



HRIS Job Role Training

Manual Appraisal Entry

Forms: ZP20

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Introduction

The Manual Appraisal Entry form is used when a supervisor or employee is unable to use the State of Arizona automated MAP system. In order to use the manual paper process, you must obtain approval from your agency's ADOA Chief Human Resources Officer.

The Appraisal process is split into two parts, the first part is the planning phase and the second is the closeout phase.

To begin, please complete the MAP / paper form that can be found at http://www.hr.az.gov/MAP/MAP_Appraisal_Forms.as. Please make sure to obtain all required signatures.

Once the paper form has been completed, please input into the HRIS Manual Entry Form to ensure that appraisals are accurately and completely recorded in HRIS. Then file the MAP / paper form in the Employee's Official Personnel File.

If you have any questions regarding this process, please contact the HRIS Help Desk at hrishelpdesk@azdoa.gov or 602.542.4700.

Manual Appraisal Entry (ZP20.1)

Manual Appraisal Entry - MAP (ZP20.1)

1

2 **Company** STATE OF ARIZONA
 3 **Employee** BOWLING, JENNIFER L.
 4 **Appraisal Period** -
 5 **Evaluation Completion**
 6 **Overall Score** Exceeds Expectations

Performance Plan Completion Date
Manager Planner Acknowledgement YES
Employee Planner Acknowledgement YES

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type Zp20.1 in the white search box. Press <i>Enter</i> on the keyboard.	The manual appraisal entry form will open	
2	Company field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee field	R	Type the employee's EIN.		Ensure the correct EIN is keyed.
4	Appraisal Period field	R	Enter your agency's appraisal review period		If you are unsure of these dates, please contact your agency HR office.
5	Evaluation Completion field	R	Enter the date the appraisal was completed		
6	Overall Score field	R	Enter the overall score of the employee's appraisal		This field is entered during the close out process

Performance Planning

Manual Appraisal Entry - MAP (ZP20.1)

zp20

Company 1 STATE OF ARIZONA
Employee 126074 BOWLING, JENNIFER L.
Appraisal Period 01/01/2014 - 12/31/2014
Evaluation Completion 12/13/2013
Overall Score 2.50 Exceeds Expectations

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7 Performance Plan Completion Date 01/30/2014
8 Manager Planner Acknowledgement YES
9 Employee Planner Acknowledgement YES

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
7	Performance Plan Completion Date field	R	Enter the date the performance plan was completed by the manager and the employee		
8	MGR Planner Acknowledgement field	R	Select Yes, if Manager or Supervisor has met with the employee and discussed the performance plan		
9	EE Planner Acknowledgement field	R	Select Yes, if employee has met with the Manager or Supervisor and discussed the performance plan		
10	Add button	R	Click Add.	You will see a message in the lower left corner "Add Complete - Continue".	Performance Planner for employee is completed.

Appraisal Close Out Process

Statewide Competencies

The screenshot shows a software interface with four tabs: 'Perf Planning', 'Statewide Competencies', 'Agency Competencies', and 'Perf Period Results'. The 'Statewide Competencies' tab is selected and circled in red. On the left, a callout box containing the number '11' points to the 'Teamwork and Cooperation' competency. The interface lists four competencies with their corresponding rating dropdown menus:

- Accountability: NEEDS IMPROVEMENT
- Customer Service: MEETS EXPECTATIONS
- Teamwork and Cooperation: EXCEEDS EXPECTATIONS
- Leadership and Supervision: MEETS EXPECTATIONS

Below the 'Teamwork and Cooperation' competency, there is a section labeled 'If Applicable' with a line pointing to the 'Leadership and Supervision' competency.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
10	Open Appraisal	R	Enter EIN and then click Inquire.	The appraisal information will populate.	If a planner was not established, then you will need to create a new appraisal
11	Statewide Competencies Section	R	Enter the rating for each Statewide Competency		There are three statewide competencies for the non- supervisory positions and four statewide competencies for supervisory positions.

Agency Competencies

12	Agency Competencies Section	R	Enter the rating for each Agency Competency		There are three agency specific competencies for each position.
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Performance Period Results

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
13	Performance Period Results field	R	Enter the rating for the Performance Period Results including the SMART Results		This is the section that was completed during the Performance Planning phase. You must evaluate the SMART results as well as the standard Results Orientation competency and select one rating for this section.
14	Change button	R	Click Change.	You will see a message in the lower left corner "Change Complete - Continue".	Appraisal Close Out process for employee is completed.