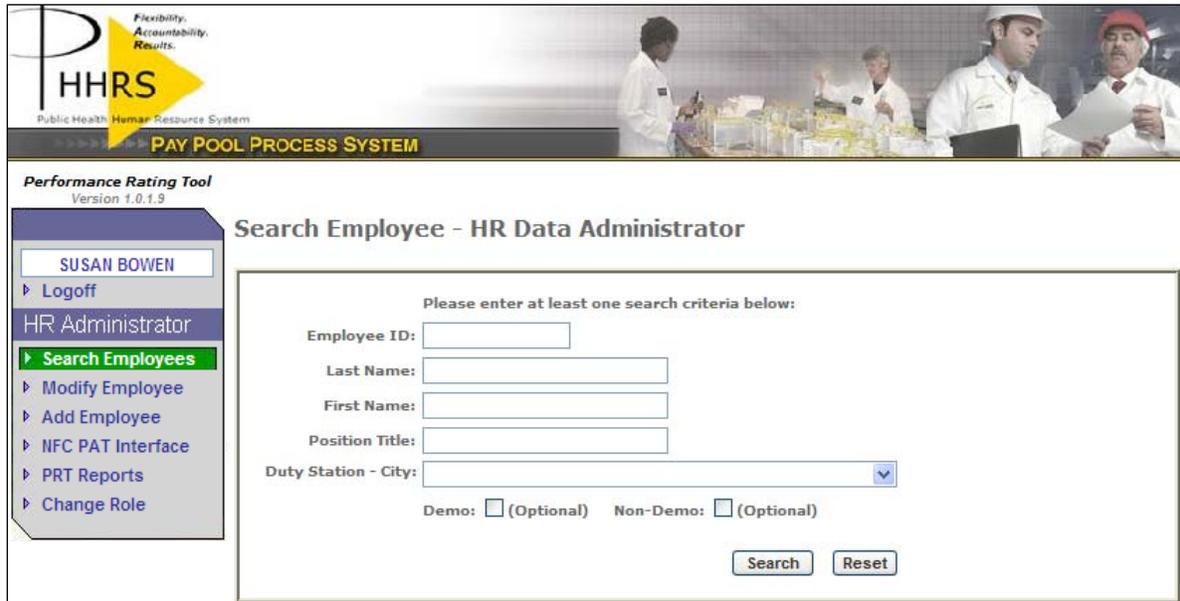


Figure 3-11: Log-In – HR Data Administrator

14. If you have been assigned **multiple PRT User Roles**, you will see options for each assigned role appear in the Navigation Bar upon successful log-in. For example, if you have been assigned the role of a Rating Official and Reviewing Official, screen is displayed:

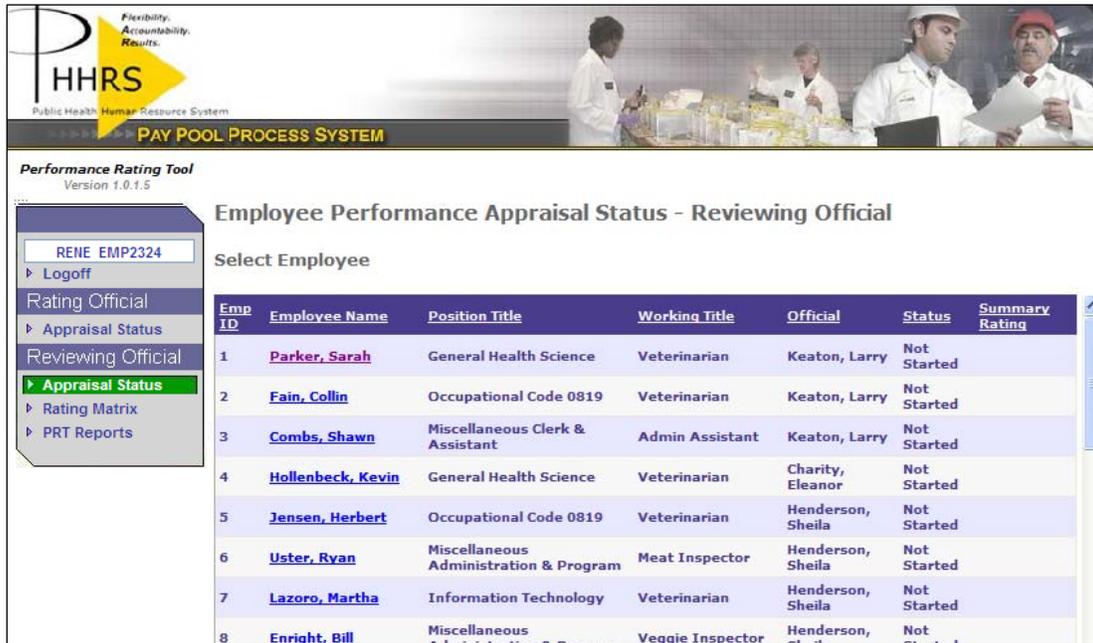


Figure 3-12: Multiple PRT User Role Navigation Bar Example

3.2 Unsuccessful Log-in

This section describes what the system users will see if they fail to be authenticated by USDA's eAuthentication system and validated by PRT. Scenarios that can cause unsuccessful log-in are:

- Failed USDA e-Authentication
- Authenticated but not in PRT database.
- Authenticated, enrolled in PRT, but no role assigned
- Authenticated, enrolled in PRT, role assigned, but not associated with a pay pool.

3.2.1 Failed Authentication

If you do not have a valid USDA eAuthentication account, the PRT redirects user browser to USDA eAuthentication Status page displayed below. This could be caused by an incorrect user id and password or absence of an eAuthentication account, Follow the guidance provided on the screen to re-submit the user id and password or to create an account from the "Quick Links" menu.

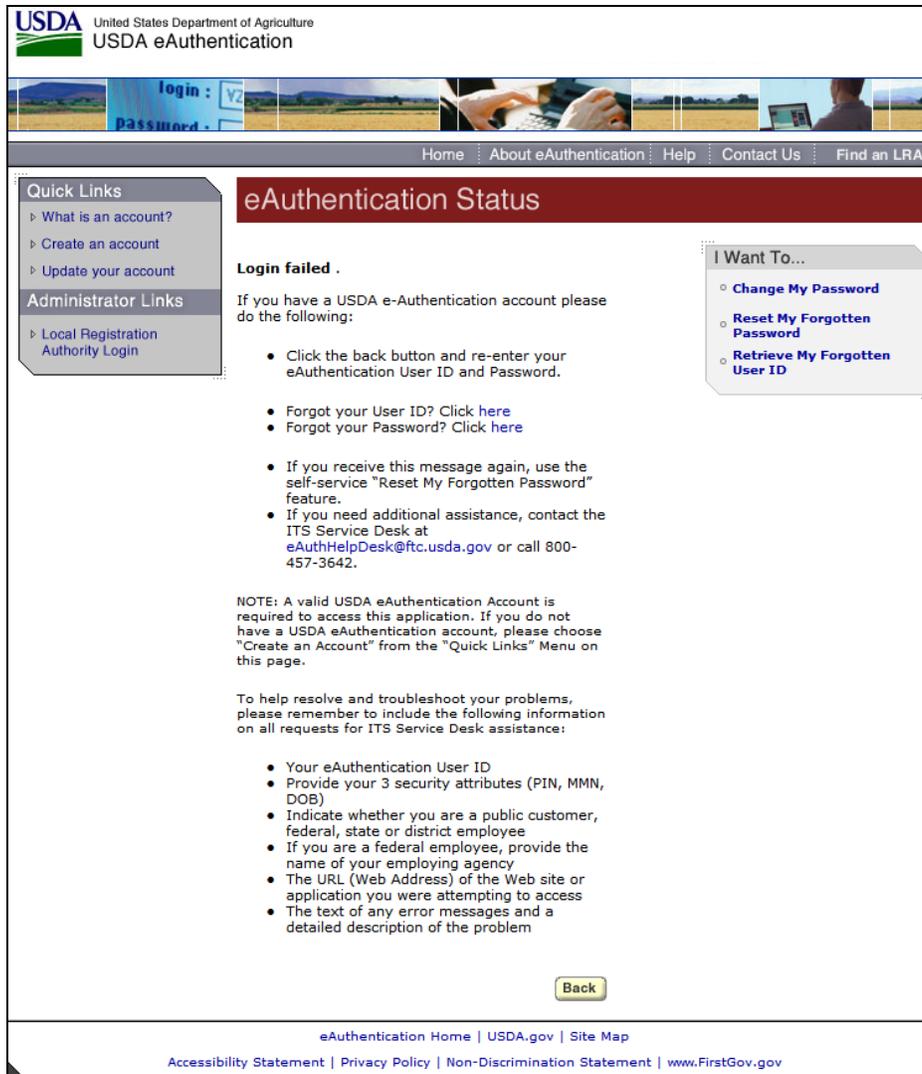


Figure 3-13: eAuthentication Status Page – Failed Authentication

3.2.2 Authenticated But No Enrollment in PRT

If your user id and password is accepted and you have been successfully authenticated, but you are not an authorized user of the PRT (your name was not found in the PRT database), the following screen will be displayed:



Figure 3-14: Authenticated But No Enrollment in PRT

3.2.3 Authenticated, Enrollment in PRT, But No PRT Role

The following screen will be displayed if you are successfully authenticated and enrolled in the PRT database, but no PRT role has been assigned to you. Without a PRT user role assignment, the application can not determine what PRT functionality you are authorized to use.



Figure 3-15: Authenticated, Enrollment in PRT, But No Role Assigned

3.2.4 Authenticated, Enrollment in PRT, PRT Role Assigned, But No Pay Pool

The following screen will be displayed if you are authenticated; enrolled; authorized; but problem was detected in Pay Pool configuration. Without your association with the pay Pool in the PRT database, the application can not determine what data you are authorized to view.



Figure 3-16: Problem Detected in Pay Pool Configuration

Please contact your Pay Pool Data Administrator when you see any one of the above screens.

3.3 Log-off

This section describes how all system users will log-off from the PRT.

1. Select the **Log-off** option in the Navigation Bar underneath your user name.
2. PRT ends the user session.

4. RATING OFFICIAL

This section focuses on the Rating official’s use of the system and details how to use the PRT to rate and enter/edit performance elements in the performance appraisal. The PRT supports the rating official’s ability to create and modify performance ratings for each employee they supervise, which includes the rating of mandatory and optional performance elements, recording supporting narrative comments, and the dynamic automated calculation of the summary level rating. The Rating Official will have the following options appear in the Navigation Bar: **Appraisal Status** and **PRT Reports**

- The **Appraisal Status** option provides a list of employees, their current appraisal status, and summary level rating if available, and provides the capability to select an employee to access their performance appraisal.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.

4.1 Appraisal Status- Rating Official

After successful log-in:

1. A list of employees, their performance appraisal status, and summary level rating is displayed.

Note: The default display is for list of employees that are under your primary supervisory role. The primary role is the highest level supervisory role assigned to you.

The screenshot shows the 'Performance Rating Tool' interface. At the top left is the HHRS logo with the tagline 'Flexibility, Accountability, Results.' and 'Public Health - Human Resource System'. Below the logo is the title 'PAY POOL PROCESS SYSTEM'. The main heading is 'Employee Performance Appraisal Status - Rating Official'. A navigation menu on the left includes 'BARBARA EMP1111', 'Logoff', 'Rating Official', 'Appraisal Status' (highlighted), and 'PRT Reports'. The main content area is titled 'Select Employee' and contains a table with the following data:

Emp ID	Employee Name	Position Title	Working Title	Status	Summary Rating
4	Hollenbeck, Kevin J		Veterinarian	Submitted to Panel	4
19	Brown, Darlene		Veterinarian	Submitted to Panel	3
20	Cooper, Julia		Veterinarian	Not Started	
22	Wright, Marcus		Lead Assistant	Not Started	
23	Adkins, Shane		Clerical Supv	Not Started	
220	Roper, Nick			Submitted to Panel	3
1018	Stewart, Micheal		Information Technology	Submitted to Reviewing Official	3
1019	Logan, Kecia		Human Resource	Not Started	
1020	Murphy, Betty		Administration	Not Started	
1022	Davidson, Tonya		Administration	Not Started	
1047	Barista, Rosie			Return to Rating Official by Panel	3

Figure 4-1 Performance Appraisal Status – Rating Official

2. The above screen provides at a glance an overview of the performance appraisal status of employee(s) assigned to you.

- a. Review and confirm all employees are assigned to you.
 - b. If the employees are incorrectly assigned, or missing contact the Pay Pool Data Administrator.
3. To create, edit, or view employee performance appraisal, click the **Employee Name** field.
- PRT allows you to edit the employee performance appraisal, if the status is “Not Started,” “In Progress,” or “Return to Rating Official.”
 - PRT allows you to read-only the employee performance appraisal, if the status is “Submitted to Reviewing Official,” “Submitted to Sub Pay Pool Manager,” “Submitted to Panel,” or “Under Panel Review,” “Returned to Reviewing Official by Panel,” or “Return to Sub Pay Pool Manager by Panel”.
 - PRT allows you to enter only post panel comments for rating changed by panel, if the status is “Return Rating Official by Panel.”

4.2 Create/Edit Employee Performance Appraisal

1. If you clicked the **Employee Name** and the Status of the selected employee’s performance appraisal is “Not Started,” “In Progress,” or “Return to Rating Official,” the following screen is displayed.

Figure 4-2: Create/Edit Employee Performance Appraisal

2. The employee data in the top of the form is pre-populated. Most of the data in this section is not editable. Only the Appraisal Period **From** and **To** dates are editable.
3. The **Performance Element** section is pre-populated with previously entered rating data if the status is “In-progress” or “Return to Rating Official”. Mandatory elements are pre-selected, else it is blank.
4. Review the employee data within the top section for accuracy. This section provides the employee name, the appraisal period, the employee ID, pay band, position title, career path, organization, and duty station. **Note:** If the employee data is incorrect, contact your HR Data Administrator for correction.
5. PRT defaults the Appraisal period **From** date to July 1, 2008 and **To** date to September 30, 2009, and provides the capability to edit the dates.
6. The top section also offers the following buttons:
 - a. **Element Descriptions:** Click the **Element Descriptions** box to view the Performance Element description.
 - b. **Hide Comments:** Click the **Hide Comments** box to hide the **Rating Comments** in the Performance Element section. If box is selected, the box changes to **Show Comments**.
 - c. **Calculate Rating:** Click the **Calculate Rating** to calculate and save the **Summary Level Rating**.
7. PRT automatically assigns the applicable mandatory Performance Elements. Table 4-1 outlines the mandatory Performance Elements for employees and supervisors.

Table 4-1: Mandatory Performance Elements

Mandatory Performance Elements	Employees	Supervisors
Mission Support	X	X
Personal Contacts – EO/CR	X	
Supervision		X
Equal Opportunity		X

8. To add additional performance element, select the desired performance element from the **Performance Element** drop-down list.
9. To add a performance element not included in the **Performance Element** drop-down list, enter the performance element in the **Performance Element** without the drop-down list. **Note:** PRT will not allow you to add more than seven performance elements including the mandatory performance elements, and you must have at least three.
10. To designate a Performance Element as critical, check the **Critical** check box field to the right of the **Performance Element** field.
11. Rate each **Performance Element** as “Exceeds,” “Meet,” “Not Meet,” or “Not Rated.” A rating must to be assigned to every selected Performance Element.
12. PRT assigns a weight of “2” appraisal units to all critical performance element(s) and weight of “1” to the non-critical performance element(s), and dynamically calculates the **Total Appraisal Units** for each rating and displays at the bottom.

13. Enter the rationale for ratings in the **Rating Comment** text-box. You can cut and paste from a word document into the **Rating Comment** text-box. Note: If the rating is any of the following: “Exceeds,” “Not Meet,” or “Not Rated,” the rationale must be added in the **Rating Comment** text-box, else PRT will display an error message: *Rating 'Exceeds' for '<Performance Element>' requires comments, Rating 'Not Meet' for '<Performance Element>' requires comments, 'Not Rated' for '<Performance Element>' require comments.*
14. Click **Calculate Rating** to display calculated **Summary Level Rating**. PRT displays the **Summary Level Rating** based on the **Total Appraisal Units** using the following business rules:

Table 4-2: Summary Level Rating Business Rules

Summary Level Rating	Summary Level Rating Description	Summary Level Rating Business Rule
5	Outstanding	All Appraisal Units are at Exceeds
4	Superior	More appraisal units are at “Exceeds” than at “Meets Fully Successful” and none are rated “Does Not Meet”
3	Fully Successful	Any Combination of appraisal units which falls between “Superior” and “Marginal”
2	Marginal	More appraisal units are rated “Does Not Meet” than at “Exceeds”
1	Unacceptable	One or more critical elements are appraised at “Does Not Meet”
NR	Not Rated	Flag is Checked for “Not Rated”

15. Click the **Save** button if you need to log-off before completing the performance appraisal or you are not ready to submit the performance appraisal to your Reviewing Official.
16. Click the **Submit** button if you have completed the Performance Appraisal Form, and you are ready to forward it to the Reviewing official for review. **Note:** The **Submit** button saves and submits to Reviewing Official.
- Note: If there are errors in the data, the form will not save.
17. Upon **Save or Submit** the PRT validates that the following data has been provided, and takes the appropriate action described in Table 4-3.
- Rating for the critical *performance element(s)*.
 - Rating for no more than seven and no less than three *performance elements*.
 - Rationale for “Exceed” or “Does Not Meet” rating.
 - Reason for not rated, if a performance element was identified as “Not Rated.”

Table 4-3: PRT Action for Save/Submit by User

User Action	Performance Appraisal Status	PRT Validation Outcome	PRT Action
Save	Not Started	No errors.	Data Saved. Status changed to “In-progress.” User returned to screen shown in Figure 4-2.
		Errors found	Data saved. Status changed to “In-progress.” User returned to top of screen shown in Figure 4-2 with errors displayed.
Save	In-Progress	No errors.	Data saved. Status stays “In-progress.” User returned to screen shown in Figure 4-2.
		Errors found	Data saved. Errors displayed. Status stays “In-progress.” User returned to top of screen shown in Figure 4-2 with errors displayed.
Submit to Reviewing Official	Not Started	No errors.	Data saved. Status changed to “Submitted to Reviewing Official.” User returned to screen shown in Figure 4-1
		Errors found	Data saved. Status changed to “In-progress.” User returned to top of screen shown in Figure 4-2 with errors displayed.
Submit to Reviewing Official	In Progress	No errors.	Data saved. Status changed to “Submitted to Reviewing Official.” User returned to screen shown in Figure 4-1
		Errors found	Data saved. Status stays “In-progress.” User returned to top of screen shown in Figure 4-2 with errors displayed.

4.3 View Employee Performance Appraisal

If you clicked the **Employee Name** and the Status of the selected employee’s performance appraisal is “Submitted to Reviewing Official,” “Submitted to Sub Pay Pool Manager,” “Submitted to Panel,” or “Under Panel Review,” “Return to Sub Pay Pool Manager by Panel”, or “Return to Reviewing Official by Panel” then you will have read-only access.

1. The PRT displays the Performance Appraisal Form pre-populated with employee data and performance element rating data.
2. The PRT disables the editing of previously recorded rating and comments.

HHRS
Public Health Human Resource System
PAY POOL PROCESS SYSTEM

Performance Rating Tool
Version 1.0.2.10

Employee Performance Appraisal Form - Rating Official

Appraisal Period
From: 07/01/2008 To: 09/30/2009 Emp Id: 1345

Emp Name: MARY EMP1345 Pos Title: PUBLIC AFF SPECLST
Pay Band: Band 4 Career Path: Administrative, Professional, and Scientific
Duty Station: BELTSVILLE, MD Org: OPACE/FSSES

Element Descriptions Hide Comments Calculate Rating

Performance Element:	Critical	Exceeds	Meets	Not Meet	Not Rated	Reset Row
Mission Support	<input checked="" type="checkbox"/>		X			
Personal Contacts - EO/CR	<input checked="" type="checkbox"/>	X				
Customer Service	<input type="checkbox"/>	X				

Rating Comment:
Went above and beyond.

Rating Comment:
Was more than outstanding in this field.

Total Appraisal Units: 3 2 0 0

Summary Level Rating: Superior - 4 Not Rated:

Comment:
This employee always goes above and beyond.

Appraisal Activity
Submitted to Reviewing Official : 12/18/2009 9:19 AM : BARBARA EMP1111
In Progress : 12/18/2009 9:18 AM : BARBARA EMP1111

Close

Figure 4-3: Employee Performance Appraisal Form – Rating Official

3. View the performance appraisal.
4. Click the “Close” button when done.
5. You are returned to screen shown in Figure 4-1.

4.4 Record Post Panel Comments

During the rating reconciliation process in the Pay Pool Panel meetings, the ratings in the Performance Appraisals are sometime changed by the panel members. In this scenario the comments supporting the rating assigned by the Rating Official is impacted and needs to be modified to reflect support for the new rating. The panel members update the status of the performance appraisal to “Return to Rating Official by Panel,” to allow the Rating Official to update the comments.

If you clicked the **Employee Name** and the **Status** of the selected employee’s performance appraisal is “Return to Rating Official by Panel,” you are required to record Post Panel Comments because the performance element rating submitted by you through the review work flow was changed by the panel members.

1. The PRT displays the Performance Appraisal Form pre-populated with employee data and previously saved performance element rating data.
2. The PRT disables the editing of previously recorded comments by Rating Official, Reviewing Official or Panel Members.
3. The PRT disables the modification to the rating of performance elements.
4. The PRT provides the capability for the Rating Official to record post panel comments for performance elements.
5. Record comments for performance elements. **Note:** You can select and copy text from your previous recorded comments to create the new post panel comments for all performance elements.
6. Submit the Performance Appraisal Form.
7. The PRT saves the data recorded in the Performance Appraisal Form.
8. The PRT updates the status of the employee Performance Appraisal to indicate “Final Submitted,” which means that no more changes can be made to the performance Appraisal by any PRT user.
9. The PRT returns to the *Employee Performance Appraisal Status- Rating Official* screen, displaying the updated status.

4.5 PRT Reports – Rating Official

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee’s performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to the Rating official. In addition the PRT provides the capability to print both reports together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of “Final Submitted.”

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the “Select Report-Rating Official” screen shown below:



Figure 4-4: PRT Reports-Rating Official

4.5.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- Rating official screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.

