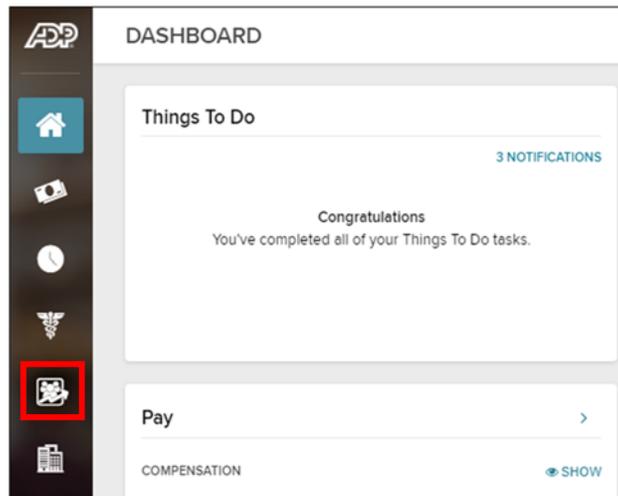


## Manager Talent/Performance - MyADP

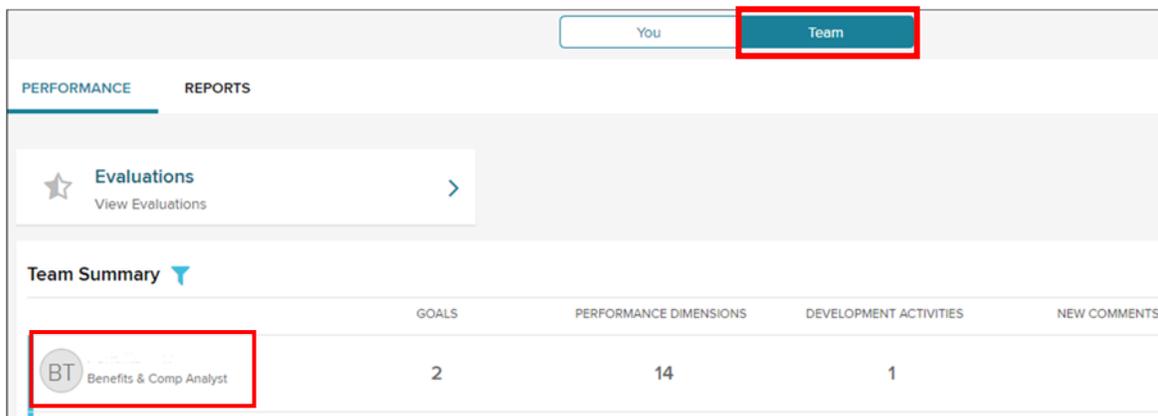
The new MyADP Performance page contains multiple tools to help track employees' goals, accomplishments, and any setbacks throughout the year. It also generates 6-month probationary and annual performance evaluations for managers to complete for their direct reports.

The Performance page is made up of three sections: Goals, Performance Dimensions, and Development Activities. Employees are able to add unique Goals and Development Activities and track their progress towards these. Employees can also add notes to the assigned Performance Dimensions. Managers are able to view these notes and updates, and are even able to add their own if desired. More information regarding how to do these items are discussed later in this document.

To access the Performance page from your MyADP dashboard, click the talent icon on the left-hand side of the screen.



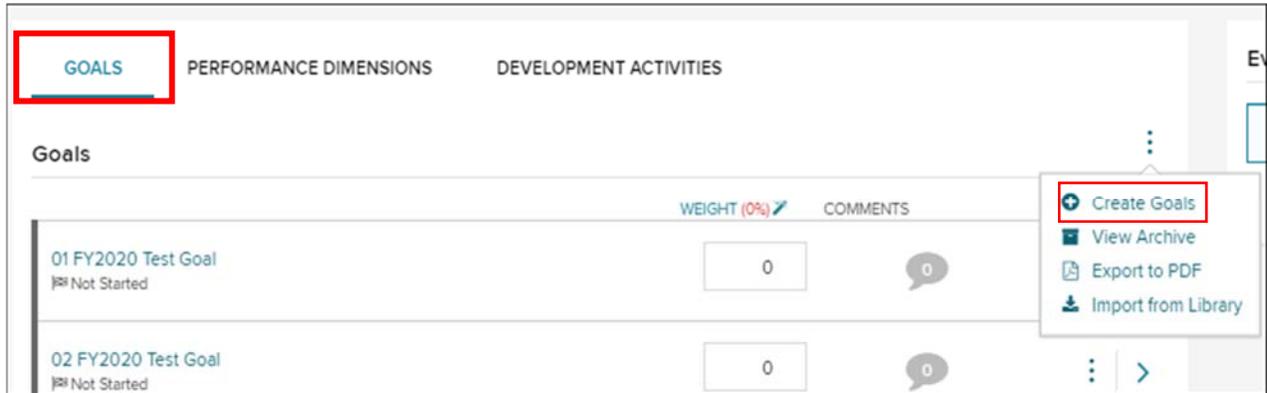
Select Team at the top of the screen to view each of your direct reports. Click on an employee's name to view, add, or edit their goals, performance dimensions, or development activities.



