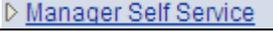
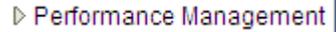
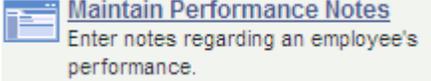
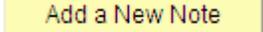
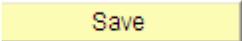


MANAGER SELF SERVICE INSTRUCTIONS ON HOW TO DOCUMENT PERFORMANCE USING PERFORMANCE NOTES

How to Use Performance Notes

Step	Action	Notes
(1)	Login to PeopleSoft https://pshcm.dc.gov	
(2)	Click the Manager Self Service link. 	
(3)	Click the Performance Management link. 	
(4)	Click the Maintain Performance Notes link. 	
(5)	Enter your employee's ID number into the ID field and then click the Enter key on your keyboard. 	You can find your employee's ID number on her/his performance document.
(6)	Click the Add a New Note button. 	You must enter your employee's ID number in order to activate the Add a New Note button.
(7)	Enter your notes into the comments field and then click the Save button. 	The character limit is 1333.
(8)	Click the Performance Note Selection link to add more notes. Return To: Performance Note Selection	To modify the content of a note select the note you would like to change.



Go to Department of Human Resource's Performance Management webpage
<http://dcop.dc.gov/dcop/cwp/view,a,1220,q,530729,dcopNav,%7C31656%7C.asp>
 OR Contact your HR Advisor.