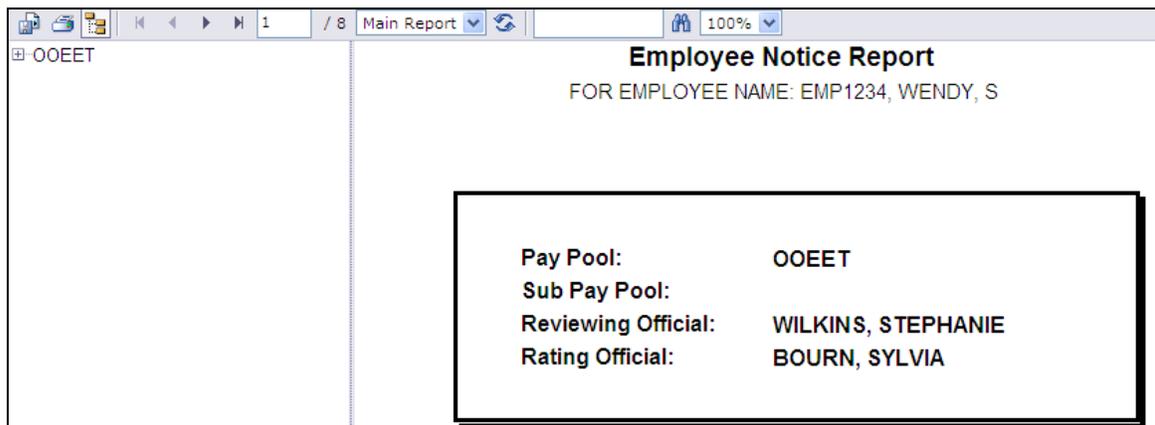


Figure 4-5: RPT-08-Employee Notice-Rating Official

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

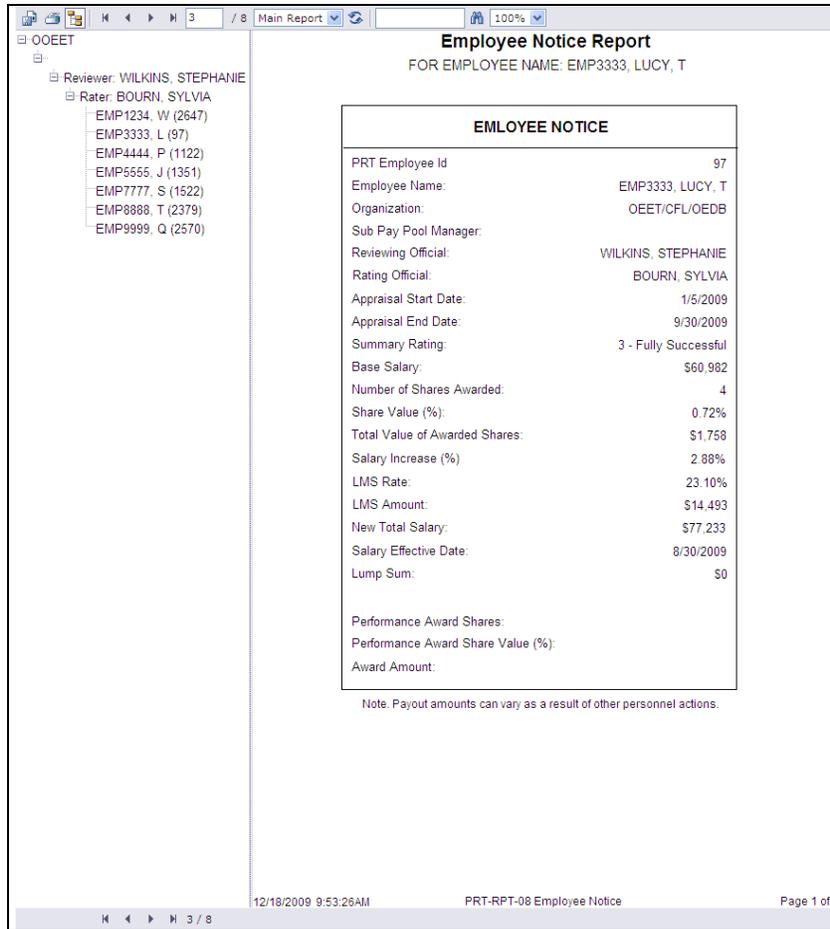


Figure 4-6: RPT-08-Employee Notice Ungrouped Pay Pool-Rating Official

4.5.2 Generate PRT-RPT-09 Performance Appraisal

1. Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- Rating official screen.
2. PRT refreshes the screen to display the *Performance Appraisal Report*.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

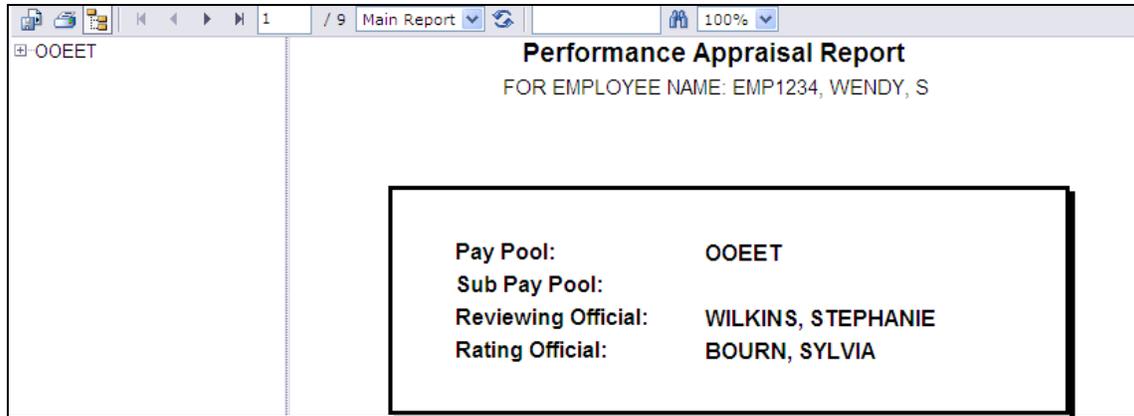


Figure 4-7: RPT-09-Performance Appraisal-Rating Official

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 4-8: RPT-09-Performance Appraisal Ungrouped Pay Pool-Rating Official

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID	97	APPRaisal PERIOD	From: 1/5/2009	To: 9/30/2009	
NAME	EMP3333, LUCY, T	PAY BAND	Band 4		
POSITION TITLE	HUMAN RESOURCES SPECLST (HR DVLPMT)	ORGANIZATION	OEEET/CFL/OEDB		
CAREER PATH	Administrative, Professional, and Scientific	DUTY STATION	BELTSVILLE, MD		
SUMMARY LEVEL RATING		3 - Fully Successful			
PERFORMANCE ELEMENTS		APPRaisal UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager. Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership. Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony	<input type="checkbox"/>	1		

Figure 4-9: Performance Appraisal Report-Rating Official

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

4.5.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- Rating official screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 4-10: RPT-10- Employee Appraisal Package-Rating Official

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.

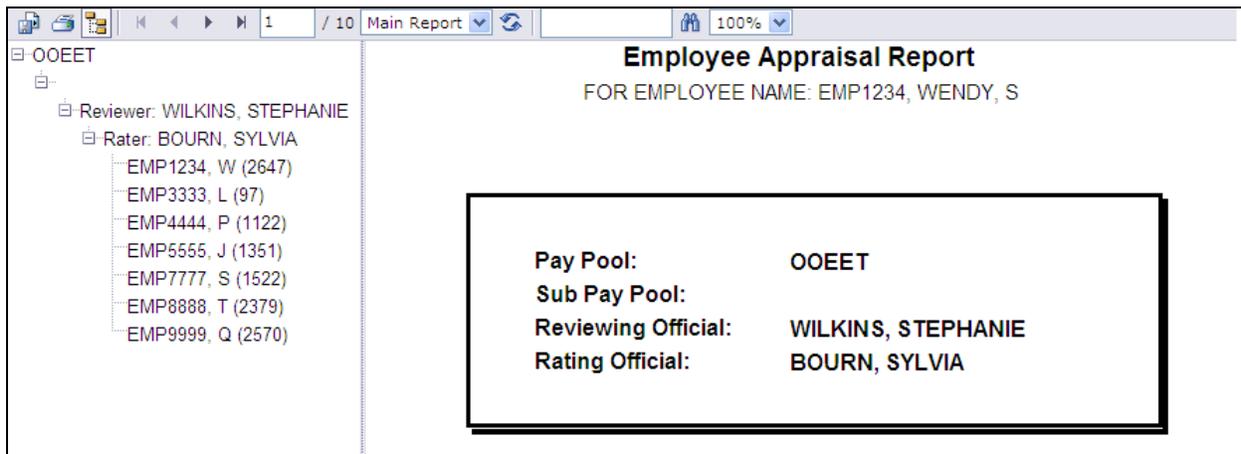


Figure 4-11: RPT-10- Employee Appraisal Package Ungrouped Pay Pool-Rating Official

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 4-6 and 4-9)
6. If the reports have not been enabled by the Pay Pool Data Administrator , the following message is displayed on the screen:

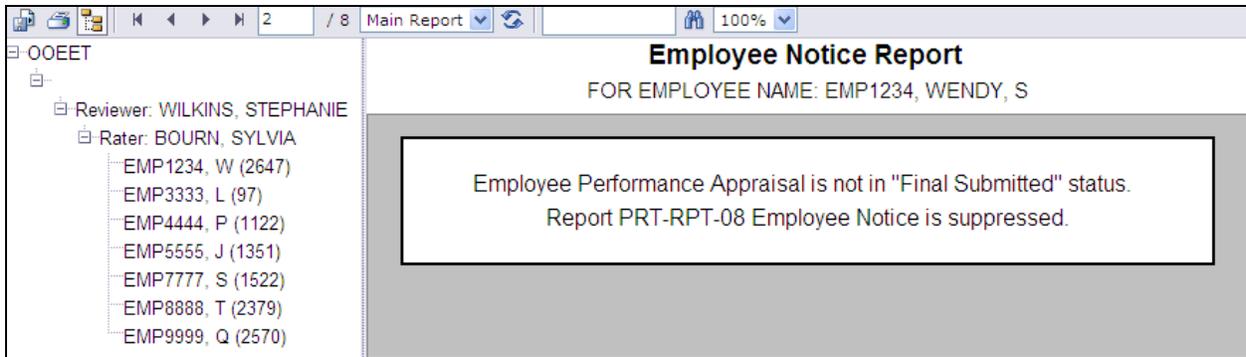


Figure 4-12: PRT Report Unable to Print-Appraisal Not in Final Submitted Status

5. REVIEWING OFFICIAL

The Reviewing Official uses the PRT to review the rating of a selected employee for completeness of forms and accurate application and adherence to the policies and procedures of the PHRS Pay Pool Process. The Reviewing Official also reviews the performance ratings of employees for fair consideration, and consistency across the appraising supervisors. The Reviewing Official will have the following options appear in the Navigation Bar: **Appraisal Status**, and **Rating Matrix**.

- The **Appraisal Status** option provides a list of employees, their current appraisal status, and summary level rating if available. The Reviewing Official is responsible to review the Performance Appraisal of these employees.
- The **Rating Matrix** option provides the capability to view ratings of all appraisals submitted for review and compares performance ratings.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.

5.1 Appraisal Status – Reviewing Official

After successful log-in:

1. A list of employees, their performance appraisal status, and summary level rating is displayed.

Note: The default display is for list of employees that are under your primary supervisory role. The primary role is the highest level supervisory role assigned to you. The list will change if you select an option from your secondary role included in the Navigation Bar.

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Reviewing Official

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
3	Combs, Shawn		Admin Assistant	Bethune, Thomas	Submitted to Panel	0
4	Hollenbeck, Kevin J		Veterinarian	Charity, Eleanor	Submitted to Panel	4
12	Coles, Bartholomew		Veterinarian	Holloway, Bobbi	Not Started	
13	Crewe, Carla		Veggie Inspector	Holloway, Bobbi	Not Started	
15	Coates, Owen		Veterinarian	Kozak, Marcus	Submitted to Panel	4
19	Brown, Darlene		Veterinarian	Charity, Eleanor	Submitted to Panel	3
20	Cooper, Julia		Veterinarian	Charity, Eleanor	Not Started	

Figure 5-1: Performance Appraisal Status – Reviewing Official

2. The above screen provides at a glance an overview of the performance appraisal status of employee (s) for whom you are the Reviewing Official.
 - a. Review and confirm all employees are assigned to you.
 - b. If the employees are incorrectly assigned, or missing contact the Pay Pool Data Administrator.
3. To review employee performance appraisal, click the **Employee Name** field.
 - PRT allows you to edit the employee performance appraisal, if the status is “Submitted to Reviewing Official,” or “Return to Reviewing Official By Panel”.
 - PRT allows you to read-only the employee performance appraisal, if the status is “Not Started,” “In-progress” “Submitted to Sub Pay Pool Manager,” “Submitted to Panel,” “Under Panel Review,” “Returned to Rating Official by Panel,” or “Return to Sub Pay Pool Manager by Panel”.
4. To compare ratings of all submitted appraisals as the logged-in Reviewing Official, click the **Rating Matrix** from the Navigation Bar.

5.2 Rating Matrix – Reviewing Official

1. If you clicked the **Rating Matrix** option, PRT retrieves performance rating data for all appraisals submitted by the Rating Officials reporting to the Reviewing Official, and displays the Performance Rating Matrix.

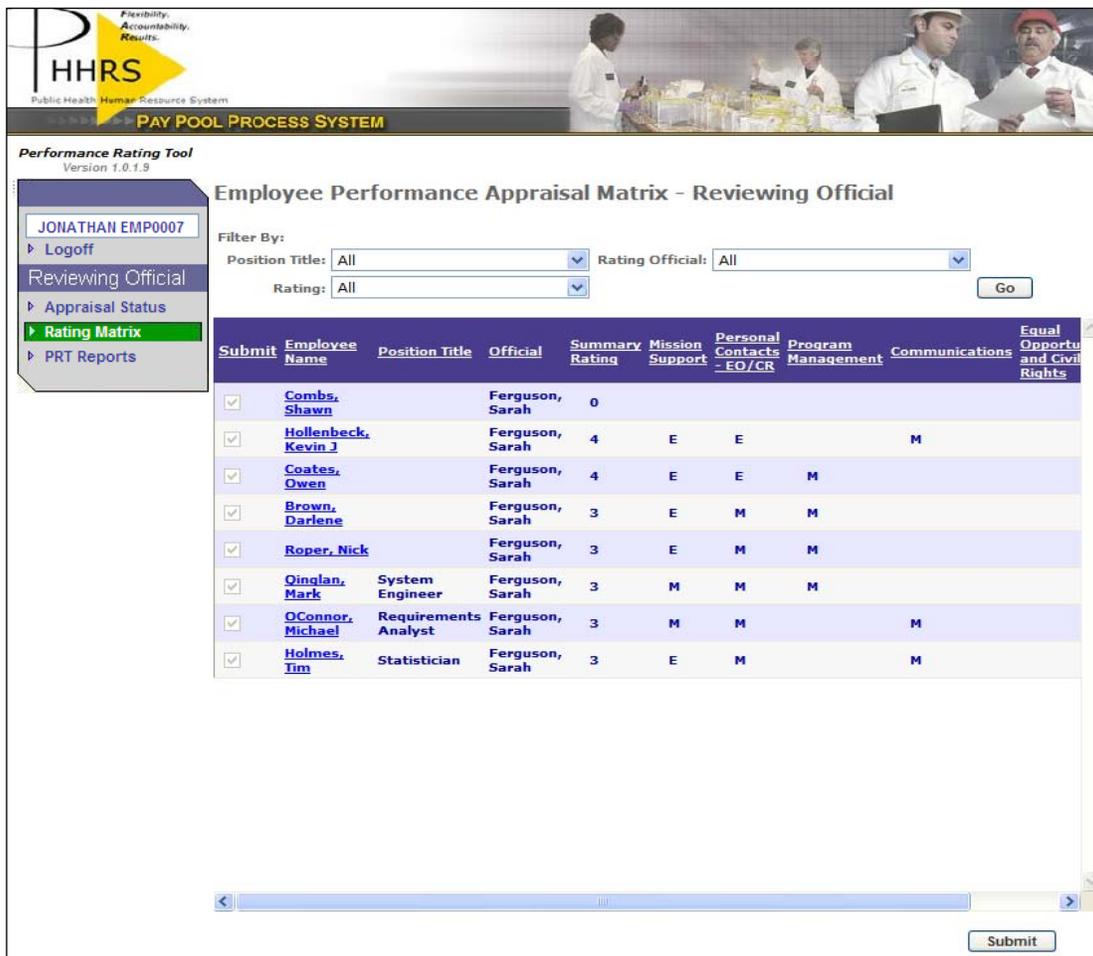


Figure 5-2: Rating Matrix – Reviewing Official

- PRT displays *Submit Checkbox, Employee Name, Position Title, Rating Official, Summary Rating, and Performance Rating* of the Performance Appraisal.

Note: The status of the performance appraisals of employees displayed in the Rating matrix will be any of the following: “Submitted to Panel,” “Submitted to Sub Pay Pool Manager,” and “Submitted to Reviewing Official,” because either they have been reviewed and moved forward in the workflow or ready to be reviewed and submitted.

- Filter the displayed data by **Position Title, Supervisor Name, and Rating Type**, as desired.
- Click the rating “E,” “M,” “NM” or “NR” for an employee to review the supporting comments from the Rating official.
- Click the Employee Name, to view a selected employee’s Performance Appraisal Form.
- Select one or more employees to submit their Performance Appraisal to the Sub Pay pool Manager or Pay Pool Panel for review.
- If you submitted to the Sub Pay Pool Manager, the PRT saves the changes and updates the status of the Performance Appraisal for those employees whose Performance Appraisal was sent to the Sub pay Pool Manager to “**Submitted to Sub Pay Pool Manager**”.

8. If you submitted to the Pay Pool Manager, the PRT saves the changes and updates the status of the Performance Appraisal for those employees whose Performance Appraisal was sent to the Pay Pool Panel to “Submitted to Panel.”
9. The user remains on same page.

5.3 Review Employee Performance Appraisal

1. PRT retrieves performance rating data for the selected employee, if you clicked the **Employee Name** and displays the Employee Performance Appraisal Review Form shown below:

Figure 5-3: Performance Appraisal Form – Reviewing Official

2. Review the *Performance Element Rating* for the employee and supporting rationale.
3. Record the reason for changing the rating, if you make a change to the *Performance Element Rating* for the employee.

4. Submit the employee's Performance Appraisal to the Sub pay pool Manager or Pay Pool Panel if the appraisal meets the policy standards by clicking on the **Submit to Sub Pay Pool Manager** or **Submit for Panel Review** button.
5. If the appraisal does not meet the policy standards or is incomplete, return the appraisal to the rating official by clicking on the **Return to Rating Official** button. PRT will prompt for instructions for rating official to explain what action needed for appraisal.
6. If you have not completed the review at this time, click the **Save** button.

5.4 PRT Reports – Reviewing Official

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee's performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to the Reviewing official. In addition the PRT provides the capability to print both reports together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of "Final Submitted."

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the "Select Report- Reviewing Official" screen shown below:

The screenshot displays the 'Performance Rating Tool' interface. On the left is a navigation menu for user 'JONATHAN EMP0007', with 'PRT Reports' highlighted. The main content area is titled 'Select Report - Reviewing Official' and contains a form with the following fields:

- Report: PRT-RPT-08 Employee Notice
- Supervisor Role: Rating Official
- Supervisor: BOURN, SYLVIA
- Employee: All Employees

A 'Submit' button is located at the bottom right of the form.

Figure 5-4: PRT Reports-Reviewing Official

5.4.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- Reviewing official screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.



Figure 5-5: RPT-08-Employee Notice-Reviewing Official

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

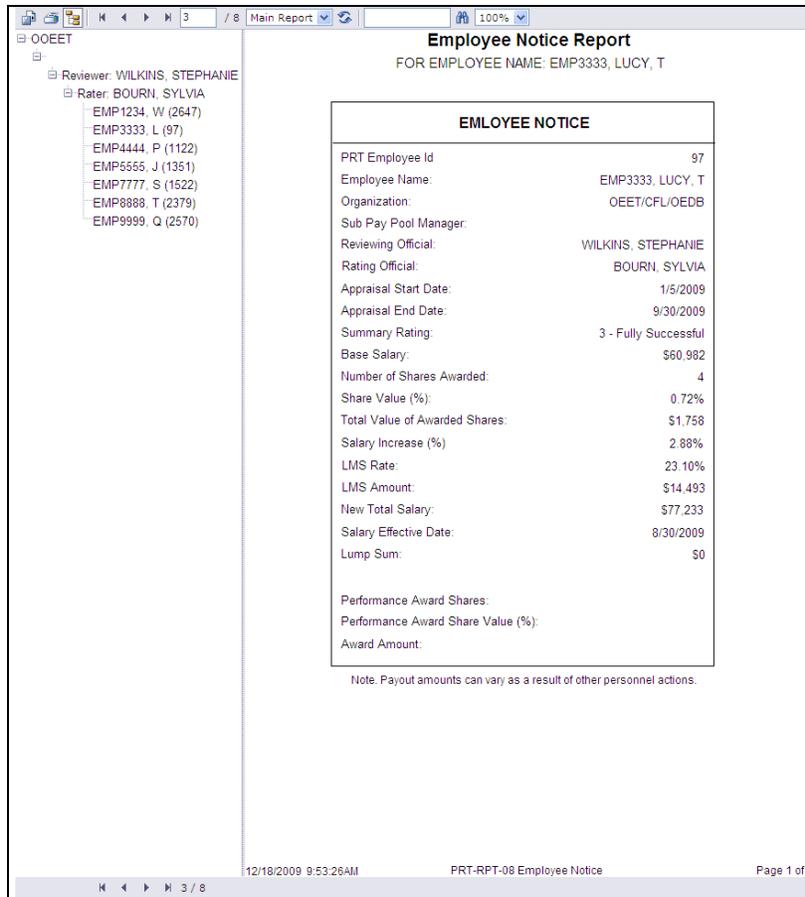


Figure 5-6: RPT-08-Employee Notice Ungrouped Pay Pool- Reviewing Official

5.4.2 Generate PRT-RPT-09 Performance Appraisal

1. Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- Reviewing official screen.
2. PRT refreshes the screen to display the *Performance Appraisal Report*.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

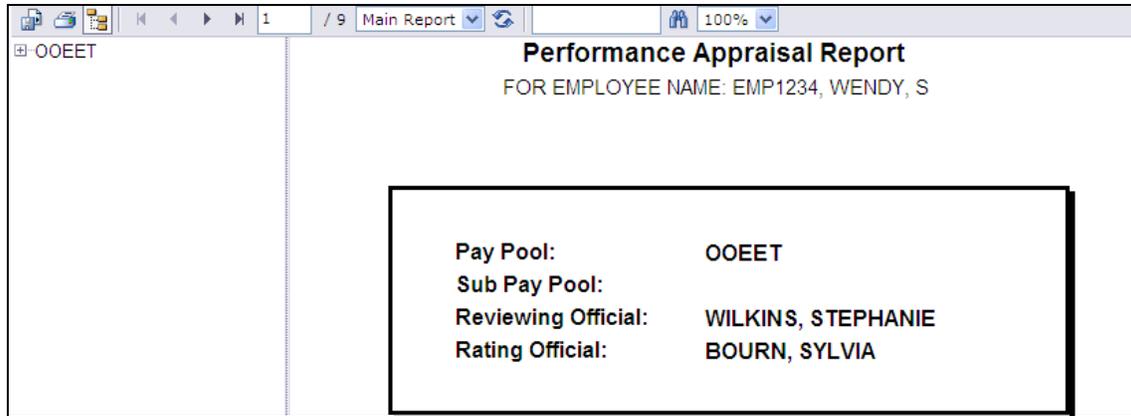


Figure 5-7: RPT-09-Performance Appraisal-Reviewing Official

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 5-8: Performance Appraisal Ungrouped Pay Pool-Reviewing Official

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID 97		APPRAISAL PERIOD From: 1/5/2009 To: 9/30/2009			
NAME EMP3333, LUCY, T		PAY BAND Band 4			
POSITION TITLE HUMAN RESOURCES SPECLST (HR DVLPMT)		ORGANIZATION OEEET/CFL/OEDB			
CAREER PATH Administrative, Professional, and Scientific		DUTY STATION BELTSVILLE, MD			
SUMMARY LEVEL RATING 3 - Fully Successful					
PERFORMANCE ELEMENTS		APPRAISAL UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR <small>Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.</small>	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects <small>Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager.</small> <small>Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership.</small> <small>Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony</small>	<input type="checkbox"/>	1		

Figure 5-9: RPT-10-Employee Appraisal Report-Reviewing Official

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

5.4.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- Reviewing official screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 5-10: RPT-10-Employee Appraisal Package-Reviewing Official

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.