## Goals

You can create individual goals specific to each of your employees and you can also delegate department specific PIP goals that are pre-loaded in the Goal Library. Employees are also able to create goals for themselves.

To create a goal, select Create Goals and then enter a Goal Name and Description. You may also include a start/due date and measurement metrics.



Goals	WEIGHT (0%)	COMMENTS
01 FY2020 Test Goal Not Started	0	0
02 FY2020 Test Goal Not Started	0	0

### Create Goals

#### DEFINE

NAME\*

DESCRIPTION\*

Available to my team

0 %

START DATE

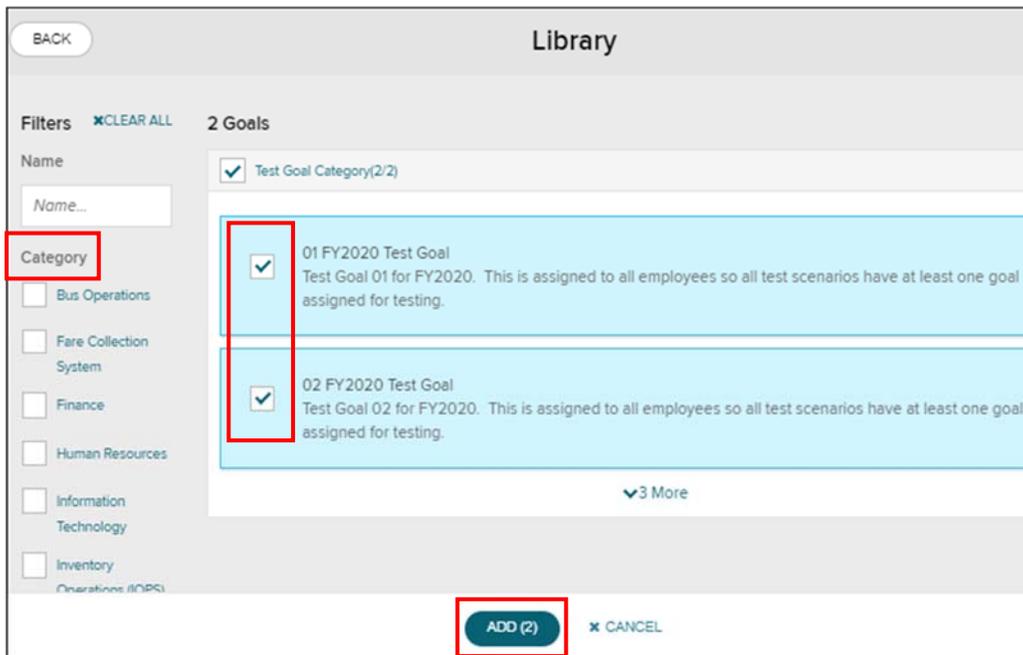
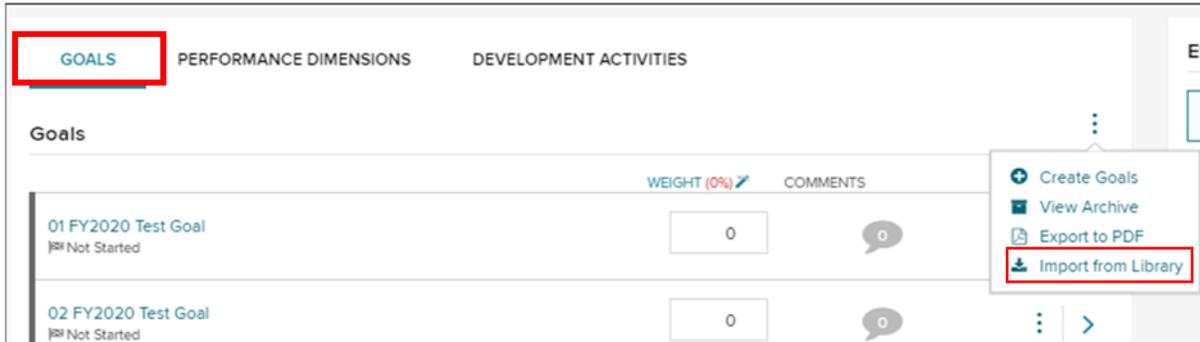
DUE DATE