Figure 5-11: RPT-10-Employee Appraisal Package Ungrouped Pay Pool-Reviewing Official

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 5-6 and 5-9)

If the reports have not been enabled by the Pay Pool Data Administrator, the following message is displayed on the screen:

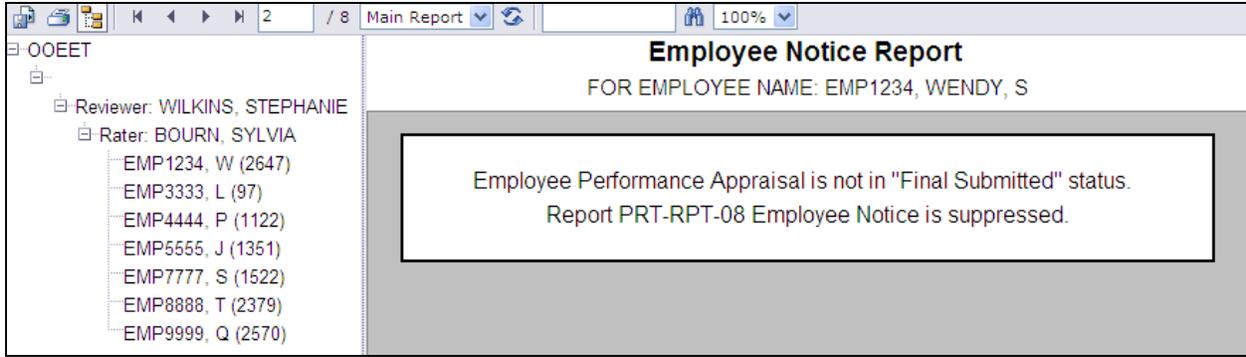


Figure 5-12: Report Unable to Print-Appraisal Not in Final Submitted Status

6. SUB PAY POOL MANAGER

The Sub Pay Pool Manager uses the PRT to review the rating of a selected employee for accurate application and adherence to the Pay Pool Process policies and procedures or to rate an employee. The Sub Pay Pool Manager reviews the performance ratings of employees in the Sub Pay Pool for fair consideration, and consistency across the appraising supervisors. The Sub Pay Pool Manager will have the following options appear in the Navigation Bar: **Appraisal Status** and **Rating Matrix**.

- The **Appraisal Status** option provides a list of employees, their current appraisal status, and summary level rating if available. The Sub Pay Pool Manager is responsible to review the Performance Appraisal of these employees.
- The **Rating Matrix** option provides the capability to view rating of all employees.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.

6.1 Appraisal Status – Sub Pay Pool Manager

After successful log-in:

1. A list of employees, their performance appraisal status, and summary level rating is displayed.
Note: The default display is for list of employees that are under your primary role. The primary role is the highest level role assigned to you i.e., Sub Pay Pool Manager. If you are also a Rating Official for designated FSIS demo employees, the Rating Official options will be displayed in the Navigation Bar, and upon selecting a Rating Official option the employee list will be refreshed with employee names that you are responsible for as a Rating Official.



Performance Rating Tool
Version 1.0.1.4

Employee Performance Appraisal Status - Sub Pay Pool Manager

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
29	Giovanni, Marie	Human Resources	Supervisory Inspector	Burns, Ian	Submitted to Panel	5
32	Kidd, Jason	Human Resources Assistant	Clerical Supv	Burns, Ian	Final Submitted	4
53	Cricket TESTING FOR DM, Mark	Accounting		Burns, Ian	Submitted to Panel	3
54	Flynn, Katie			Burns, Ian	Submitted to Panel	3
55	Cricket, Susan			Burns, Ian	Submitted to Panel	3
56	Khein, Annie	Accounting		Burns, Ian	Submitted to Panel	0
203	Cricket, Sally			Burns, Ian	Submitted to Panel	3
204	Employee, Demo			Burns, Ian	Under Panel Review	3

Figure 6-1: Performance Appraisal Status – Sub Pay Pool Manager

2. The above screen provides at a glance an overview of the performance appraisal status of employee (s) for whom you are the Sub Pay Pool Manager.
 - a. Review and confirm all employees are assigned to you.
 - b. If the employees are incorrectly assigned, or missing contact the Pay Pool Data Administrator.
3. To review employee performance appraisal, click the **Employee Name** field.
 - PRT allows you to edit the employee performance appraisal, if the status is “Submitted to Sub Pay Pool Manager,” or “Return to Sub Pay Pool Manager by Panel”.
 - PRT allows you to read-only the employee performance appraisal, if the status is “Not Started,” “In-progress,” “Submitted to Reviewing Official,” “Submitted to Panel,” “Under Panel Review,” “Returned to Rating Official by Panel,” and “Return to Reviewing Official By Panel”
4. To review rating of all employees, click the **Rating Matrix** option from the Navigation Bar.

6.2 Rating Matrix – Sub Pay Pool Manager

1. PRT retrieves performance rating data for all employees assigned to the Reviewing Officials reporting to the Sub Pay Pool Manager, and displays the Performance Rating Matrix, if you clicked the **Rating Matrix** option from the Navigation Bar.

Performance Rating Tool
Version 1.0.1.4

Employee Performance Appraisal Matrix - Sub Pay Pool Manager

Filter By:
 Position Title: All
 Rating Official: All
 Rating: All
 Go

Submit	Employee Name	Position Title	Official	Summary Rating	Mission Support	Personal Contacts - EO/CR	Program Management	Customer Service	Special Projects	Research and Anal
<input checked="" type="checkbox"/>	Klein, Annie	Accounting	Burns, Ian	0						
<input checked="" type="checkbox"/>	Cricket, Toothless		Burns, Ian	0						
<input checked="" type="checkbox"/>	Johnson, Mickey		Burns, Ian	3	M	M				
<input checked="" type="checkbox"/>	Madison, George		Burns, Ian	3	M	M	NR			
<input checked="" type="checkbox"/>	Super, Ed		Burns, Ian	0						
<input checked="" type="checkbox"/>	Bossman, Joe	Security Administration	Burns, Ian	3	M					
<input checked="" type="checkbox"/>	Dickmeyer, Lynn	Financial Clerk & Assistant	Burns, Ian	3	M	M			NR	
<input checked="" type="checkbox"/>	Roper, John Jr		Burns, Ian	0						
<input checked="" type="checkbox"/>	Tippin, Bill LLL		Burns, Ian	3	M	E			NR	M
<input checked="" type="checkbox"/>	Brock, Sally	Veterinary Medical Science	Burns, Ian	0						
<input checked="" type="checkbox"/>	Logan, Kecia	Equal Employment Opportunity	Ferguson, Sarah	5	E	E	E	E	E	
<input checked="" type="checkbox"/>	Murphy, Betty	Financial Administration & Program	Ferguson, Sarah	3	M	M			M	
<input checked="" type="checkbox"/>	Davidson, Tonya	Dietician & Nutritionist	Ferguson, Sarah	3	M	M			M	M

Submit

Figure 6-2 Rating Matrix – Sub Pay Pool Manager

2. PRT displays *Submit Checkbox, Employee Name, Position Title, Rating Official, Summary Rating, and Performance Rating* of the Performance Appraisal.
 Note: The status of the performance appraisals of employees displayed in the Rating matrix is “Submitted to Panel,” and “Submitted to Sub Pay Pool Manager,” because either they have been reviewed and moved forward in the workflow or ready to be reviewed and submitted.
3. Filter the displayed data by *Position Title, Supervisor Name, and Rating Type*, as desired.
4. Click the rating “E,” “M,” “NM” or “NR” for an employee to review the supporting comments from the Rating Official.
5. Click the **Employee Name**, to view a selected employee’s Performance Appraisal Form.
6. Select one or more employees to submit their Performance Appraisal to the Pay Pool Panel for review.
7. If you submitted to the Pay Pool Panel, the PRT saves the changes and updates the status of the Performance Appraisal for those employees whose Performance Appraisal was sent to the Pay Pool Panel to “Submitted to Panel.”
8. The user remains on same page.

6.3 Review Employee Performance Appraisal

1. PRT retrieves performance appraisal data for the selected employee, if you clicked the **Employee Name** and displays the Employee Performance Appraisal Review Form shown below:



PHRS
Public Health Human Resource System



PAY POOL PROCESS SYSTEM

Performance Rating Tool

LISA EMP2872

Logoff

Sub Pay Pool Mgr

Appraisal Status

Rating Matrix

PRT Reports

Employee Performance Appraisal Form - Sub Pay Pool Manager

Appraisal Period

From: 7/1/2008 To: 9/30/2009 Emp ID: 42

Emp Name: Ian Burns Pay Band: Position Title: IT Supervisor

Career Path: Organization: Food Safety and Inspecti Duty Station:

Element Descriptions Hide Comments Calculate Rating

Performance Element:	Critical	Exceeds	Meets	Not Meet	Not Rated	Reset Row
Mission Support	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rating Comment: 1- reviewer comments 2- reviewer comments 3 & 4 got lost from subpay pool 5-now the rating o is commenting						
Sub Pay Pool Comment: 1- reviewer comments 2- reviewer comments 3 & 4 got lost from subpay pool 5-now the rating o is commenting						
Supervision	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rating Comment: 1-very good						
Sub Pay Pool Comment:						
Equal Opportunity and Civil Rights	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rating Comment: very good						
Sub Pay Pool Comment:						
Total Appraisal Units:		6	0	0	0	

Summary Level Rating: Not Rated:

Appraisal Activity

Submitted to Sub Pay Pool Manager : 9/9/2009 4:30 PM : Sarah Ferguson

Return to Reviewing Official : 9/9/2009 4:27 PM : Harry Cricket : Instructions :

Submitted to Sub Pay Pool Manager : 9/9/2009 4:24 PM : Sarah Ferguson

Submitted to Reviewing Official : 9/9/2009 4:22 PM : Douglas Thompson

In Progress : 9/9/2009 4:21 PM : Douglas Thompson

Figure 6-3 Performance Appraisal Form – Sub Pay Pool Manager

2. Review the *Performance Element Rating* for the employee and supporting rationale.
3. Record the reason for changing the rating, if you make a change to the *Performance Element Rating* for the employee.
4. Submit the employee's Performance Appraisal if the appraisal meets the policy standards by clicking on the **Submit for Panel Review** button.
5. If the appraisal does not meet the policy standards or is incomplete, return the appraisal to the Reviewing official by clicking on the **Return to Reviewing Official** button.
6. If you have not completed the review at this time, click the **Save** button.

6.4 PRT Reports – Sub Pay Pool Manager

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee's performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to the Sub Pay Pool Manager. In addition the PRT provides the capability to print both reports together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of "Final Submitted."

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the "Select Report-Sub Pay Pool Manager" screen shown below:

The screenshot shows the 'Performance Rating Tool' interface. At the top left is the PHRS logo with the tagline 'Flexibility, Accountability, Results.' and 'Public Health Human Resource System'. Below this is the 'PAY POOL PROCESS SYSTEM' header. The main content area is titled 'Performance Rating Tool Version 1.0.2.10' and 'Select Report - Sub Pay Pool Manager'. On the left is a navigation menu with the following items: 'LISA EMP2872', 'Logoff', 'Sub Pay Pool Mgr', 'Appraisal Status', 'Rating Matrix', and 'PRT Reports' (which is highlighted in green). The main form area contains four dropdown menus: 'Report' (selected: PRT-RPT-08 Employee Notice), 'Supervisor Role' (selected: Rating Official), 'Supervisor' (selected: BOURN, SYLVIA), and 'Employee' (selected: All Employees). A 'Submit' button is located at the bottom right of the form area.

Figure 6-4: PRT Reports-Sub Pay Pool Manager

6.4.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- Sub Pay Pool Manager screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.

- Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.



Figure 6-5: RPT-08-Employee Notice-Sub Pay Pool Manager

- Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

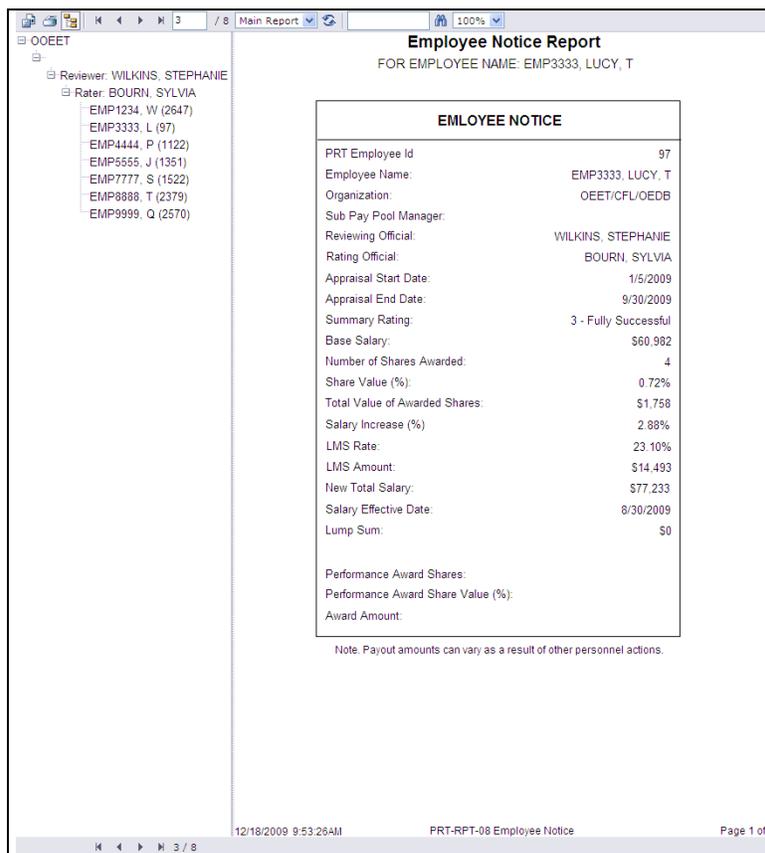


Figure 6-6: RPT-08-Employee Notice Ungrouped Pay Pool-Sub Pay Pool Manager

6.4.2 Generate PRT-RPT-09 Performance Appraisal

1. Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- Sub Pay Pool Manager screen.
2. PRT refreshes the screen to display the *Performance Appraisal Report*.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

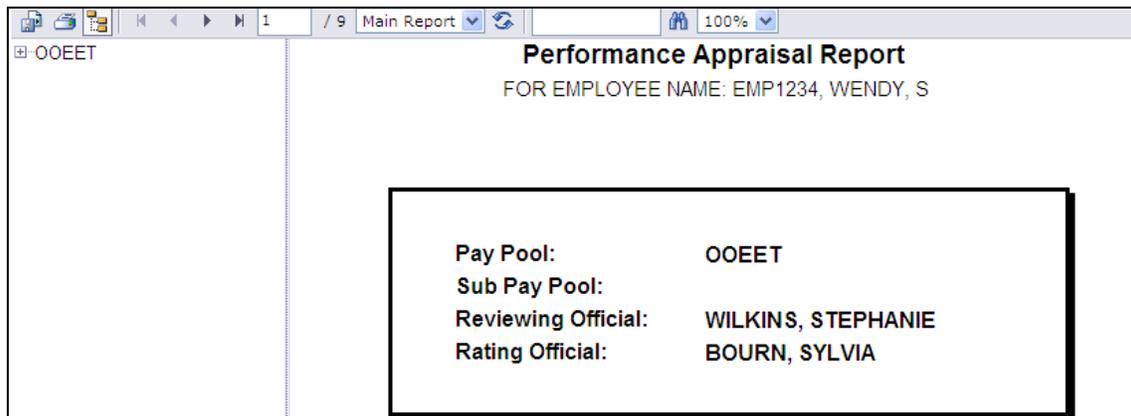


Figure 6-7: RPT-09-Performance Appraisal- Sub Pay pool Manager

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 6-8: RPT-09-Performance Appraisal Ungrouped Pay Pool-Sub Pay pool Manager

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID	97	APPRaisal PERIOD	From: 1/5/2009	To: 9/30/2009	
NAME	EMP3333, LUCY, T	PAY BAND	Band 4		
POSITION TITLE	HUMAN RESOURCES SPECLST (HR DVLPMT)	ORGANIZATION	OEET/CFL/OEDB		
CAREER PATH	Administrative, Professional, and Scientific	DUTY STATION	BELTSVILLE, MD		
SUMMARY LEVEL RATING		3 - Fully Successful			
PERFORMANCE ELEMENTS		APPRaisal UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager. Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership. Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony	<input type="checkbox"/>	1		

Figure 6-9: Performance Appraisal Report- Sub Pay Pool Manager

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

6.4.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- Sub Pay Pool Manager screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 6-10: RPT-10-Employee Appraisal Package- Sub Pay Pool Manager

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.

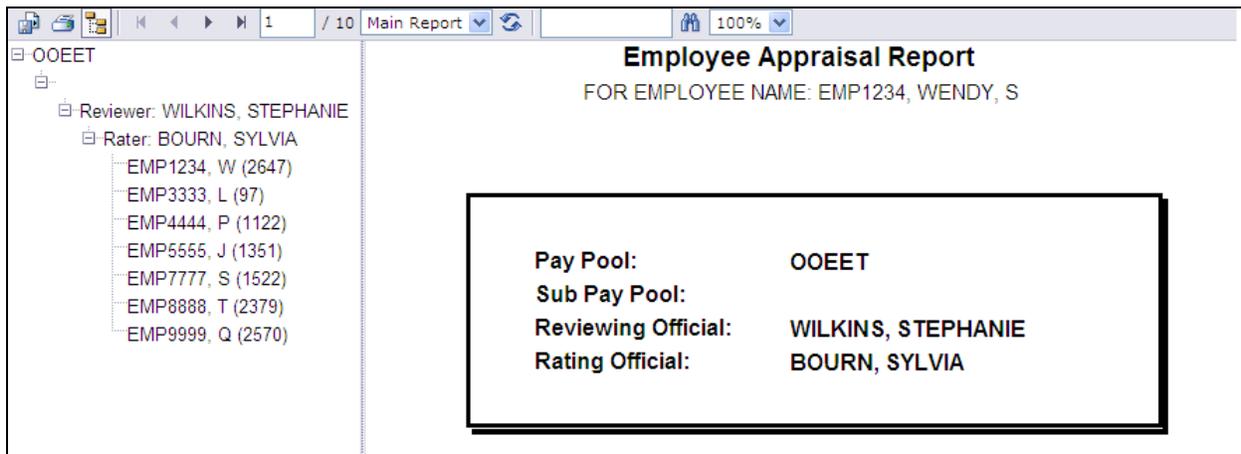


Figure 6-11: RPT-10-Employee Appraisal Package Ungrouped Pay Pool-Sub Pay Pool Manager

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 6-6 and 6-9)
6. If the reports have not been enabled by the Pay Pool Data Administrator , the following message is displayed on the screen:

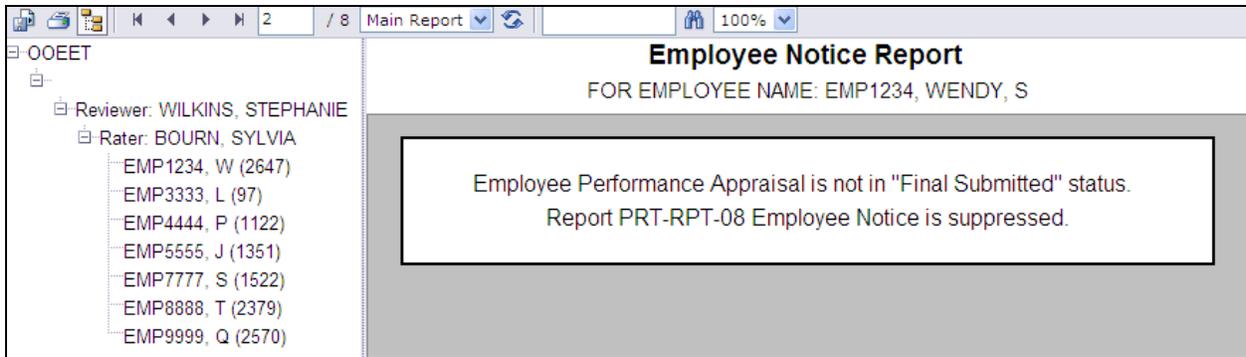


Figure 6-12: Report Unable to Print-Appraisal Not in Final Submitted Status-Sub Pay Pool Manager

7. PAY POOL MANAGER

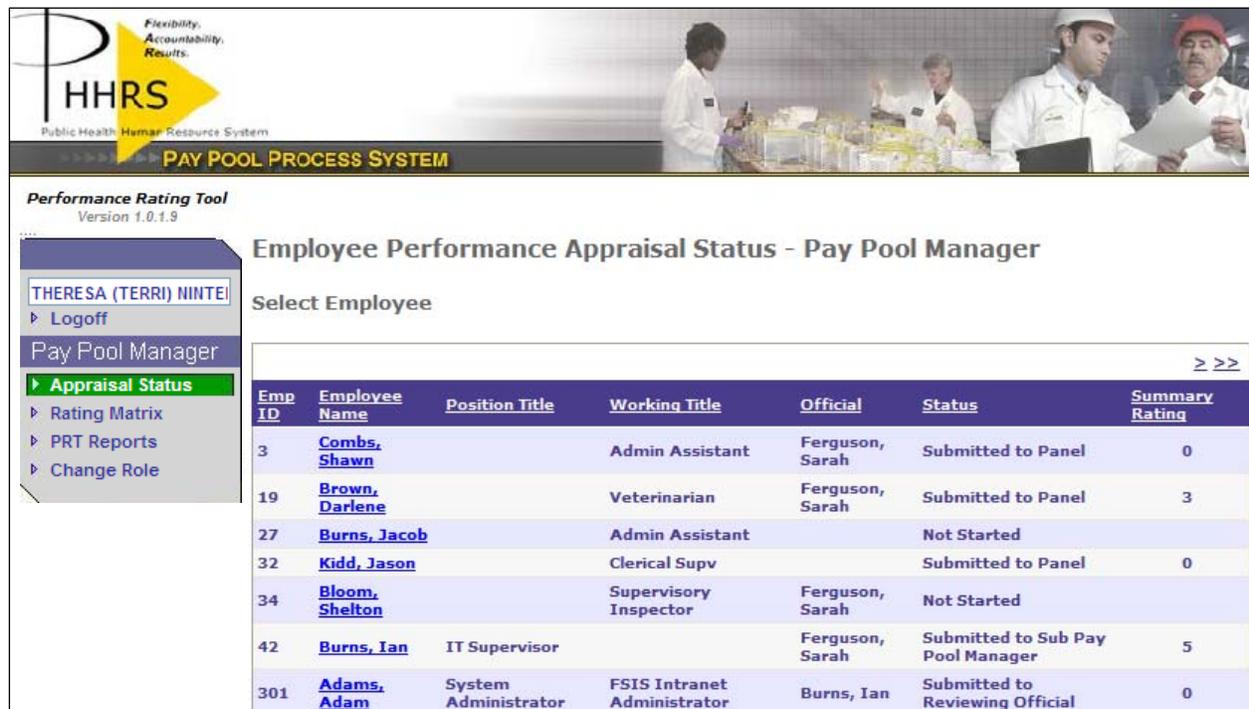
The Pay Pool Manager uses the PRT to monitor the progress of performance appraisals through the review workflow. The Pay Pool Manager views the performance ratings of employees in the Pay Pool for fair consideration, and consistency across the appraising supervisors. The Pay Pool Manager will have the following options appear in the Navigation Bar: **Appraisal Status**, **Change Role**, and **Rating Matrix**.

- The **Appraisal Status** option provides a list of employees, their current appraisal status, and summary level rating if available.
- The **Rating Matrix** option provides the capability to view rating of all employees.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.
- The **Change Role** option provides the capability to assume the role assigned to another PRT user for the purpose of executing his responsibilities in his absence.

7.1 Appraisal Status – Pay Pool Manager

After successful log-in:

1. A list of employees, their performance appraisal status, and summary level rating is displayed.
Note: The default display is for list of employees that are under your primary role. The primary role is the highest level role assigned to you i.e., Pay Pool Manager. If you are also a Rating Official for designated FSIS demo employees, the Rating Official options will be displayed in the Navigation Bar, and upon selecting a Rating Official option the employee list will be refreshed with employee names that you are responsible for as a Rating Official.



Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Pay Pool Manager

Select Employee > >>

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
3	Combs, Shawn		Admin Assistant	Ferguson, Sarah	Submitted to Panel	0
19	Brown, Darlene		Veterinarian	Ferguson, Sarah	Submitted to Panel	3
27	Burns, Jacob		Admin Assistant		Not Started	
32	Kidd, Jason		Clerical Supv		Submitted to Panel	0
34	Bloom, Shelton		Supervisory Inspector	Ferguson, Sarah	Not Started	
42	Burns, Ian	IT Supervisor		Ferguson, Sarah	Submitted to Sub Pay Pool Manager	5
301	Adams, Adam	System Administrator	FSIS Intranet Administrator	Burns, Ian	Submitted to Reviewing Official	0

Figure 7-1: Performance Appraisal Status – Pay Pool Manager

2. The above screen provides at a glance an overview of the performance appraisal status of employee (s) for whom you are the Pay Pool Manager.
3. To view employee performance appraisal, click the **Employee Name** field. PRT allows you to read-only the employee performance appraisal. To edit an employee performance appraisal you will need to change your role.
4. To review rating of all employees, click the **Rating Matrix** from the Navigation Bar.

7.2 Rating Matrix –Pay Pool Manager

1. PRT retrieves performance rating data for all employees assigned to the Pay Pool Manager, and displays the Performance Rating Matrix, if you clicked the **Rating Matrix** from the Navigation Bar. The Pay Pool Manager can use this PRT feature to view the performance ratings of employees in the Pay Pool for fair consideration, and consistency across the appraising supervisors. Periodic review of this data can enable them to better prepare for pay pool deliberations.

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Matrix - Pay Pool Manager

Filter By:
 Position Title: All
 Rating: All
 Reviewing Official: All
 Go

Employee Name	Position Title	Official	Summary Rating	Mission Support	Personal Contacts - EO/CR	Program Management	Communications	Equal Opportunity and Civil Rights	Special Projects
Combs, Shawn		Ferguson, Sarah	0						
Brown, Darlene		Ferguson, Sarah	3	E	M	M			
Kidd, Jason			0						
Qinglan, Mark	System Engineer	Ferguson, Sarah	3	M	M	M			
Holmes, Tim	Statistician	Ferguson, Sarah	3	E	M		M		

Figure 7-2 Rating Matrix – Pay Pool Manager

2. PRT displays *Submit Checkbox, Employee Name, Position Title, Rating Official, Summary Rating, and Performance Rating* of the Performance Appraisal.
3. Filter the displayed data by *Position Title, Supervisor Name, and Rating Type*.
4. Click the rating “E,” “M,” “NM,” or “NR” for an employee to review the supporting comments from the Rating official.
5. Click the **Employee Name**, to view a selected employee’s Performance Appraisal Form.

7.3 View Employee Performance Appraisal

1. PRT retrieves performance rating data for the selected employee, if you clicked the **Employee Name** and displays the Employee Performance Appraisal Review Form shown below:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Form - Pay Pool Manager

Appraisal Period
From: 7/1/2008 To: 9/30/2009 Emp ID: 19

Emp Name: Darlene Brown Pay Band: Band 4 Position Title:

Career Path: Organization: Food Safety and Inspection Service Duty Station: 0900, VA

Element Descriptions Hide Comments Calculate Rating

Performance Element:	Critical	Exceeds	Meets	Not Meet	Not Rated	Reset Row
Supervision	<input checked="" type="checkbox"/>					
Equal Opportunity and Civil Rights	<input checked="" type="checkbox"/>					
Mission Support	<input checked="" type="checkbox"/>	X				
1-comments						
Sub Pay Pool Comment:						
1- my comments as a sub pay pool						
Personal Contacts - EO/CR	<input checked="" type="checkbox"/>		X			
Program Management	<input type="checkbox"/>		X			
Total Appraisal Units:		2	3	0	0	

Summary Level Rating: Fully Successful - 3 Not Rated

Rating 1 comment

Comment:

Appraisal Activity

Submitted to Panel : 9/9/2009 5:33 PM : Harry Cricket
Submitted to Sub Pay Pool Manager : 9/9/2009 5:32 PM : Ian Burns
Submitted to Reviewing Official : 9/4/2009 10:45 AM : Eleanor Charity
In Progress : 9/4/2009 10:44 AM :

Close

Figure 7-3 Performance Appraisal Form – Pay Pool Manager

2. View the *Performance Element Rating* for the employee and supporting rationale.
3. Review the **Appraisal Activity** shown at the bottom of the screen, if you are monitoring the progress of the appraisal.
4. Click the **Close** button when done.
5. PRT returns you to the *Employee Performance Appraisal Status – Pay Pool Manager* screen.

7.4 PRT Reports – Pay Pool Manager

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee’s performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to the Pay Pool Manager. In addition the PRT provides the capability to print both reports together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of “Final Submitted.”

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the “Select Report-Pay Pool Manager” screen shown below:

The screenshot displays the 'Performance Rating Tool' interface. At the top left, the logo for 'HHRS' (Public Health Human Resource System) is visible, along with the tagline 'Flexibility, Accountability, Results.' Below the logo, the text 'PAY POOL PROCESS SYSTEM' is displayed. The main content area is titled 'Select Report - Pay Pool Manager'. On the left, a navigation menu lists options: 'Logoff', 'Pay Pool Manager', 'Appraisal Status', 'Rating Matrix', 'PRT Reports' (highlighted in green), and 'Change Role'. The main form contains four dropdown menus: 'Report' (set to 'PRT-RPT-08 Employee Notice'), 'Supervisor Role' (set to 'Rating Official'), 'Supervisor' (set to 'BOURN, SYLVIA'), and 'Employee' (set to 'All Employees'). A 'Submit' button is located at the bottom right of the form.

Figure 7-4: PRT Reports- Pay Pool Manager

7.4.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- Pay Pool Manager screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.



Figure 7-5: RPT-08-Employee Notice-Pay Pool Manager

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

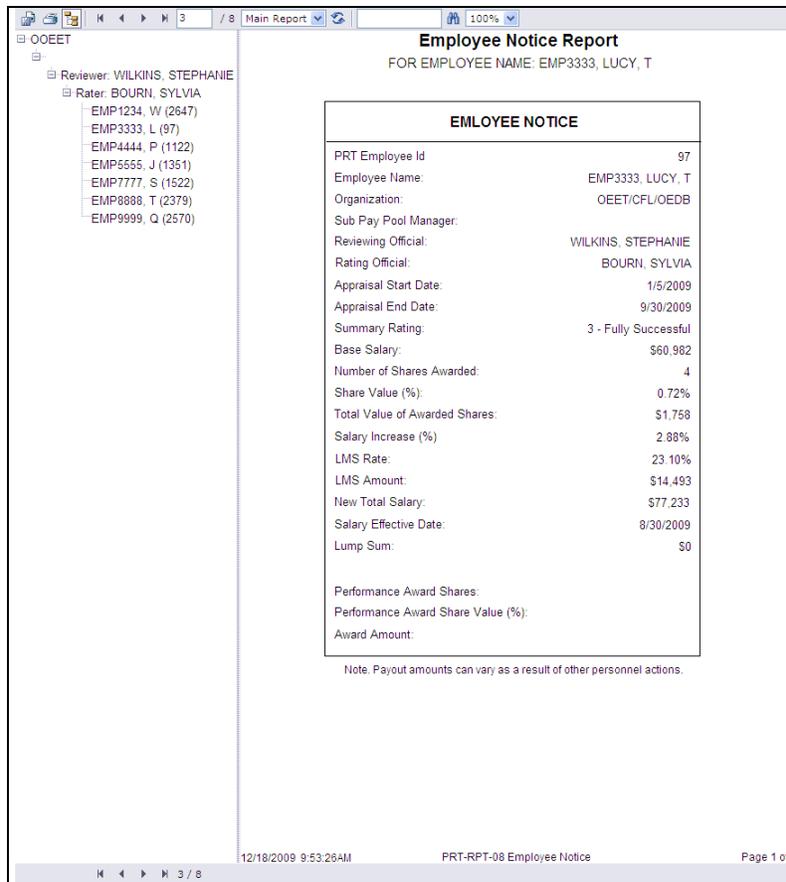


Figure 7-6: RPT-08-Employee Notice Ungrouped Pay Pool-Pay Pool Manager

7.4.2 Generate PRT-RPT-09 Performance Appraisal

1. Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- Pay Pool Manager screen.
2. PRT refreshes the screen to display the *Performance Appraisal Report*.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

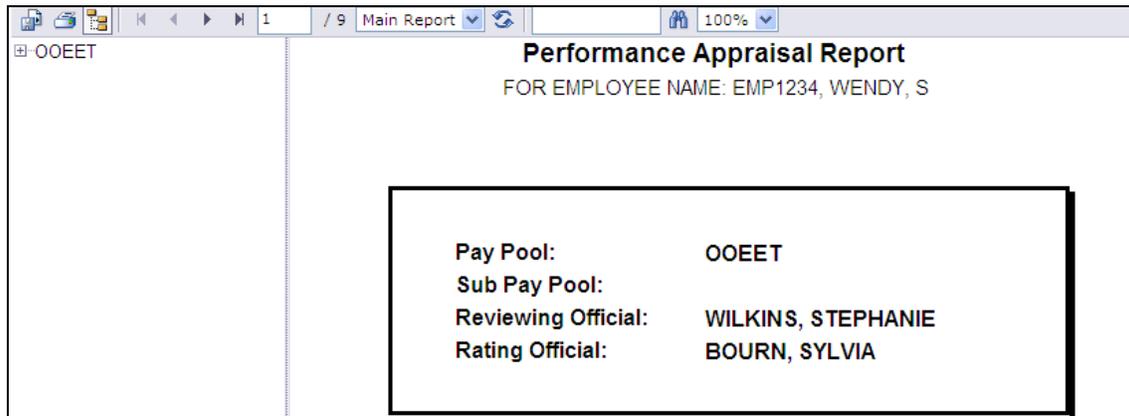


Figure 7-7: RPT-09-Performance Appraisal- Pay Pool Manager

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 7-8: RPT-09-Performance Appraisal Ungrouped Pay Pool- Pay Pool Manager

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID	97	APPRaisal PERIOD	From: 1/5/2009	To: 9/30/2009	
NAME	EMP3333, LUCY, T	PAY BAND	Band 4		
POSITION TITLE	HUMAN RESOURCES SPECLST (HR DVLPMT)	ORGANIZATION	OEET/CFLO/OEDB		
CAREER PATH	Administrative, Professional, and Scientific	DUTY STATION	BELTSVILLE, MD		
SUMMARY LEVEL RATING		3 - Fully Successful			
PERFORMANCE ELEMENTS		APPRaisal UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager. Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership. Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony	<input type="checkbox"/>	1		

Figure 7-9: Performance Appraisal Report- Pay Pool Manager

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

7.4.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- Pay Pool Manager screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 7-10: RPT-10-Employee Appraisal Package- Pay Pool Manager

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.



Figure 7-11: RPT-10-Employee Appraisal Package Ungrouped Pay Pool- Pay Pool Manager

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 7-6 and 7-9)
6. If the reports have not been enabled by the Pay Pool Data Administrator , the following message is displayed on the screen:

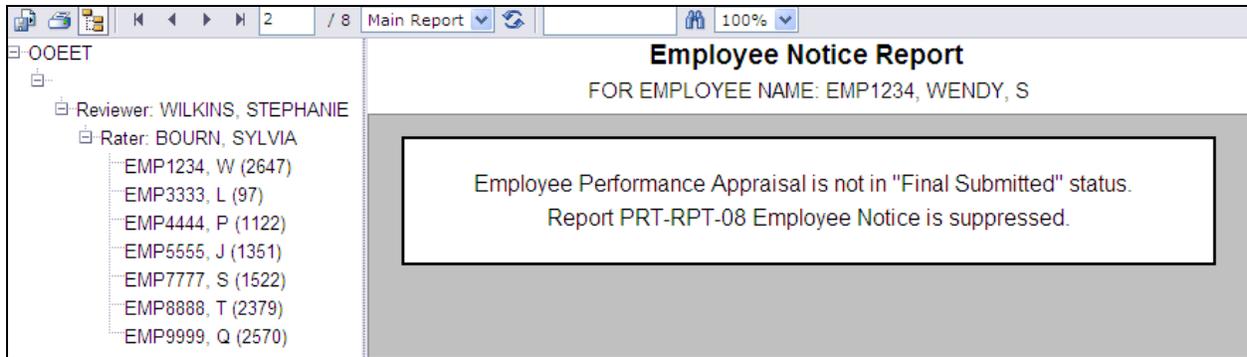


Figure 7-12: Report Unable to Print- Appraisal Not in Final Submitted Status

7.5 Change Role – Pay Pool Manager

PRT allows the Pay Pool Manager to temporarily change their role to another employee.

1. Select the **Change Role** option from the Navigation Bar.
2. PRT displays your current role in the Navigation Bar and provides the capability to select a PRT user role and name of person whose role you want to assume to complete his responsibilities in the PRT.



Figure 7-13: Change Role- Pay Pool Manager

3. Select the **Role** and **Employee Name**, and then click the **Submit** button.
4. PRT displays the refreshed screen with the role and user name that you have assumed in the Navigation Bar and the list of employees that report to the user whose role you have assumed.

Performance Rating Tool
Version 1.0.1.3

Employee Performance Appraisal Status - Rating Official

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Status	Summary Rating
3	Combs, Shawn		Admin Assistant	Submitted to Panel	0
32	Kidd, Jason		Clerical Supv	Submitted to Panel	0
49	Kozak, Marcus			Submitted to Reviewing Official	3
301	Adams, Adam	System Administrator	FSIS Intranet Administrator	Submitted to Reviewing Official	0
305	Carlin, George			Submitted to Sub Pay Pool Manager	1
308	Burkhardt, Dean			Submitted to Reviewing Official	5
1014	Brock, Sally		Veterinarian	Submitted to Reviewing Official	3
1043	Lam, Linda			Submitted to Reviewing Official	3
1054	mahnad, roya			Submitted to Sub Pay Pool Manager	3

Figure 7-14: Refreshed Screen with Assumed User Role and Name – Pay Pool Manager

5. To return to your original role, click the **Revert Role** button.
6. PRT displays the refreshed screen with your user name.

8. PAY POOL ADVISOR

The Pay Pool Advisor uses the PRT to monitor the progress of performance appraisals through the review workflow. The Pay Pool Advisor views the performance ratings of employees in the Pay Pool for fair consideration, and consistency across the appraising supervisors. They will have the following options appear in the Navigation Bar: **Appraisal Status**, **Rating Matrix**, and **Change Role**.

- The **Appraisal Status** option provides a list of employees, their current appraisal status, and summary level rating if available.
- The **Rating Matrix** option provides the capability to view rating of all employees.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.
- The **Change Role** option provides the capability to assume the role assigned to another PRT user for the purpose of executing his responsibilities in his absence.

8.1 Appraisal Status – Pay Pool Advisor

After successful log-in:

1. A list of employees, their performance appraisal status, and summary level rating is displayed.
Note: The default display is for list of employees that are in your pay pool.

Performance Rating Tool
Version 1.0.1.5

Employee Performance Appraisal Status - Pay Pool Advisor

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
1	Parker, Sarah	General Health Science	Veterinarian	Burns, Ian	Not Started	
2	Fain, Collin	Occupational Code 0819	Veterinarian	Burns, Ian	Not Started	
3	Combs, Shawn	Miscellaneous Clerk & Assistant	Admin Assistant	Burns, Ian	Not Started	
4	Hollenbeck, Kevin	General Health Science	Veterinarian	Burns, Ian	Not Started	
5	Jensen, Herbert	Occupational Code 0819	Veterinarian	Burns, Ian	Not Started	
7	Lazoro, Martha	Information Technology	Veterinarian	Burns, Ian	Not Started	
9	Morris, Edna	General Health Science	Veterinarian	Burns, Ian	Not Started	

Figure 8-1: Performance Appraisal Status – Pay Pool Advisor

2. The above screen provides at a glance an overview of the performance appraisal status of employee (s) for whom you are the Pay Pool Advisor.
3. To view employee performance appraisal, click the **Employee Name** field.
4. PRT allows you to read-only the employee performance appraisal. To edit a performance appraisal you will need to change your role (Reference section 8.4).
5. To review rating of all employees under the logged in Pay Pool Advisor click the **Rating Matrix** from the Navigation Bar.

8.2 Rating Matrix – Pay Pool Advisor

1. PRT retrieves performance rating data for all employees assigned to the Pay Pool Advisor, and displays the Performance Rating Matrix, if you clicked the **Rating Matrix** from the Navigation Bar.



Figure 8-2 Rating Matrix – Pay Pool Advisor

2. PRT displays *Position Title*, *Rating*, and *Reviewing Official* of the Performance Appraisal.
 Note: The default display is for list of employees that are under your primary supervisory role. The primary role is the highest level supervisory role assigned to you.
3. Filter the displayed data by *Position Title*, *Supervisor Name*, and *Rating Type*.
4. Click the rating “E,” “M,” “NM” or “NR” for an employee to review the supporting comments from the Rating official.
5. Click the **Employee Name**, to view a selected employee’s Performance Appraisal Form.

8.3 View Employee Performance Appraisal

1. PRT retrieves performance rating data for the selected employee, if you clicked the employee name the screen displays the Employee Performance Appraisal Review Form shown below:

Performance Rating Tool
Version 1.0.1.5

Employee Performance Appraisal Form - Pay Pool Advisor

FATIMA EMP2083
 Logoff
 Pay Pool Advisor
 Appraisal Status
 Rating Matrix
 PRT Reports
 Change Role

Appraisal Period
 From: 7/1/2008 To: 9/30/2009 Emp ID: 1
 Emp Name: Sarah Parker Pay Band: Band 4 Position Title: General Health Science
 Career Path: Organization: Food Safety and Inspecti Duty Station: Fairfax, VA
 Element Descriptions Hide Comments Calculate Rating

Performance Element:	Critical	Exceeds	Meets	Not Meet	Not Rated	Reset Row
Mission Support	<input checked="" type="checkbox"/>					
Personal Contacts - EO/CR	<input checked="" type="checkbox"/>					

Total Appraisal Units: 0 0 0 0

Summary Level Rating: - 0 Not Rated:

Appraisal Activity
Not Started

Close

Figure 8-3 Performance Appraisal Form – Pay Pool Advisor

2. Review the *Performance Element Rating* for the employee and supporting rationale.
3. If you have not completed the review at this time, click the **Save** button.

8.4 PRT Reports – Pay Pool Advisor

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee's performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to the Pay Pool Advisor. In addition the PRT provides the capability to print both reports

together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of “Final Submitted.”

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the “Select Report-Pay Pool Advisor” screen shown below:



Figure 8-4: PRT Reports- Pay Pool Advisor

8.4.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- Pay Pool Advisor screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.