#### MEASUREMENTS

How would you measure the completion of your goals? Consider the four measurement areas of Indicator, Unit of Measure, Baseline and Target to do this.

MEASUREMENT

To delegate a departmental goal, select Import from Library. The library has goals categorized by department and fiscal year to select from. Select the applicable goals for the employee and click Add at the bottom of the screen.



Any goal added from the Goal Library can be edited for each individual employee to help tailor it towards their expected contribution, if desired.



Throughout the year, you are able to add/view notes and the progress your team is making towards their goals. To do so, click on the arrow on the right-hand side.

GOALS	PERFORMANCE DIMENSIONS	DEVELOPMENT ACTIVITIES
<b>Goals</b>		
	WEIGHT (0%)	COMMENTS
01 FY2020 Test Goal On Track	0	2 15 minutes ago
02 FY2020 Test Goal Not Started	0	0

This will bring you to the Details page. Here you can add comments, view/update the progress towards the goal, and make note of any obstacles that may have occurred. The history of these comments and activities can be seen both by you and the employee.

BACK
**Details**

**01 FY2020 Test Goal**

Test Goal 01 for FY2020. This is assigned to all employees so all test scenarios have at least one goal assigned for testing.

START DATE:	DUE DATE:	WEIGHT	PROGRESS:	STATUS
Jan 01, 2020	Dec 31, 2020	0%	30%	On Track

**UPDATE STATUS**

COMMENT

0 / 1000

**STATUS**

On Track
  Minor Obstacle
  Major Obstacle

**PROGRESS: 30%**

0

100

**ACTUAL END DATE:**

MMM DD, YYYY

**Comments and Activities**

Completed xyz. -- on May 04, 2021

## On Track ##  
## Progress Changed to 30% ##  
-- on May 04, 2021

Page 4 of 18

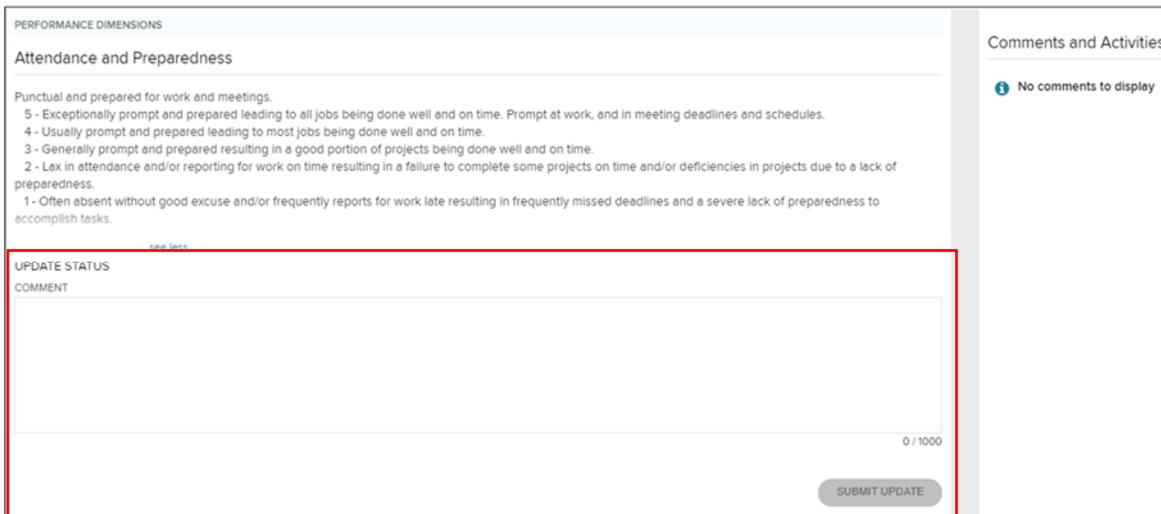
## Performance Dimensions

Employees are rated on 14 metrics during their performance evaluations which together comprise their overall performance evaluation rating. These match the same competencies employees were reviewed on in prior years. These metrics include Attendance and Preparedness, Initiative, Interpersonal Skills, Job Knowledge, Motivation, Performance in Emergencies, Quality of Work, Quantity of Work, Reading & Listening Skills, Safety Effectiveness, Self Development, Teamwork, Verbal & Writing Skills, and Versatility. Employees in manager positions will have additional metrics.