Figure 8-5: RPT-08-Employee Notice-Pay Pool Advisor

- Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

Employee Notice Report
FOR EMPLOYEE NAME: EMP3333, LUCY, T

EMPLOYEE NOTICE	
PRT Employee Id	97
Employee Name:	EMP3333, LUCY, T
Organization:	OEET/CFL/OEDB
Sub Pay Pool Manager:	
Reviewing Official:	WILKINS, STEPHANIE
Rating Official:	BOURN, SYLVIA
Appraisal Start Date:	1/5/2009
Appraisal End Date:	9/30/2009
Summary Rating:	3 - Fully Successful
Base Salary:	\$60,982
Number of Shares Awarded:	4
Share Value (%):	0.72%
Total Value of Awarded Shares:	\$1,758
Salary Increase (%)	2.88%
LMS Rate:	23.10%
LMS Amount:	\$14,493
New Total Salary:	\$77,233
Salary Effective Date:	8/30/2009
Lump Sum:	\$0
Performance Award Shares:	
Performance Award Share Value (%):	
Award Amount:	

Note: Payout amounts can vary as a result of other personnel actions.

12/18/2009 9:53:26AM PRT-RPT-08 Employee Notice Page 1 of 1

Figure 8-6: RPT-08-Employee Notice Ungrouped Pay Pool-Pay Pool Advisor

8.4.2 Generate PRT-RPT-09 Performance Appraisal

- Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- Pay Pool Advisor screen.
- PRT refreshes the screen to display the *Performance Appraisal Report*.
- Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

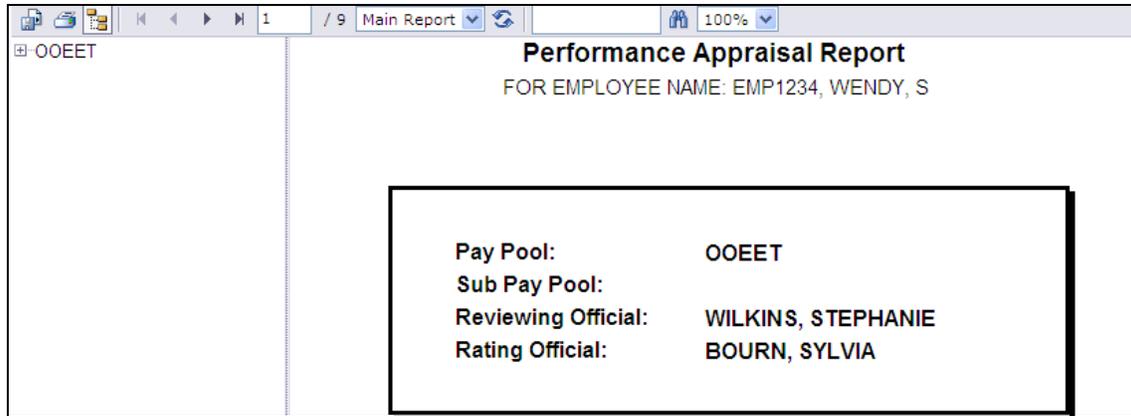


Figure 8-7: PRT-09-Performance Appraisal-Pay Pool Advisor

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 8-8: PRT-09-Performance Appraisal Ungrouped Pay Pool-Pay Pool Advisor

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID		APPRAISAL PERIOD			
97		From: 1/5/2009 To: 9/30/2009			
NAME		PAY BAND			
EMP3333, LUCY, T		Band 4			
POSITION TITLE		ORGANIZATION			
HUMAN RESOURCES SPECLST (HR DVLPMT)		OEEET/CFL/OEDB			
CAREER PATH		DUTY STATION			
Administrative, Professional, and Scientific		BELTSVILLE, MD			
SUMMARY LEVEL RATING 3 - Fully Successful					
PERFORMANCE ELEMENTS		APPRAISAL UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager. Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership. Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony	<input type="checkbox"/>	1		

Figure 8-9: Performance Appraisal Report- Pay Pool Advisor

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

8.4.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- Pay Pool Advisor screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 8-10: RPT-10-Employee Performance Package- Pay Pool Advisor

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.



Figure 8-11: RPT-10-Employee Performance Package Ungrouped Pay Pool- Pay Pool Advisor

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 8-6 and 8-9)
6. If the reports have not been enabled by the Pay Pool Data Administrator , the following message is displayed on the screen:

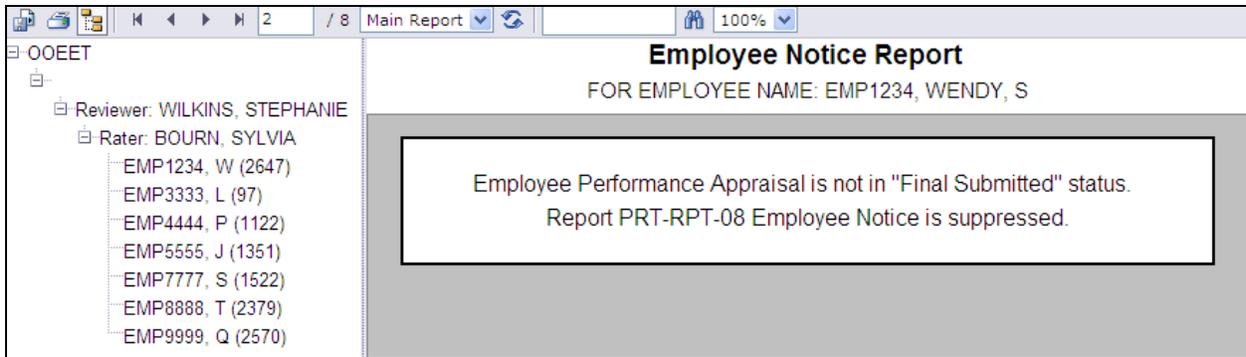


Figure 8-12: Report Unable to Print-Appraisal Not in Final Submitted Status

8.5 Change Role – Pay Pool Advisor

PRT allows the Pay Pool Advisor to temporarily change their role to another employee.

1. Select the **Change Role** option from the Navigation Bar.
2. PRT displays your current role in the Navigation Bar and provides the capability to select a PRT user role and name of person whose role you want to assume to complete his responsibilities in the PRT.



Figure 8-13: Change Role – Pay Pool Advisor

3. Select the **Role** and **Employee Name**, and then click the **Submit** button.

- PRT displays the refreshed screen with the role and user name that you have assumed in the Navigation Bar and the list of employees that report to the user whose role you have assumed.

Performance Rating Tool
Version 1.0.1.5

Employee Performance Appraisal Status - Rating Official

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Status	Summary Rating
29	Giovanni, Marie	Human Resources	Supervisory Inspector	Not Started	
30	Nash, Jessica	Human Resources	Supervisory Inspector	Not Started	
31	Burroughs, Janice	Human Resources	Meat Inspector	Not Started	
32	Kidd, Jason	Human Resources Assistant	Clerical Supv	Not Started	
33	Keeling, Melanie	Human Resources Assistant	Clerical Supv	Not Started	
41	Bethune, Thomas			Not Started	

Figure 8-14 Refreshed Screen with Assumed User Role and Name – Pay Pool Advisor

- To return to your original role, click the **Revert Role** button.
- PRT displays the refreshed screen with your user name.

9. PAY POOL DATA ADMINISTRATOR

The section provides guidance for the Pay Pool/Sub pay Pool Data Administrator on how to use the PRT to download performance rating data to CWB, upload data from CWB, assign employees to supervisors, and assign supervisors to an employee. As the Pay Pool/Sub pay Pool Data Administrator you can use the PRT to monitor the progress of the performance appraisals for the employees in the assigned pay pool/sub pay pool and use the ratings matrix to review the performance ratings of employees for fair consideration, and consistency across the pay pool.

Note: The Sub Pool Administrators will be assigned the Pay Pool Data Administrator role in PRT, and under this role they will have access to all functionality and data that is accessible to the Pay Pool Data Administrator. It is recommended that they use this privilege to access the **CWB Interface** option to “Download Employee Data” or “Upload Employee Data” for their specific Sub Pay Pool.

The following options appear in the Navigation Bar after you have successfully logged in: **Appraisal Status**, **Rating Matrix**, **CWB Interface**, **Assign Employees to Supervisor**, **Assign Supervisors to Employee** and **Change Role**.

- The **Appraisal Status** option provides a list of employees in the assigned Pay Pool, their current appraisal status, and summary level rating if available. It provides a link to view individual employee appraisal.
- The **Rating Matrix** option provides the capability to view rating of all employees on one screen with capability to filter the display.
- The **Assign Employees to Supervisor** option provides the capability to assign one or more employees to the Rating Official, Reviewing Official, Sub Pay Pool Manager, or Pay Pool Manager of your assigned Pay Pool.
- The **Assign Supervisors to Employees** option provides the capability to assign one or more supervisors to an employee in your assigned Pay Pool.
- The **Enable PRT Reports** option provides the capability authorize the ability for supervisors to print employee appraisals for a given pay pool.
- The **CWB Interface** option provides the with a drop-down menu that allows you to select a Pay Pool or Sub Pay Pool and be able to “Download Employee Data” or “Upload Employee Data”.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.
- The **Change Role** option provides the capability to assume the role assigned to another PRT user in your Pay Pool for the purpose of executing his responsibilities in his absence.

9.1 Appraisal Status – Pay Pool Data Administrator

After successful log-in:

1. A list of employees, their performance appraisal status, and summary level rating is displayed.
Note: The default display is for list of employees that are included in your pay pool.

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Status - Pay Pool Data Administrator

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Official	Status	Summary Rating
1	Parker, Sarah		Veterinarian	Burns, Ian	Return to Rating Official	5
2	Fain, Collin		Veterinarian		Not Started	
3	Combs, Shawn		Admin Assistant	Ferguson, Sarah	Submitted to Panel	0
4	Hollenbeck, Kevin J		Veterinarian	Ferguson, Sarah	Submitted to Panel	4
5	Jensen, Herbert		Veterinarian		Not Started	
7	Lazoro, Martha		Veterinarian		Not Started	
9	Morris, Edna		Veterinarian		Not Started	
10	Arie, Josiah		Veterinarian		Not Started	

Figure 9-1: Performance Appraisal Status – Pay Pool Data Administrator

2. The above screen provides at a glance an overview of the performance appraisal status of employee (s) in the selected Pay Pool.
3. To view or update employee performance appraisal, click the **Employee Name** field.
4. PRT allows you to read-only the employee performance appraisal, if the status is “Not Started,” “In-progress,” “Submitted to Reviewing Official,” “Submitted to Sub Pay pool Manager,” “Under Panel Review,” “Returned to Rating Official by Panel,” “Return to Reviewing Official by Panel” or “Return By Sub Pay Pool by Panel”.
5. PRT allows you to edit the employee performance appraisal, if the status is “Submitted to Panel.”
6. To review rating of all employees for whom the appraisal status is “Submitted to Panel,” or “Under Panel review,” click the **Rating Matrix** option from the Navigation Bar.

9.2 Rating Matrix –Pay Pool Data Administrator

1. PRT retrieves performance rating data for all employees assigned to the Pay Pool and displays the Performance Rating Matrix, if you clicked the **Rating Matrix** option from the Navigation Bar:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Matrix - Pay Pool Data Administrator

Filter By:
 Position Title: All
 Rating: All
 Reviewing Official: All
 Go

Employee Name	Position Title	Official	Summary Rating	Mission Support	Personal Contacts - EO/CR	Program Management	Communications	Equal Opportunity and Civil Rights
Combs, Shawn		Ferguson, Sarah	0					
Hollenbeck, Kevin J		Ferguson, Sarah	4	E	E		M	
Coates, Owen		Ferguson, Sarah	4	E	E	M		
Brown, Darlene		Ferguson, Sarah	3	E	M	M		
Kidd, Jason			0					

Figure 9-2: Rating Matrix – Pay Pool Data Administrator

2. PRT displays *Employee Name, Position Title, Official Name, Summary Rating* of the Performance Appraisal.
3. Filter the displayed data by *Position Title, Supervisor Name, and Rating Type*.
4. Click the rating “E,” “M,” “NM,” or “NR” for an employee to review the supporting comments from the Rating official.
5. Click the **Employee Name**, to view/update a selected employee’s Performance Appraisal Form.

9.3 Review Employee Performance Appraisal

1. PRT retrieves performance rating data for the selected employee, if you clicked the **Employee Name** in the *Employee Performance Appraisal Status – Pay Pool Data Administrator* screen or *Employee Performance Appraisal Matrix – Pay Pool Data Administrator* screen and displays the *Employee Performance Appraisal Form – Pay Pool Data Administrator* screen shown below:

Performance Rating Tool
Version 1.0.1.9

Employee Performance Appraisal Form - Pay Pool Data Administrator

Appraisal Period: From: 7/1/2008 To: 9/30/2009 Emp ID: 15

Emp Name: Owen Coates Pay Band: Band 4 Position Title:

Career Path: Organization: Food Safety and Inspection Service Duty Station: 0900, VA

Element Descriptions Hide Comments Calculate Rating

Performance Element:	Critical	Exceeds	Meets	Not Meet	Not Rated	Reset Row
Supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset Row"/>
Equal Opportunity and Civil Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset Row"/>
Mission Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset Row"/>
Personal Contacts - EO/CR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset Row"/>
Program Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset Row"/>

Total Appraisal Units: Critical: 4 Exceeds: 1 Meets: 0 Not Meet: 0 Not Rated: 0

Summary Level Rating: Superior - 4 Not Rated:

Comment: Reviewing O-1
After Return again rater
Here is the review again

Appraisal Activity

Submitted to Panel : 9/8/2009 11:56 AM : Sarah Ferguson
Submitted to Reviewing Official : 9/4/2009 11:11 AM : Marcus Kozak
Return to Rating Official : 9/4/2009 11:09 AM : Sarah Ferguson : Instructions :
her is for the rater again

Submitted to Reviewing Official : 9/4/2009 10:59 AM : Marcus Kozak
Return to Rating Official : 9/4/2009 10:57 AM : Sarah Ferguson : Instructions :
here is the comments for checking the history

Submitted to Reviewing Official : 9/4/2009 10:55 AM : Marcus Kozak
In Progress : 9/4/2009 10:54 AM : Marcus Kozak

Figure 9-3: Performance Appraisal Form – Pay Pool Data Administrator

2. Review the *Performance Element Rating* for the employee and supporting rationale.
3. Record the reason for changing the rating if you make a change to the *Performance Element Rating* for the employee, and click the **Save** button. **Note:** You can only do this if the status is “Submitted to Panel,” and the data has not been downloaded into the CWB for panel deliberations.
4. If the appraisal was submitted to the panel by mistake, click the **Return to Reviewing Official by Panel** or **Return to Sub Pay Pool Manager by Panel** button.

9.4 Assign Employee(s) to Supervisor

To Assign Employee(s) to Supervisor click the **Assign Employees to Supervisor** option from the Navigation Bar.

1. PRT displays the *Assign Employee(s) to Supervisor* screen which contains a **Role** drop down list, **Supervisor** drop down list, and **Employee Names**.

Performance Rating Tool
Version 1.01.0

Assign Employee(s) to Supervisor

Pay Pool: PP001
Role: Rating Official
Supervisor: Bethune, Thomas

Employee Name	Employee Name	Employee Name
<input checked="" type="checkbox"/> Adams, Adam	<input checked="" type="checkbox"/> Adkins, Shane	<input checked="" type="checkbox"/> Arie, Josiah
<input checked="" type="checkbox"/> Barista, Rosie	<input checked="" type="checkbox"/> Barkman, Paul	<input checked="" type="checkbox"/> Bethune, Thomas
<input checked="" type="checkbox"/> Bloom, Shelton	<input checked="" type="checkbox"/> Bossman, Joe	<input checked="" type="checkbox"/> Bowling, Mike
<input checked="" type="checkbox"/> Brock, Sally	<input checked="" type="checkbox"/> Brown, Betty	<input checked="" type="checkbox"/> Brown, Darlene
<input checked="" type="checkbox"/> Burkhardt, Dean	<input checked="" type="checkbox"/> Burkhardt, Dean	<input checked="" type="checkbox"/> Burns, Ian
<input checked="" type="checkbox"/> Burns, Jacob	<input checked="" type="checkbox"/> Burroughs, Janice	<input checked="" type="checkbox"/> Cage, Nicholas
<input checked="" type="checkbox"/> Carlin, George	<input checked="" type="checkbox"/> Charity, Eleanor	<input checked="" type="checkbox"/> Christmas, Michelle
<input checked="" type="checkbox"/> Coates, Owen	<input checked="" type="checkbox"/> Coles, Bartholomew	<input checked="" type="checkbox"/> Combs, Shawn
<input checked="" type="checkbox"/> Connery, Fred	<input checked="" type="checkbox"/> Connery, Sean	<input checked="" type="checkbox"/> Cooper, Julia
<input checked="" type="checkbox"/> Crewe, Carla	<input checked="" type="checkbox"/> Cricket, Harry	<input checked="" type="checkbox"/> Cricket, Jessie
<input checked="" type="checkbox"/> Cricket, Ned	<input checked="" type="checkbox"/> Cricket, Sally	<input checked="" type="checkbox"/> Cricket, Susan
<input checked="" type="checkbox"/> Cricket, Toothless	<input checked="" type="checkbox"/> Cricket Jr, Jimmy	<input checked="" type="checkbox"/> Cricket TESTING FOR DM, Mark
<input checked="" type="checkbox"/> David, Lisa	<input checked="" type="checkbox"/> Davidson, Tonya	<input checked="" type="checkbox"/> Dewey, David
<input checked="" type="checkbox"/> Dickmeyer, Lynn	<input checked="" type="checkbox"/> DiFranco, Martin	<input checked="" type="checkbox"/> Downs, Joanne
<input checked="" type="checkbox"/> Downs, Joanne	<input checked="" type="checkbox"/> Dwyer, Greg	<input checked="" type="checkbox"/> Dwyer, Greg
<input checked="" type="checkbox"/> Employee, Demo	<input checked="" type="checkbox"/> Enright, Bill	<input checked="" type="checkbox"/> Fain, Collin
<input checked="" type="checkbox"/> FARDANESH, sohi	<input checked="" type="checkbox"/> FARDANESH, sohi	<input checked="" type="checkbox"/> FARDANESH, sohi
<input checked="" type="checkbox"/> Farmer, Jewel	<input checked="" type="checkbox"/> Ferguson, Sarah	<input checked="" type="checkbox"/> Flynn, Katie
<input checked="" type="checkbox"/> Flynn, Trish	<input checked="" type="checkbox"/> Fox, Michael	<input checked="" type="checkbox"/> Fox, Michael
<input checked="" type="checkbox"/> Furness, Frank	<input checked="" type="checkbox"/> Garfield, George	<input checked="" type="checkbox"/> Gibrar, Calek
<input checked="" type="checkbox"/> Giovanni, Marie	<input checked="" type="checkbox"/> Griffin, Chris	<input checked="" type="checkbox"/> Gunter, Mary
<input checked="" type="checkbox"/> Gunter, Mary	<input checked="" type="checkbox"/> Harris, Freddie	<input checked="" type="checkbox"/> Hawkins, Al
<input checked="" type="checkbox"/> Henderson, Sheila	<input checked="" type="checkbox"/> Hewitt, Sally	<input checked="" type="checkbox"/> Hoang, Tony
<input checked="" type="checkbox"/> Holland, Cherry	<input checked="" type="checkbox"/> Hollenbeck, Kevin	<input checked="" type="checkbox"/> Holloway, Bobbi
<input checked="" type="checkbox"/> Holmes, Tim	<input checked="" type="checkbox"/> Homaa, Sweathome	<input checked="" type="checkbox"/> House, Payne
<input checked="" type="checkbox"/> howard, john	<input checked="" type="checkbox"/> Howard, Maximus	<input checked="" type="checkbox"/> Hughes, Wayne
<input checked="" type="checkbox"/> Jackson, Iris	<input checked="" type="checkbox"/> Jensen, Herbert	<input checked="" type="checkbox"/> Johnson, Mickey
<input checked="" type="checkbox"/> Johnson, Steve	<input checked="" type="checkbox"/> kahkashan, sohella	<input checked="" type="checkbox"/> Keaton, Larry
<input checked="" type="checkbox"/> Keeling, Melanie	<input checked="" type="checkbox"/> Kelly, Eugene	<input checked="" type="checkbox"/> Khein, Annie
<input checked="" type="checkbox"/> Kidd, Jason	<input checked="" type="checkbox"/> Klein, Thomas	<input checked="" type="checkbox"/> Knauss, Martin
<input checked="" type="checkbox"/> Kozak, Marcus	<input checked="" type="checkbox"/> Lam, Linda	<input checked="" type="checkbox"/> Lazoro, Martha
<input checked="" type="checkbox"/> Lewis, Kirk	<input checked="" type="checkbox"/> Logan, Kecia	<input checked="" type="checkbox"/> Madison, George
<input checked="" type="checkbox"/> mahnad, roya	<input checked="" type="checkbox"/> mahnad, roya m	<input checked="" type="checkbox"/> Martin, Jessica
<input checked="" type="checkbox"/> Martin, Ricky	<input checked="" type="checkbox"/> Maynard, William	<input checked="" type="checkbox"/> McKnight, Cassandra
<input checked="" type="checkbox"/> Meltzer, Gerard	<input checked="" type="checkbox"/> Mercer, Joanne	<input checked="" type="checkbox"/> Meyers, Mikey
<input checked="" type="checkbox"/> Montana, Hanah	<input checked="" type="checkbox"/> Morales, Hector	<input checked="" type="checkbox"/> Morris, Edna
<input checked="" type="checkbox"/> Morris, Todd	<input checked="" type="checkbox"/> Murphy, Betty	<input checked="" type="checkbox"/> naser, bill
<input checked="" type="checkbox"/> Nash, Jessica	<input checked="" type="checkbox"/> Newman, Paul	<input checked="" type="checkbox"/> Newton, Abraham
<input checked="" type="checkbox"/> OConnor, Michael	<input checked="" type="checkbox"/> Olinski, Oscar	<input checked="" type="checkbox"/> Parker, Sarah
<input checked="" type="checkbox"/> Parsons, Ray	<input checked="" type="checkbox"/> Peake, Mark	<input checked="" type="checkbox"/> Placeholder, Joe
<input checked="" type="checkbox"/> Qinglan, Mark	<input checked="" type="checkbox"/> Rodino, Chris	<input checked="" type="checkbox"/> Roper, John jr
<input checked="" type="checkbox"/> Roper, Nick	<input checked="" type="checkbox"/> Simpson, Burton	<input checked="" type="checkbox"/> Singletary, Shannon
<input checked="" type="checkbox"/> Slick, Leonard	<input checked="" type="checkbox"/> Smith, Joe	<input checked="" type="checkbox"/> Smith, Lana
<input checked="" type="checkbox"/> Smith, Patti	<input checked="" type="checkbox"/> Smith, Stubby	<input checked="" type="checkbox"/> Smyth, Guy
<input checked="" type="checkbox"/> Stamos, John	<input checked="" type="checkbox"/> stevenson, bill	<input checked="" type="checkbox"/> stevenson, vans
<input checked="" type="checkbox"/> stevenson, vans	<input checked="" type="checkbox"/> stevenson, vans	<input checked="" type="checkbox"/> stevenson, vans
<input checked="" type="checkbox"/> stevenson, vans	<input checked="" type="checkbox"/> stevenson, vans	<input checked="" type="checkbox"/> stevenson, vans
<input checked="" type="checkbox"/> stevenson, vans	<input checked="" type="checkbox"/> Stewart, Micheal	<input checked="" type="checkbox"/> Stewart, Theresa
<input checked="" type="checkbox"/> Super, Ed	<input checked="" type="checkbox"/> Thomas, Isaah	<input checked="" type="checkbox"/> Thomas, Isaah
<input checked="" type="checkbox"/> Thompson, Douglas	<input checked="" type="checkbox"/> Thompson, Douglas	<input checked="" type="checkbox"/> Thompson, Douglas
<input checked="" type="checkbox"/> Thompson, Douglas	<input checked="" type="checkbox"/> tippen, Bill	<input checked="" type="checkbox"/> Tippin, Bill f
<input checked="" type="checkbox"/> Tippin, Bill f	<input checked="" type="checkbox"/> Tippin, Bill LLL	<input checked="" type="checkbox"/> Tran, Tran
<input checked="" type="checkbox"/> Tran, Tran	<input checked="" type="checkbox"/> Uster, Ryan	<input checked="" type="checkbox"/> Verma, Dinesh
<input checked="" type="checkbox"/> verma, dinesh	<input checked="" type="checkbox"/> Waldorf, Henry	<input checked="" type="checkbox"/> Walls, Donna
<input checked="" type="checkbox"/> West, Alex	<input checked="" type="checkbox"/> white, bonnie	<input checked="" type="checkbox"/> White, Carl
<input checked="" type="checkbox"/> White, Jason	<input checked="" type="checkbox"/> White, Maggie	<input checked="" type="checkbox"/> White, Paul
<input checked="" type="checkbox"/> White, Rose	<input checked="" type="checkbox"/> White, Yellow	<input checked="" type="checkbox"/> Williams, Ronald
<input checked="" type="checkbox"/> Wolf, Doug	<input checked="" type="checkbox"/> worksman 2, jin	<input checked="" type="checkbox"/> Wottring, James
<input checked="" type="checkbox"/> Wottring, James	<input checked="" type="checkbox"/> Wright, Marcus	

Select All Unselect All Reset Assign

Figure 9-4: Assign Employee(s) to Supervisor – Pay Pool Data Administrator

2. Select one of the following from the **Role** drop down list:
 - Pay Pool Manager
 - Sub Pay Pool Manager
 - Reviewing Official
 - Rating Official
3. Select a supervisor from the **Supervisor** drop-down list.
4. PRT displays a list of employees when you select from the drop down list a supervisor for a specific role.
5. The PRT displays the employees with a check box disabled for employees who are already assigned to the selected supervisor for the selected role, and enabled for employees who are not assigned to the supervisor for the selected role.
6. Filter the list of displayed employees by organization.
7. The PRT refreshes the display of employees based on selected organization.
8. Select employee (s) from the displayed list, or “Select All,” and click the **Assign** button or **Reset** button to cancel the assignment.
9. The PRT updates the selected employee records by assigning the selected Supervisor in the selected supervisory role for the employees.

9.5 Assign Supervisor(s) to Employee

1. To assign supervisor(s) to employee, click the **Assign Supervisors to Employee** option from the Navigation Bar.
2. The PRT displays the *Search Employee* screen.
3. Enter the search criteria, and click the **Search** button.

The screenshot displays the 'Performance Rating Tool' interface. At the top left is the HHRSS logo with the tagline 'Flexibility. Accountability. Results.' and 'Public Health Human Resource System'. Below this is the 'PAY POOL PROCESS SYSTEM' header. The main content area is titled 'Performance Rating Tool Version 1.0.1.5' and 'Search Employee'. A navigation menu on the left includes 'JENNIFER CONRAD', 'Logoff', 'Pay Pool Data Adm', and several options, with 'Assign Supervisors to Employee' highlighted in green. The search area contains the following fields and options:

- Employee ID:
- Last Name:
- First Name:
- Position/Occupation:
- Duty Station - City:
- Demo: (Optional) Non-Demo: (Optional)
- Buttons: Search, Reset

Figure 9-5: Assign Supervisor(s) to Employee – Pay Pool Data Administrator

- PRT displays the list of employee records that meet the search criteria.

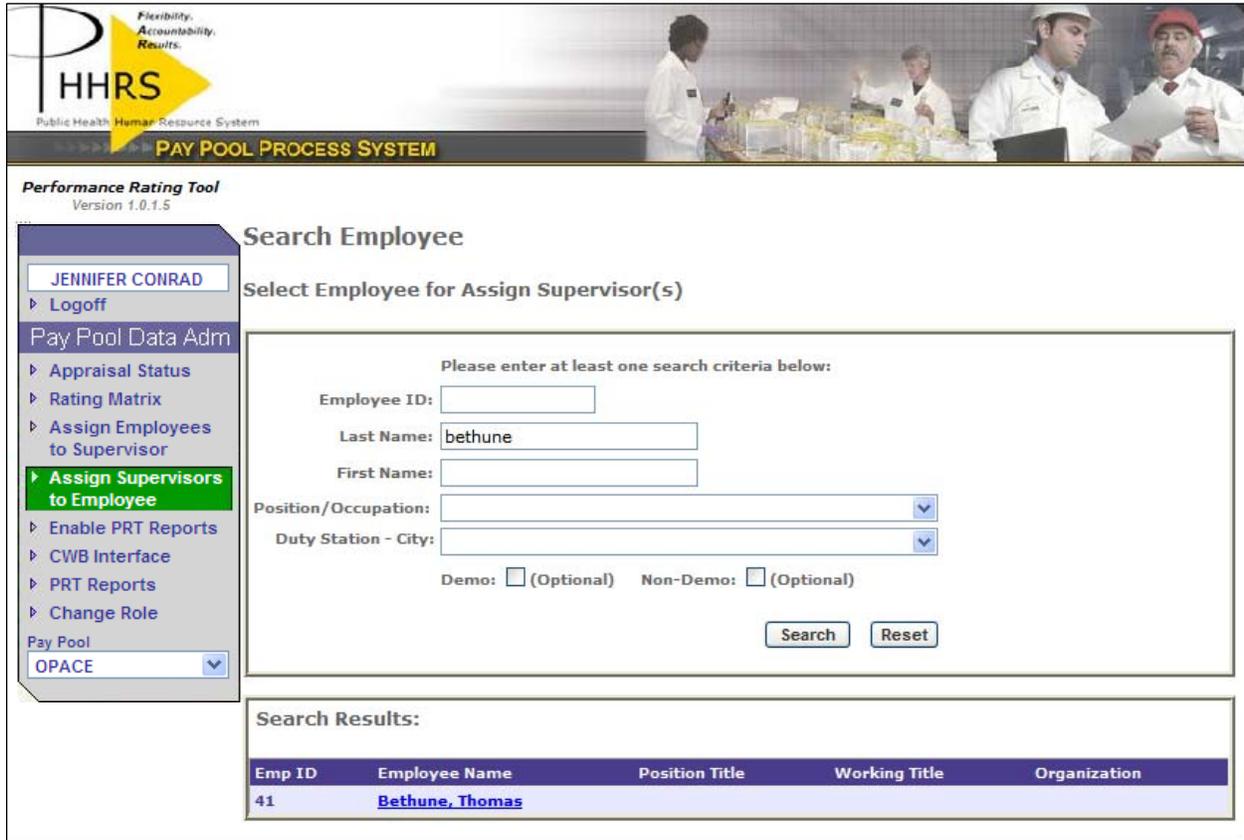


Figure 9-6: List of Employee Records Which Meet Your Search Criteria

- Select an **Employee Name**.
- PRT displays the *Assign Supervisor(s) to Employee* screen which contains Employee Name and currently assigned **Rating Official**, **Reviewing Official**, **Sub Pay Pool Manger** and **Pay Pool Manager** with capability to change by selecting another official from the drop down list.



Figure 9-7: Assign Supervisor (s) to Employee

7. Select **Rating Official, Reviewing Official, Sub Pay Pool Manger** and **Pay Pool Manager** you want to assign to the employee.
8. Click the **Submit** button.

9.6 Enable PRT Reports – Pay Pool Data Administrator

PRT allows the Pay Pool Data Administrator to enable/disable the printing of employee performance appraisal and Employee Notice reports or package for their assigned pay pool.

1. Select **Pay Pool** from the Navigation Bar.
2. Select **Enable PRT Reports** from the Navigation Bar.
3. PRT displays the “Enable Employee Appraisal PRT Reports- Pay Pool Data Administrator ” screen:



Figure 9-8: Enable PRT Reports

4. Click the check box to authorize the printing of performance appraisal and Employee Notice Report. Note: The system will allow enabling only if the CWB certification date is displayed.

Click the **Submit** button.

9.7 CWB Interface – Download Employee Data

1. Click the **CWB Interface** option from the Navigation Bar.
2. PRT displays the **CWB Interface-Pay Pool Data Administrator** screen, providing the capability to download employee data from PRT for CWB or upload data extracted from CWB.

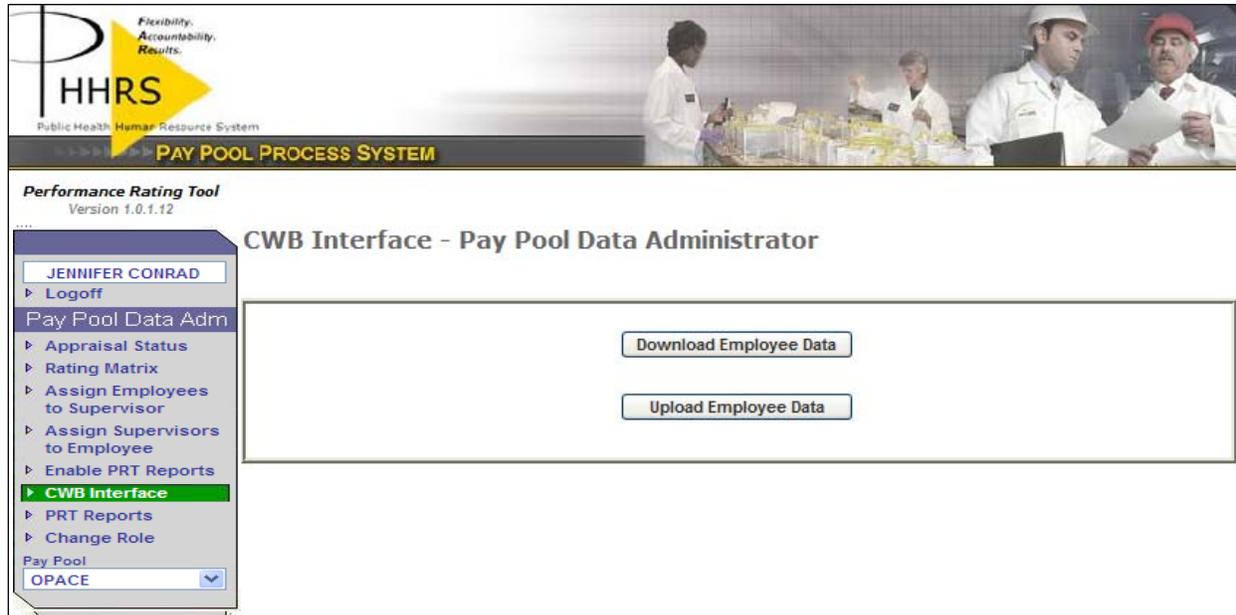


Figure 9-9: CWB Interface – Pay Pool Data Administrator

3. Click on “Download Employee Data” button, and you will see the following screen:

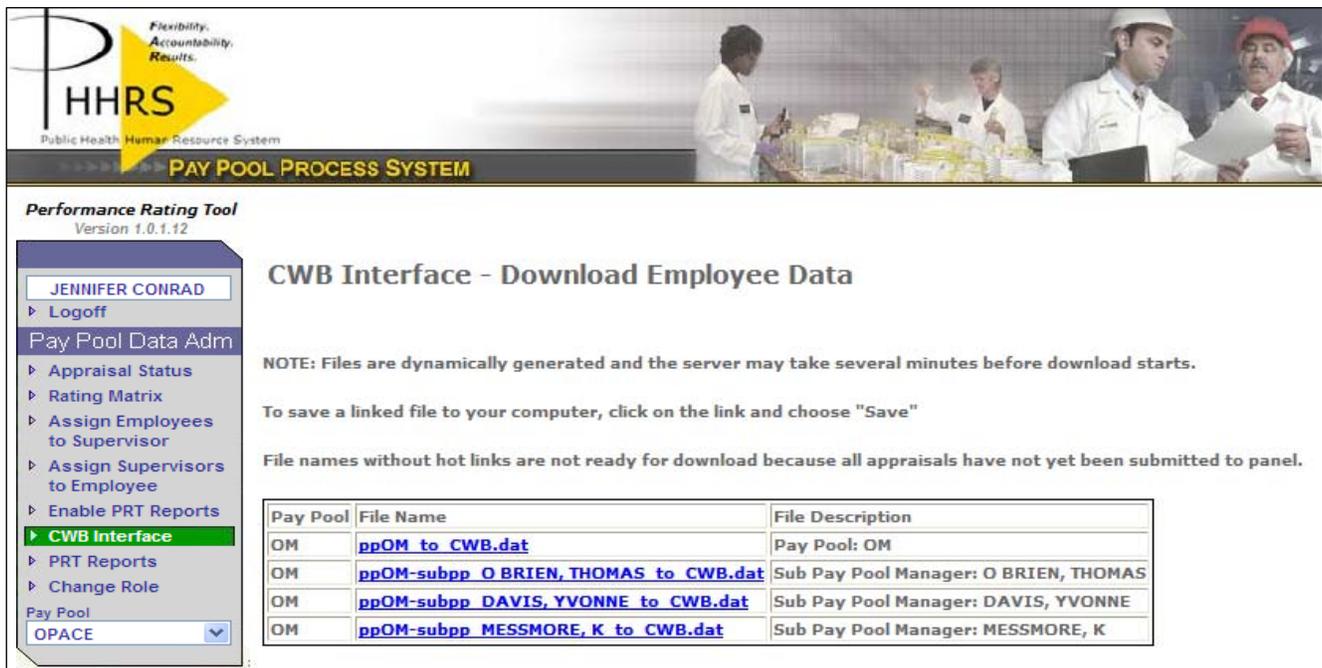


Figure 9-10: Download Employee Data – Pay Pool Data Administrator

4. PRT has pre-defined file names for PRT data extract for Pay Pool and Sub Pay Pools if applicable.

5. PRT informs the user that the files are automatically generated and the server may take several minutes to do so. **Note: Do not get impatient and try again.**
6. Select the filename with a hotlink from the **File Name** column into which you want the data to be downloaded. Selection of filename is based on your role in the panel:
 - a. If you are a Pay Pool Data Administrator you will select the filename for the Pay Pool.
 - b. If you are Sub Pay Pool Data Administrator, you will select the filename for your Sub Pay Pool Manager.
7. To save a selected file to your computer, use the right mouse button and click on the link and select the **Save** button.
8. Verify that the file is in the specified folder on your hard drive.

9.8 CWB Interface – Upload Employee Data

1. Click the **CWB Interface** option from the Navigation Bar.
2. PRT displays the **CWB Interface-Pay Pool Data Administrator** screen, providing the capability to download employee data from PRT for CWB or upload data extracted from CWB.
3. Select **“Upload Employee Data.”**
4. The **Upload Employee Data** screen is displayed providing the capability to browse to select file for upload.

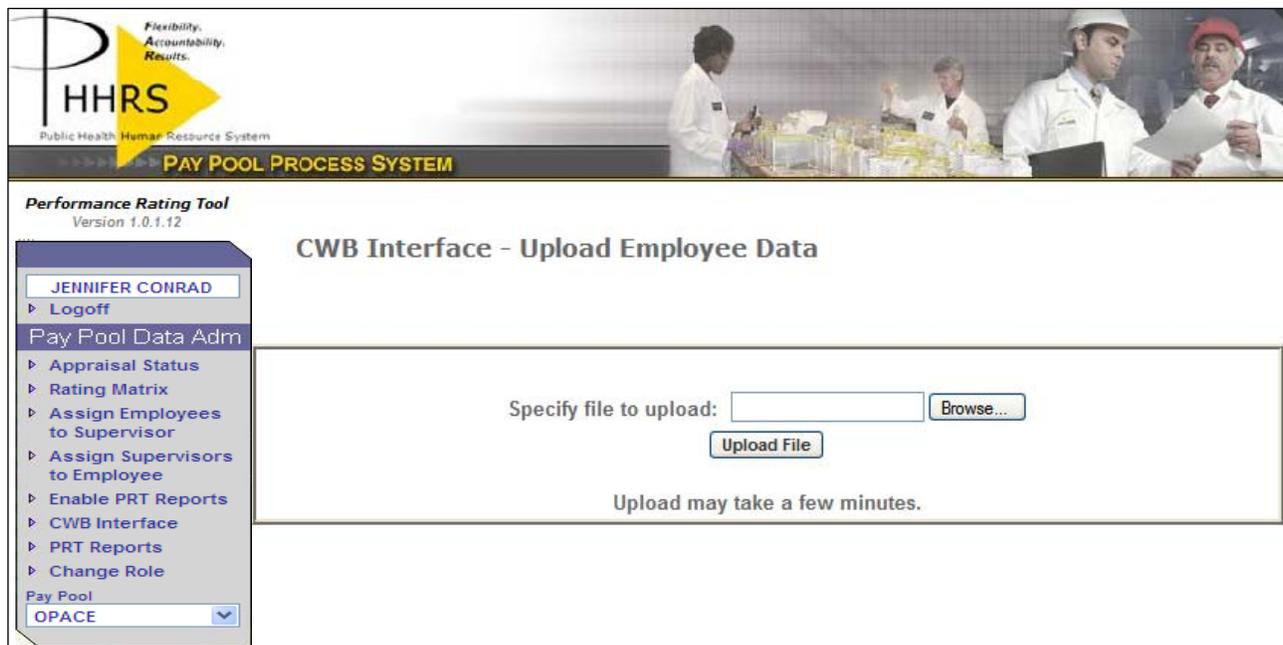


Figure 9-11: Upload Employee Data Browser Screen

5. Browse to select export file created from CWB, and click the **Upload File** button.
6. The exported CWB data is loaded into the PRT.

7. Compare the uploaded PRT data for randomly selected employees to the data for the same employees in the CWB tool to ensure that there are no discrepancies.

9.9 PRT Reports – Pay Pool Data Administrator

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee’s performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to a given pay pool. In addition the PRT provides the capability to print both reports together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of “Final Submitted.”

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the “Select Report-Pay Pool Data Administrator” screen shown below:

The screenshot displays the 'Performance Rating Tool' interface. At the top left is the HHRIS logo with the tagline 'Flexibility, Accountability, Results.' and 'Public Health Human Resource System'. Below this is the 'PAY POOL PROCESS SYSTEM' header. The main content area is titled 'Select Report Pay Pool Data Administrator'. On the left is a navigation menu for 'JENNIFER CONRAD' with options like 'Logoff', 'Pay Pool Data Adm', 'Appraisal Status', 'Rating Matrix', 'Assign Employees to Supervisor', 'Assign Supervisors to Employee', 'Enable PRT Reports', 'CWB Interface', 'PRT Reports' (highlighted), 'Change Role', and 'Pay Pool'. The main form contains the following fields:

- Report: PRT-RPT-08 Employee Notice
- Pay Pool: OM
- Sub Pay Pool: All Sub Pay Pools
- Supervisor Role: Any Supervisor Role
- Supervisor: N/A
- Employee: All Employees

A 'Submit' button is located at the bottom right of the form.

Figure 9-12: PRT Reports- Pay Pool Data Administrator

9.9.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- Rating official screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.



Figure 9-13: RPT-08-Employee Notice- Pay Pool Data Administrator

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

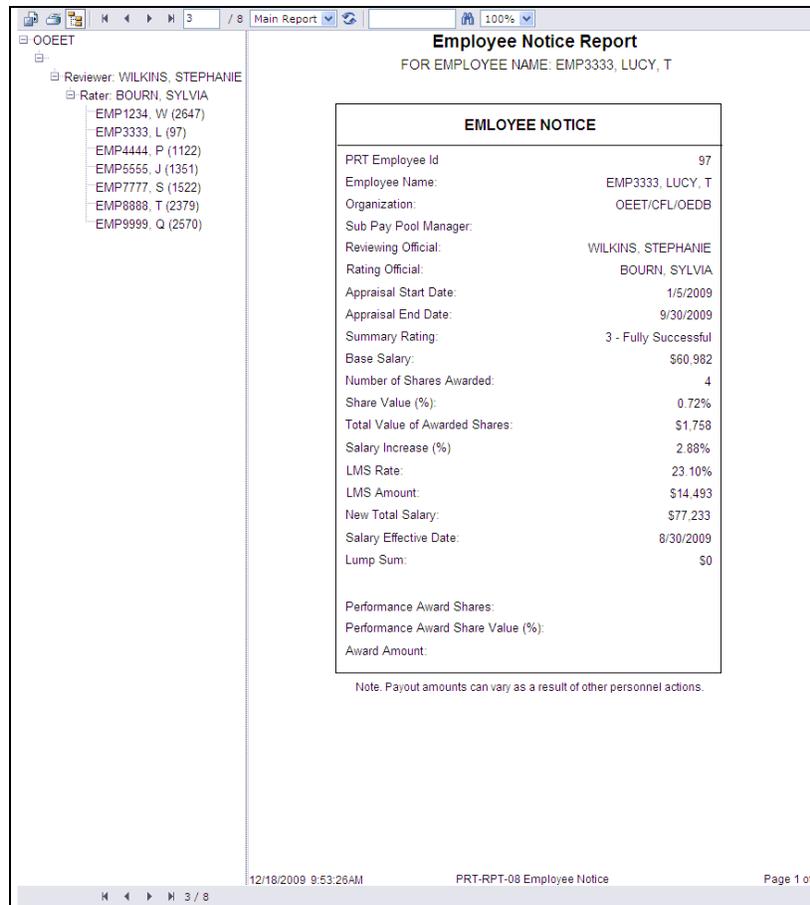


Figure 9-14: RPT-08-Employee Notice Ungrouped Pay Pool- Pay Pool Data Administrator

9.9.2 Generate PRT-RPT-09 Performance Appraisal

1. Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- Rating official screen.
2. PRT refreshes the screen to display the *Performance Appraisal Report*.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

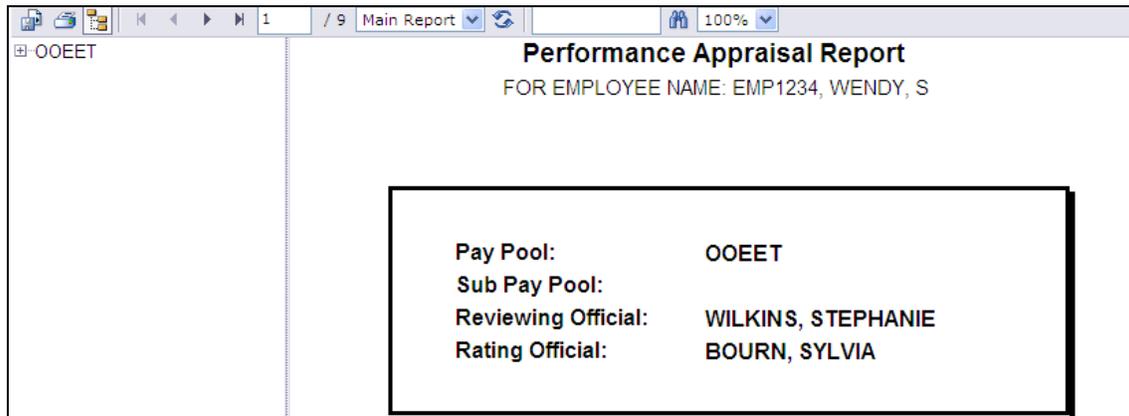


Figure 9-15: RPT-09-Performance Appraisal-Pay Pool Data Administrator

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 9-16: RPT-09-Performance Appraisal Ungrouped Pay Pool-Pay Pool Data Administrator

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID	97	APPRaisal PERIOD	From: 1/5/2009	To: 9/30/2009	
NAME	EMP3333, LUCY, T	PAY BAND	Band 4		
POSITION TITLE	HUMAN RESOURCES SPECLST (HR DVLPMT)	ORGANIZATION	OEET/CFL/OEDB		
CAREER PATH	Administrative, Professional, and Scientific	DUTY STATION	BELTSVILLE, MD		
SUMMARY LEVEL RATING		3 - Fully Successful			
PERFORMANCE ELEMENTS		APPRaisal UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager. Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership. Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony	<input type="checkbox"/>	1		

Figure 9-17: Performance Appraisal Report- Pay Pool Data Administrator

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

9.9.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- Rating official screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 9-18: RPT-10-Employee Appraisal Package- Pay Pool Data Administrator

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.

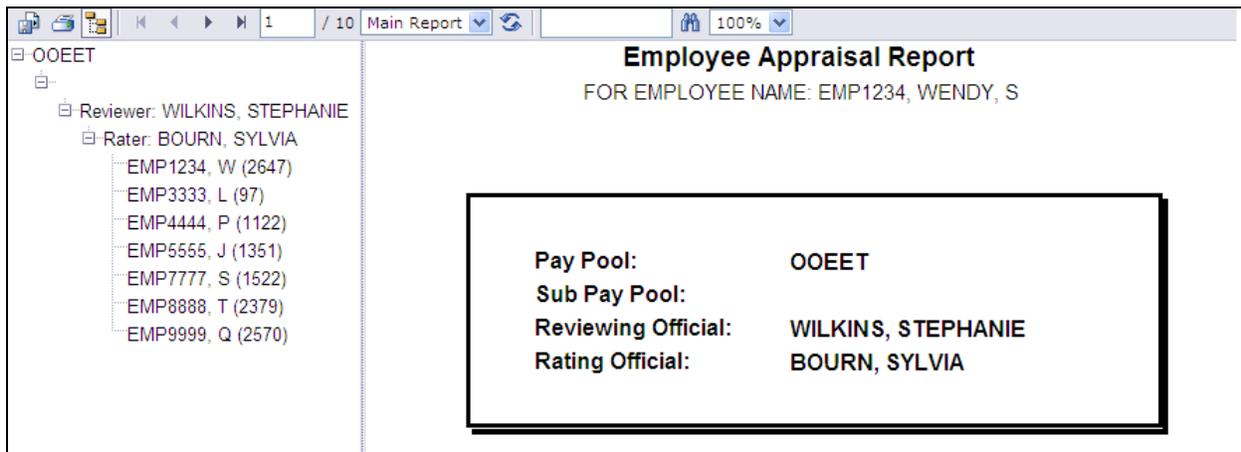


Figure 9-19: RPT-10-Employee Appraisal Package- Pay Pool Data Administrator

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 9-14 and 9-17)
6. If the reports have not been enabled by the Pay Pool Data Administrator , the following message is displayed on the screen:

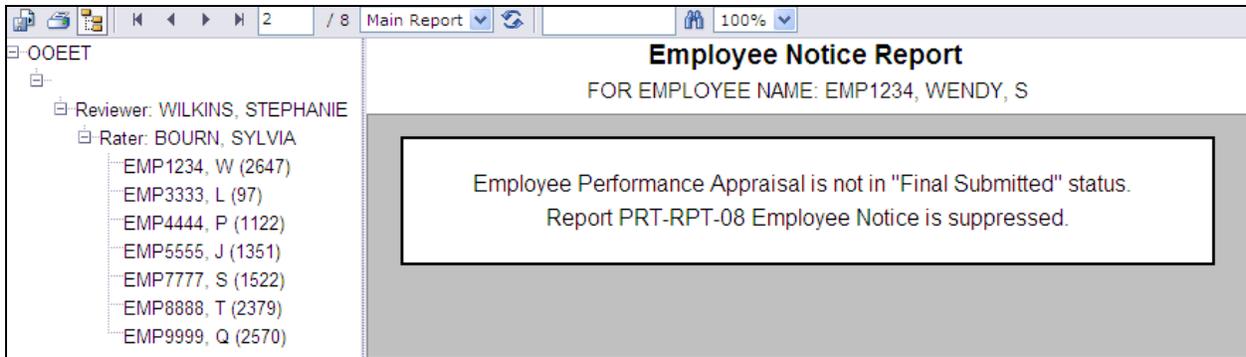


Figure 9-20: Report Unable to Print- Appraisal Not in Final Submitted Status

9.10 Change Role - Pay Pool Data Administrator

PRT allows the Pay Pool Data Administrator to temporarily change their role to another PRT user role.

1. Select **Pay Pool** from the Navigation Bar.
2. Select the **Change Role** option from the Navigation Bar.
3. PRT displays your current role in the Navigation Bar and provides the capability to select a PRT user role and name of person whose role you want to assume to complete his responsibilities in the PRT.

The screenshot shows the PRT interface for the 'Change Role - Pay Pool Data Administrator' function. At the top, there is a banner for 'HHRS Public Health Human Resource System' with the tagline 'Flexibility, Accountability, Results.' and a background image of four people in white lab coats. Below the banner is the 'PAY POOL PROCESS SYSTEM' title. The main content area is titled 'Change Role - Pay Pool Data Administrator' and contains a form with two dropdown menus: 'Role:' set to 'Rating Official' and 'Name:' set to 'Bethune, Thomas'. A 'Submit' button is located below the form. On the left side, there is a navigation menu for 'Performance Rating Tool Version 1.0.1.9' with the user 'JENNIFER CONRAD'. The menu items include 'Logoff', 'Pay Pool Data Adm', 'Appraisal Status', 'Rating Matrix', 'Assign Employees to Supervisor', 'Assign Supervisors to Employee', 'Enable PRT Reports', 'CVB Interface', 'PRT Reports', and 'Change Role' (which is highlighted in green). Below the menu is a 'Pay Pool' dropdown menu set to 'OPACE'.

Figure 9-21: Change Role – Pay Pool Data Administrator

4. Select the **Role** and **Employee Name**, and then click the **Submit** button.
5. PRT displays the refreshed screen with the role and user name that you have assumed in the Navigation Bar and the list of employees that report to the user whose role you have assumed.

Performance Rating Tool
Version 1.0.1.5

Employee Performance Appraisal Status - Rating Official

Select Employee

Emp ID	Employee Name	Position Title	Working Title	Status	Summary Rating
29	Giovanni, Marie	Human Resources	Supervisory Inspector	Not Started	
30	Nash, Jessica	Human Resources	Supervisory Inspector	Not Started	
31	Burroughs, Janice	Human Resources	Meat Inspector	Not Started	

Figure 9-22: Refreshed Screen with Assumed User Role and Name – Pay Pool Data Administrator

6. To return to your original role, click the **Revert Role** button.
7. PRT displays the refreshed screen with your user name.

10. HUMAN RESOURCES DATA ADMINISTRATOR

The section provides guidance for the HR Data Administrator on how to use the PRT to search for an employee record to update employee data or add non-demo employee record in the PRT. As the HR Data Administrator you can use the PRT to monitor the progress of the performance appraisals for an employee in any Pay Pool, and use the ratings matrix to review the performance ratings of employees for fair consideration, and consistency across the Pay Pool.

The following options appear in the Navigation Bar after you have successfully logged in: **Search Employee**, **Add Employee**, **Modify Employee**, **PRT Reports**, **NFC PAT Interface**, and **Change Role**.

- The **Search Employee** option provides a data entry form to enter search criteria for look-up of an employee record (s) that match the search criteria.
- The **Modify Employee** option provides the capability to update or delete an employee record in the PRT database.
- The **Add Employee** option provides the capability to add a non-demo employee to the PRT database.
- The **NFC PAT Interface** option provides the capability to generate Personell Action Transactions for review and transfer to the NFC server.
- The **PRT Reports** option provides the capability to generate and print Employee Notice, Performance Appraisal, and Employee Appraisal Package reports.
- The **Change Role** option provides the capability to assume the role assigned to another PRT user for the purpose of executing their responsibilities in their absence.

10.1 Search Employee

After a successful log-in:

1. The PRT displays the *Search Employee* screen, and the data entry for search criteria.

The screenshot shows the 'Search Employee' screen within the 'Performance Rating Tool' (Version 1.0.1.8). The user is logged in as 'SUSAN BOWEN' with the role of 'HR Administrator'. The search criteria section includes the following fields and options:

- Employee ID:
- Last Name:
- First Name:
- Position/Occupation:
- Duty Station - City:
- Demo: (Optional)
- Non-Demo: (Optional)
- Buttons: Search, Reset

Figure 10-1: Search Employee

2. Enter the search criteria, and click the **Search** button.

Note: The search employee screen has embedded a wild card feature that allows you to expand your search criteria to anywhere in the corresponding field value for First Name, Last Name, and Position Title. For example, if you enter a partial last name, PRT will search the beginning, middle, and end of the last name for that text.

3. The PRT displays the following message if no employee records matched the criteria.
4. PRT displays the list of employee records that meet the search criteria if records are found.

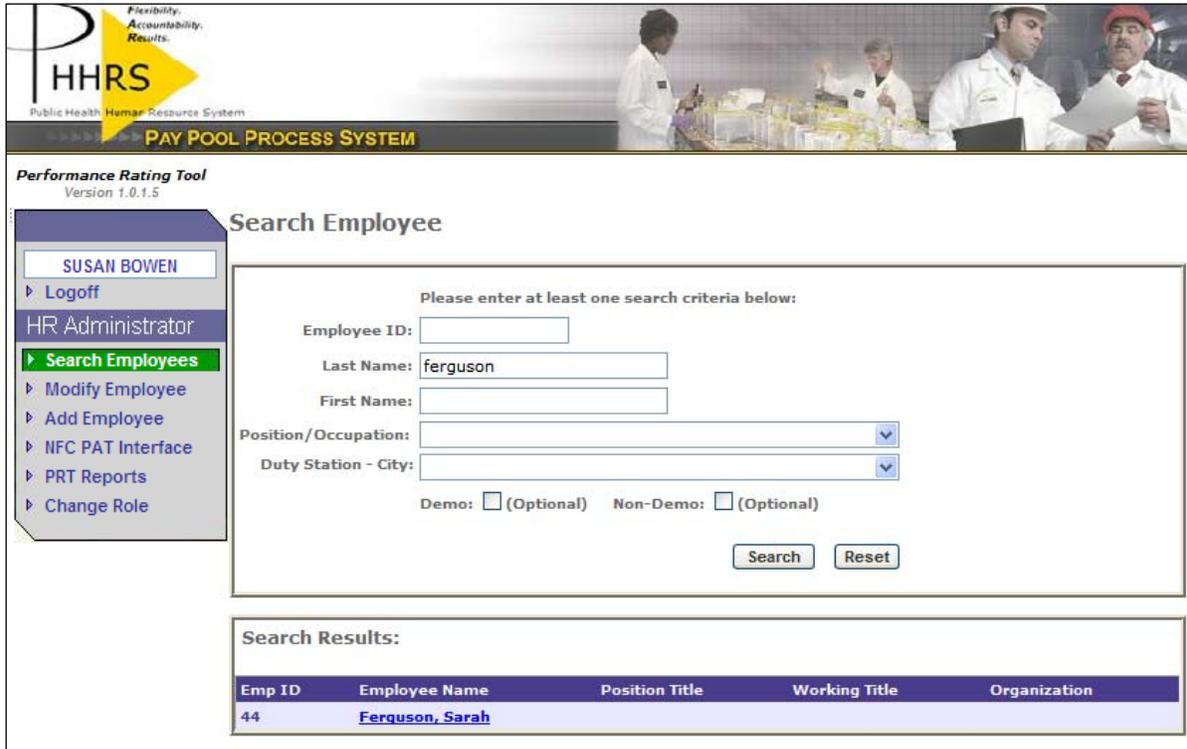


Figure 10-2: Employee Records Found

5. Select an **Employee Name**.

10.2 Modify Employee

This function supports the HR Administrator to modify or delete an employee record.

1. The PRT searches for the employee record(s) and displays the following screen:

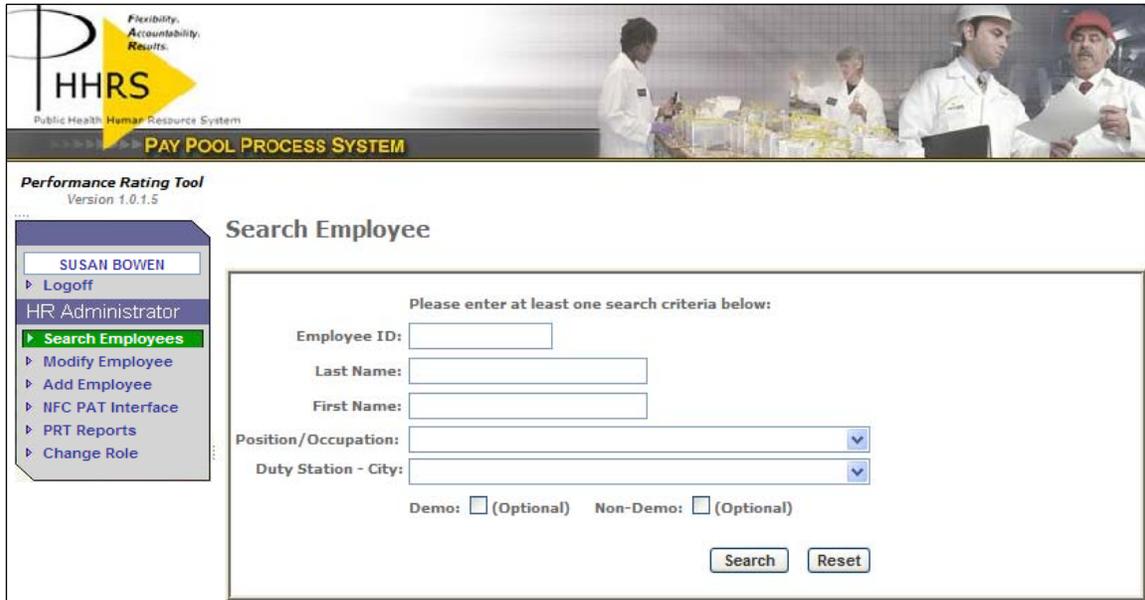


Figure 10-3: Modify Employee Search.

OR

2. Enter at least one search criteria and click the **Search** button.
3. A list of records for the search criteria you entered should appear:

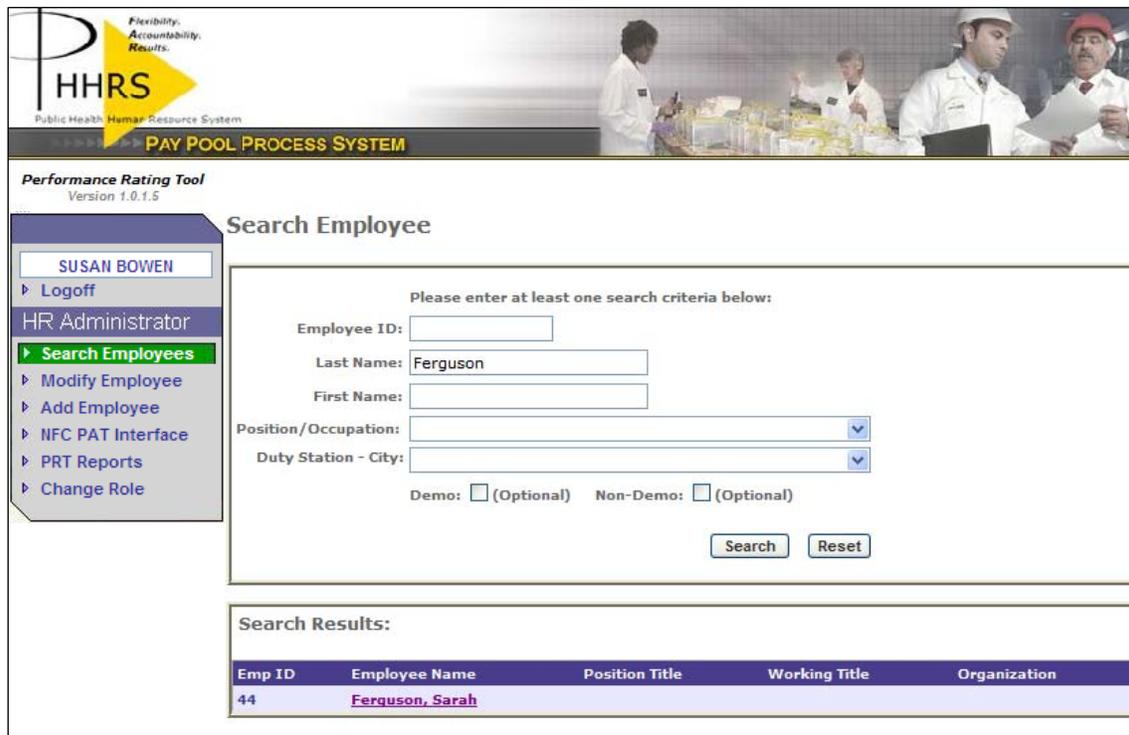


Figure 10-4: List of Employee Search

- Select the employee's name you want to modify. The employee's information screen should appear:

Performance Rating Tool
Version 1.0.1.14

Modify or Delete Employee Record - HR Data Administrator

Employee Information

Demo:

Pay Pool: OM

Employee ID: 3014

Last Name: Mahnad

First Name: Roya

Middle Name:

SSN (Last 4 Digits): 0958

Start Date: 01/01/0001

End Date: 01/01/0001

Position Title:

Working Title:

Pay Band:

Pay Band Entry Date: 01/01/0001

Career Path/Career Group:

Position/Occupation:

Base Salary: 0.00

Locality:

Staffing Supplement:

Pay Rate Determinant:

Organization: Accounts Payable Management Branch

Duty Station - State:

Duty Station - City:

For Supervisory Level Only:

Login Name: RMahnad

E-Authentication ID:

Modify Delete Cancel

Figure 10-5: Employee Information

- Enter the employee data and click the **Modify** button. If you want to remove the employee's record, click the **Delete** button.
- The PRT saves the modifications.

10.3 Add Employee

This PRT function supports the HR Data Administrator's ability to add a non-demo employee to the PRT database.

- Select **Add Employee** option from the navigation bar.
- PRT displays data entry fields for recording employee data as shown in the following screen:

Performance Rating Tool
Version 1.0.1.14

SUSAN BOWEN
 ▶ Logoff
 HR Administrator
 ▶ Search Employees
 ▶ Modify Employee
 ▶ **Add Employee**
 ▶ NFC PAT Interface
 ▶ PRT Reports
 ▶ Change Role

Add a New Employee Record - HR Data Administrator

Employee Information

Demo:

Pay Pool:

Employee ID:

Last Name:

First Name:

Middle Name:

SSN [Last 4 Digits]:

Start Date:

End Date:

Position Title:

Working Title:

Pay Band:

Pay Band Entry Date:

Career Path/Career Group:

Position/Occupation:

Base Salary:

Locality:

Staffing Supplement:

Pay Rate Determinant:

Organization:

Duty Station - State:

Duty Station - City:

For Supervisory Level Only:

Login Name:

E-Authentication ID:

Figure 10-6: Add Employee

3. Enter the employee data, and click the **Save** button.
4. The PRT saves the employee record.

10.4 NFC PAT Interface

This function supports the HR Administrator to generate and send PAT transactions to NFC. The steps below are repeated for each type of transaction

1. Select **NFC PAT Interface** from the Navigation Bar.
2. PRT displays the NFC Transaction Interface screen:

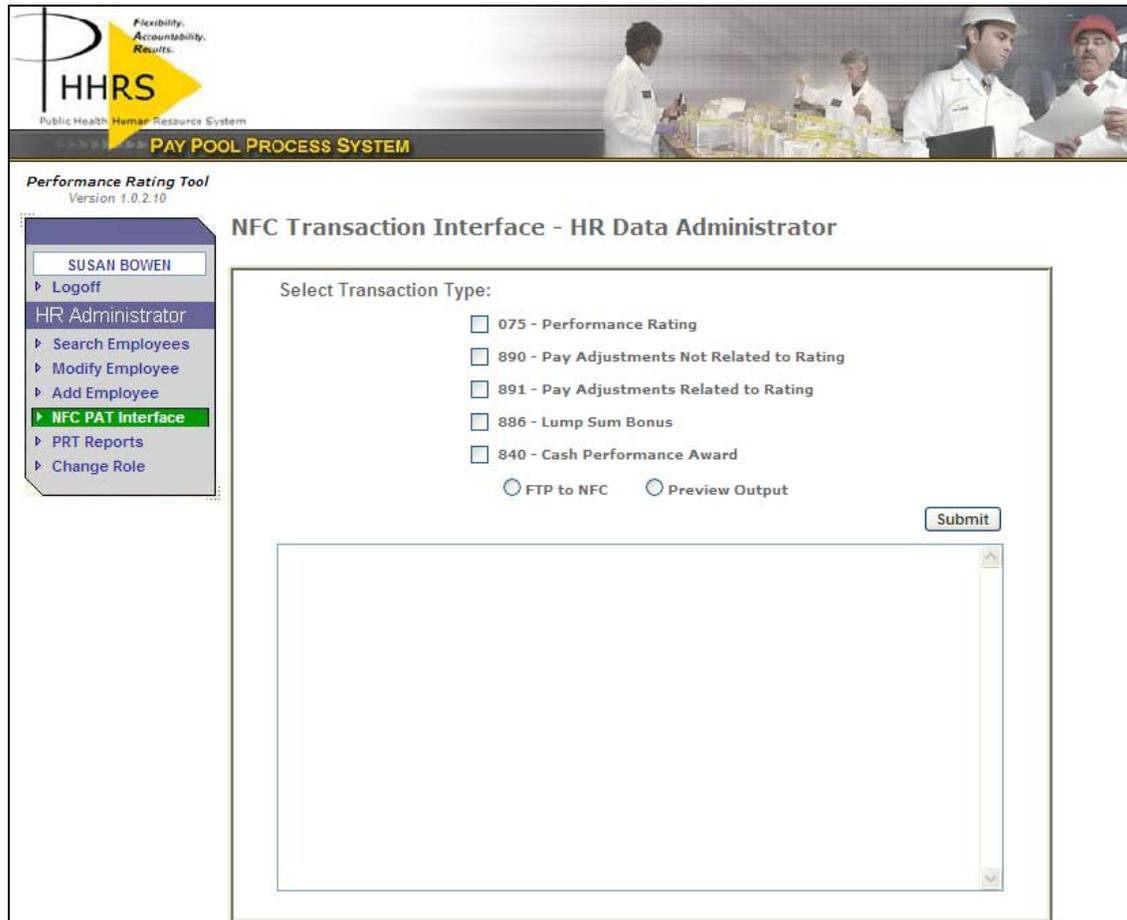


Figure 10-7: NFC PAT Interface-HR Data Administrator

3. Select the transaction you want to generate. **Note:** you may only select one transaction at a time.
4. Select **Preview Output**, and click the **Submit** button.
5. PRT displays the transaction content for review:



Figure 10-8: NFC PAT Interface-Preview Output-HR Data Administrator

6. Review the transaction data.
7. Select the same transaction again, and the **FTP to NFC** radio button, and click the **Submit** button.
8. PRT will display “Request Successful” at the top of the screen if the transaction was completed successfully.

10.5 PRT Reports – HR Data Administrator

The PRT provides the capability to generate the Employee Notice (PRT-RPT-08) and the Performance Appraisal (PRT-RPT-09) reports. The Employee Notice report, presents employee salary increase, bonus, and award amounts, and is used for communicating pay for performance payout results to employees. The **Performance Appraisal** report presents the employee’s performance element rating and appraisal comments like the Form 4430. These reports can be generated for a single employee or for all employees reporting to any given pay pool. In addition the PRT provides the capability to print both reports together as a package for an employee or for all employees. These reports are enabled after the Pay Pool Data Administrator sets the print flag for the Pay Pool when all employee appraisals have the status of “Final Submitted.”

If you clicked the **PRT Reports** option from the navigation bar, PRT displays the “Select Report-HR Data Administrator” screen shown below:



Figure 10-9: PRT Reports- HR Data Administrator

10.5.1 Generate PRT-RPT-08 Employee Notice

1. Select the report PRT-RPT-08 Employee Notice and the report parameters from each dropdown list, and click the **submit** button from the Select Report- HR Data Administrator screen.
2. Based on your report selection, PRT will open a new browser window and display the selected report content.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-08 Employee Notice report for all employees in a given pay pool.

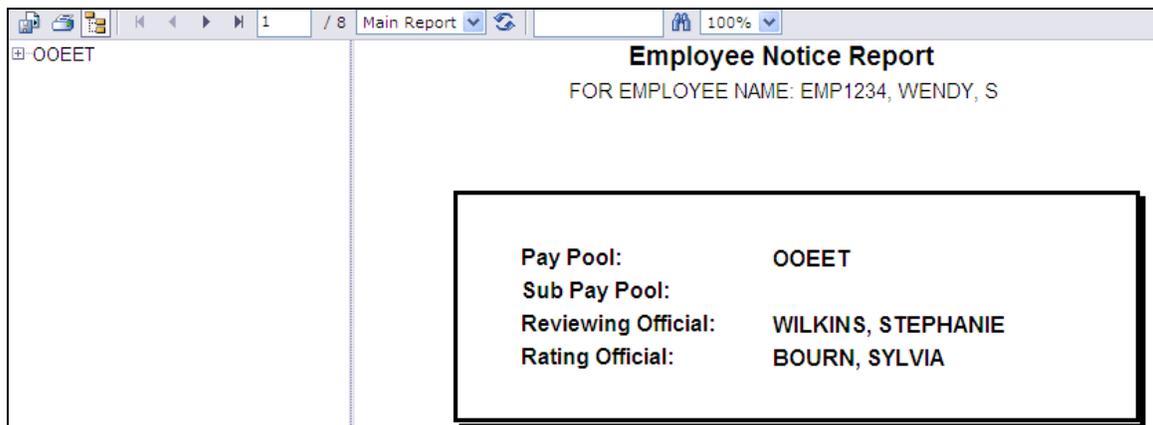


Figure 10-10: RPT-08-Employee Notice- HR Data Administrator

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-08 Employee Notice report for the selected employee only, as shown in the screen below:

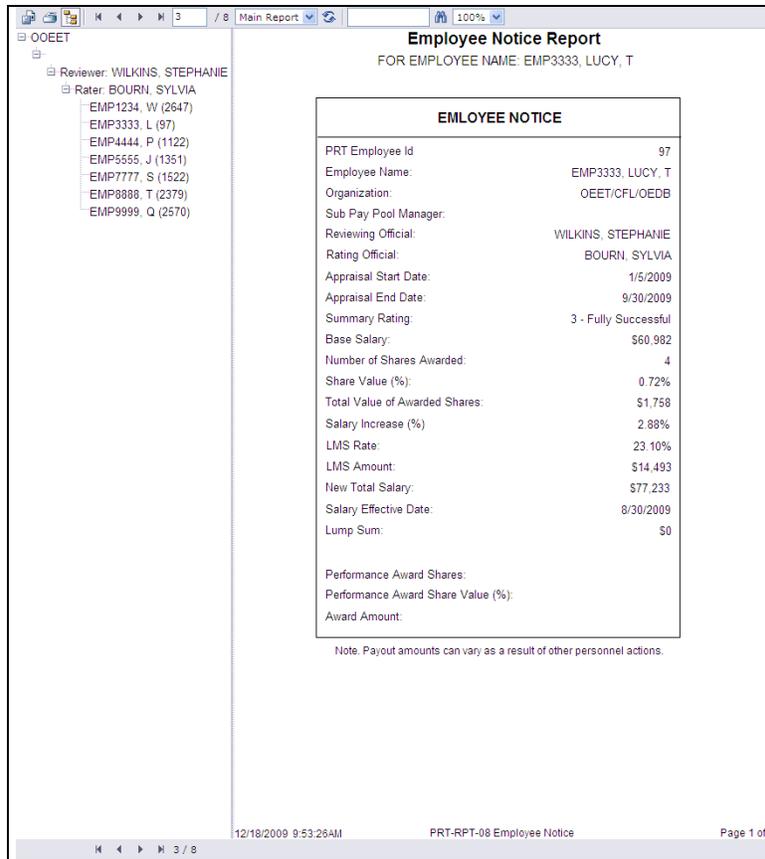


Figure 10-11: RPT-08-Employee Notice Ungrouped Pay Pool- HR Data Administrator

10.5.2 Generate PRT-RPT-09 Performance Appraisal

1. Select the report PRT-RPT-09 Performance Appraisal and report parameters from each dropdown list, and click the **submit** button from the Select Report- HR Data Administrator screen.
2. PRT refreshes the screen to display the *Performance Appraisal Report*.
3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-09 Performance Appraisal report for all employees in a given pay pool.

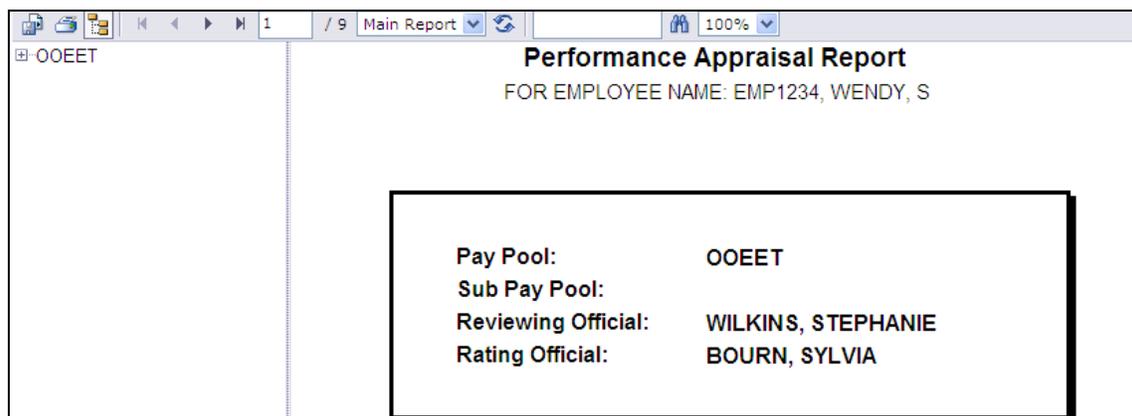


Figure 10-12: RPT-09-Performance Appraisal-HR Data Administrator

4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-09 Performance Appraisal report for the selected employee only as shown in screen below.



Figure 10-13: RPT-09-Performance Appraisal Ungrouped Pay Pool- HR Data Administrator

5. The following screen is displayed , if you select a single employee name:

Performance Appraisal Report					
FOR EMPLOYEE NAME: EMP3333, LUCY, T					
PRT EMPLOYEE ID		APPRAISAL PERIOD			
97		From: 1/5/2009 To: 9/30/2009			
NAME		PAY BAND			
EMP3333, LUCY, T		Band 4			
POSITION TITLE		ORGANIZATION			
HUMAN RESOURCES SPECLST (HR DVLPMT)		OEEET/CFL/OEDB			
CAREER PATH		DUTY STATION			
Administrative, Professional, and Scientific		BELTSVILLE, MD			
SUMMARY LEVEL RATING 3 - Fully Successful					
PERFORMANCE ELEMENTS		APPRAISAL UNITS			
		CRITICAL	EXCEEDS	MEETS	NOT MEET
1	Mission Support	<input checked="" type="checkbox"/>		2	
2	Personal Contacts - EO/CR Served as a panel member for the March 2009 Workplace Diversity and Inclusion panel titled "Millennials: An Oxymoron". Based on Ebony's contribution as a panelist, USDA employees were introduced to information and perspectives intended to increase their knowledge and understanding about how to create, improve, and sustain workplace relationships with Millennials.	<input checked="" type="checkbox"/>	2		
3	Communications	<input checked="" type="checkbox"/>		2	
4	Program Management	<input checked="" type="checkbox"/>		2	
5	Special Projects Saved training funds by conducting a personality assessment for thirty-eight leadership development program participants. Ebony not only addressed personality types, but also emphasized the relation to leadership styles and how to implement the awareness as per personal leadership strategies. The Agency realized a \$500 savings that would have been charged by the Office of Personnel Management for the delivery of a 1/2 day session by the visiting program manager. Increased customer satisfaction while facilitating the Golden Personality Type Profiler to FSIS-OPEER-ICAD customers in Los Angeles, California. The Director of the Internal Control Staff observed a trend with the assessment results of his leadership staff; therefore, requested an additional session to address the trend. Intent on responding to the customer's need, Ebony dedicated her evening to developing a customized session. The result was that the presentation facilitated the leadership team's increased understanding of their different styles relative to their workplace and immediate staff. Additionally, it served as a means to assist employees to more effectively relate to their leadership. Implemented an innovative solution when tasked with facilitating a training and assessment session with the OPEER-ICAD. In the process of learning about her customers for the purpose of customizing her service delivery, Ebony	<input type="checkbox"/>	1		

Figure 10-14: Performance Appraisal Report- HR Data Administrator

Note: The appraisal includes the Post Panel comments recorded by the Rating Official if the rating was changed by the Pay Pool Panel members; else the Rating Official comments submitted to the Panel are included in the report.

10.5.3 Generate PRT-RPT-10 Employee Appraisal Package

1. Select the report PRT-RPT-10 Employee Appraisal Package and report parameters from each dropdown list, and click the **submit** button from the Select Report- HR Data Administrator screen.
2. PRT refreshes the screen to display the *Employee Appraisal Package Report* shown below.



Figure 10-15: RPT-10-Employee Appraisal Package- HR Data Administrator

3. Click the print icon located at the top left-hand side of the toolbar to print the PRT-RPT-10 Employee Appraisal report for all employees in a given pay pool.
4. Select the “+” sign by the Pay Pool name to ungroup the list of employees for the pay pool, and , select one employee at a time to print the PRT-RPT-10 Employee Appraisal report for the selected employee only, as shown in screen below.



Figure 10-16: RPT-10-Employee Appraisal Package Ungrouped Pay Poole- HR Data Administrator

5. Once you’ve selected the employee’s name whose appraisal you wish to print, both Employee Notice Reports and Performance Appraisal reports are displayed. (For references, please refer to Figures 10-10 and 10-13)
6. If the reports have not been enabled by the Pay Pool Data Administrator , the following message is displayed on the screen:

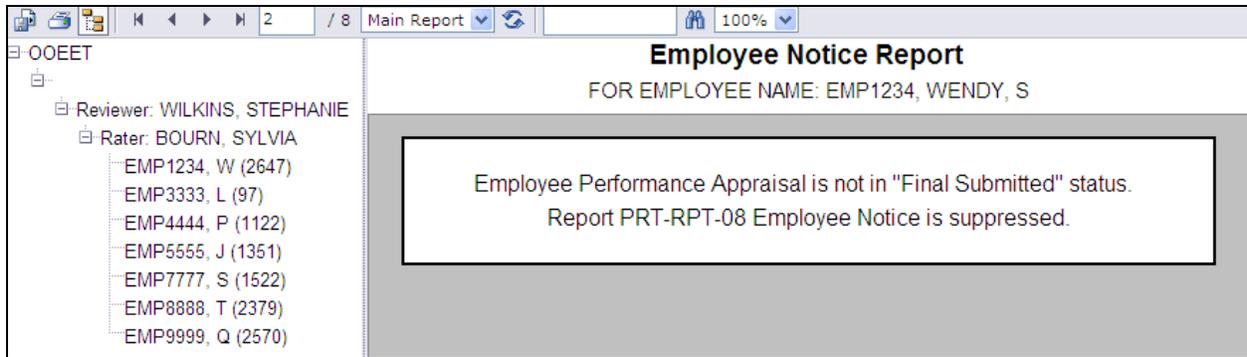


Figure 10-17: Report Unable to Print- Appraisal Not in Final Submitted Status

10.6 Change Role – HR Data Administrator

This supports the ability to change your assigned role to act as the Pay Pool Data Administrator in its absence to modify Pay Pool data.

1. Select Pay Pool.
2. Select the **Change Role** option from the Navigation Bar.
3. PRT displays your current role in the Navigation Bar and provides the capability to select a PRT user role and name of person whose role you want to assume to complete his responsibilities in the PRT.



Figure 10-18: Change Role – HR Data Administrator

4. Select the **Role** and **Employee Name**, and then click the **Submit** button.
5. PRT displays the refreshed screen with the role and user name that you have assumed in the Navigation Bar and the list of employees that report to the user whose role you have assumed:



Figure 10-19: Refreshed Screen with Assumed User Role and Name- HR Data Administrator

6. To return to your original role, click the **Revert Role** button.
7. PRT displays the refreshed screen with your user name.

10.7 Moving an Employee from One Pay Pool to Another

To transfer an employee from one pay pool to another requires the execution of multiple PRT options in prescribed sequence described below:

1. Login to PRT as HR Data Administrator.
2. Search employee record of the employee to be moved. (See Section 10.1)
3. Select the employee's record you wish to change from the Search Results screen. (See Figure 10-2)
4. From the Modify Employee Screen look to see if the pay pool "drop down" list is white or grayed out. Note: gray indicates the employee is assigned to supervisors in his current Pay Pool and these supervisors needs to be de-assigned before he can be moved to another Pay Pool. (See Figure 10-5)

10.7.1 De-assign Supervisors from Current Pay Pool:

5. Change role to PPDA of the employee's current Pay Pool. (See Section 10.6)
6. On the Appraisal Status-Pay Pool Data Administrator screen see the status of the employee's appraisal. If the status indicated that the appraisal has already been started, make note that the employee's appraisal will be "floating" until the correct assignments have been made.
7. Click "Assign Supervisor to Employee" from navigation bar, to de-assign the supervisors in the current Pay Pool. Note: Make sure you are in the right Pay Pool. If you did not select the correct Pay Pool from the drop down list in your navigation bar, you will not find the employee you are looking for. (See Section 9.5)
8. Search for Employee by employee name or PRT ID number. (See Figure 9-5)
9. Select employee from search result screen. (See Figure 9-6)
10. Change current Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager to "No assignment," and click the Assign button. (See Figure 9-7)
11. At the top of the screen, it will say how many updates were successful.

10.7.2 Change Employee Pay Pool:

12. Click "Revert Role" to change back to your HR Data Administrator role.
13. Search employee.
14. Select the employee's record you wish to change from the search results screen.
15. On the Modify Employee Screen, change the employee's current pay Pool by selecting a new Pay Pool from the Pay Pool drop-down list, and click the Modify button. (See Figure 10-5)

10.7.3 Assign Supervisors in New Pay Pool:

16. Change role to PPDA of the employee's new Pay Pool. (See Section 10.6)
17. On the Appraisal Status-Pay Pool Data Administrator screen see the status of the employee's appraisal. If the status indicated that the appraisal has already been started, make note that the employee's appraisal will be "floating" until the correct assignments have been made.
18. Click "Assign Supervisor to Employee" from navigation bar, to assign the supervisors in the new Pay Pool. Note: Make sure you are in the right Pay Pool. (See Section 9.5)

19. Search for Employee by employee name or PRT ID number.
20. Select employee from search result screen.
21. Select Rating Official, Reviewing Official, Sub Pay Pool Manager, and pay Pool Manager from drop-down lists, and click the Assign button. (See Figure 9-7)
22. At the top of the screen, it will say how many updates were successful.
23. To check that all assignments have been made, change role to assume role of Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager and see if the employee name appears in their Appraisal Status screens.

10.8 Moving a Supervisory Employee from One Pay Pool to Another

This supports the ability to change your assigned role to act as the Pay Pool Data Administrator in order to move a supervisory employee from one pay pool to another.

1. Login as HR Data Administrator.
2. Search employee.
3. Select the employee's record you wish to change from that search results screen.
4. On the Modify Employee Screen look to see if the pay pool "drop down" list is white or grayed out. Note: gray indicates the supervisory employee is assigned to supervisors in his current Pay Pool and these supervisors needs to be de-assigned before he can be moved to another Pay Pool.

10.8.1 De-assign Employees Assigned to Supervisory Employee in Current Pay Pool:

5. Change role to PPDA of the employee's current Pay Pool.
6. Click "Assign Employees to Supervisor" from navigation bar, to de-assign the employees assigned to the supervisory employee in the current Pay Pool. Note: Make sure you are in the right Pay Pool.
7. Repeat Step 7 to 9 for each supervisory role assigned to the Supervisory Employee being moved:
8. Select an assigned role of supervisory employee from any of the following: Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager.
9. Select supervisory employee name from Supervisor drop-down list.
10. Un-select all employees assigned to the selected role of the supervisory employee. Note: If the appraisal has already been started, make note that the employee's appraisal will be "floating" until the correct assignments have been made.
11. Then click the Assign button.

10.8.2 Re-assign Employees Assigned to Supervisory Employee in Current Pay Pool:

12. Click "Assign Employees to Supervisor" from navigation bar, to re-assign the employees assigned to the supervisory employee in the current Pay Pool. Note: Make sure you are in the right Pay Pool.
13. Repeat Step 11 to 12 for each supervisory role of the Supervisory Employee for which you de-assigned employees:

14. Select an assigned role of supervisory employee from any of the following: Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager.
15. Select new supervisor from Supervisor drop-down list.
16. Select employees to be assigned.
17. Click the Assign button.

10.8.3 De-assign Supervisory Employee's Supervisors from the Current Pay Pool:

18. Click "Assign Supervisor to Employee" from navigation bar, to de-assign the supervisors of the supervisory employee in the current Pay Pool.
19. Search for Employee by employee name.
20. Select employee from search result screen.
21. Change current Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager to "No assignment," and click the Assign button.
22. At the top of the screen, it will say how many updates were successful.

10.8.4 Change Supervisory Employee's Pay Pool:

23. Click "Revert Role" to change back to your HR Data Administrator role.
24. Search employee.
25. Select the employee's record you wish to change from the search results screen.
26. On the Modify Employee Screen, change the employee's current pay Pool by electing a new Pay Pool from the Pay Pool drop-down list, and click the Modify button.

10.8.5 Assign Supervisors to Supervisory Employee in New Pay Pool:

27. Change role to PPDA of the employee's new Pay Pool.
28. On the Appraisal Status-Pay Pool Data Administrator screen see the status of the employee's appraisal. If the status indicated that the appraisal has already been started, make note that the employee's appraisal will be "floating" until the correct assignments have been made.
29. Click "Assign Supervisor to Employee" from navigation bar, to assign the supervisors in the new Pay Pool. Note: Make sure you are in the right Pay Pool.
30. Search for Employee by employee name or PRT ID number.
31. Select employee from search result screen.
32. Select Rating Official, Reviewing Official, Sub Pay Pool Manager, and pay Pool Manager from drop-down lists, and click the Assign button.
33. At the top of the screen, it will say how many updates were successful.
34. To check that all assignments have been made, change role to assume role of Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager and see if the employee name appears in their Appraisal Status screens.

10.8.6 Assign Employees to Supervisory Employee in New Pay Pool:

35. Click “Assign Employees to Supervisor” from navigation bar, to assign the employees to be assigned to the supervisory employee in the new Pay Pool. Note: Make sure you are in the right Pay Pool.
36. Repeat Step 33 to 36 for each supervisory role of the Supervisory Employee in the new Pay Pool:
37. Select an assigned role from any of the following: Rating Official, Reviewing Official, Sub Pay Pool Manager, and Pay Pool Manager.
38. Select supervisor name from Supervisor drop-down list.
39. Select employees to be assigned.
40. Click the Assign button.