You can add comments/notes throughout the year by clicking on the arrow on the right-hand side of any Performance Dimension to help track an employee's performance for their evaluation.



The screenshot shows a navigation bar with three tabs: GOALS, PERFORMANCE DIMENSIONS (highlighted with a red box), and DEVELOPMENT ACTIVITIES. Below the tabs, there is a section titled "Performance Dimensions" with an "EXPORT TO PDF" button. A table lists four performance dimensions: Attendance and Preparedness, Initiative, Interpersonal Skills, and Job Knowledge. Each row has a speech bubble icon with a '0' and a blue arrow icon to its right. The arrow icon for "Attendance and Preparedness" is highlighted with a red box.



The screenshot shows the detail page for the "Attendance and Preparedness" dimension. It includes a description: "Punctual and prepared for work and meetings." followed by a list of five performance levels from 5 (Exceptionally prompt) to 1 (Often absent). On the right, a "Comments and Activities" sidebar shows "No comments to display". At the bottom, there is a text input field for a comment, a character count "0 / 1000", and a "SUBMIT UPDATE" button. The entire bottom section is highlighted with a red box.

## Development Activities

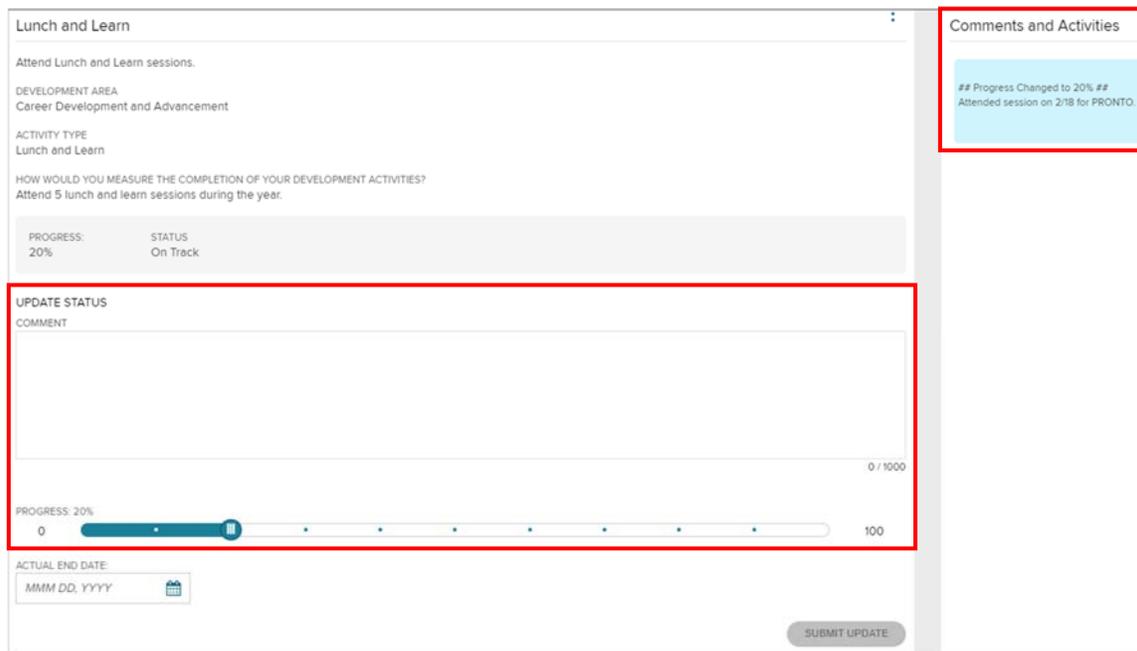
You have the ability to set development activities to encourage your employees' professional interests and support their career growth. Employees are also able to create development activities for themselves. Note, development activities and their notes will not be included on evaluations, but can be referenced from the employee's Performance page.



Throughout the year, both managers and employees can add notes and update any progress towards assigned Development Activities. To do so, click on the arrow on the right-hand side.

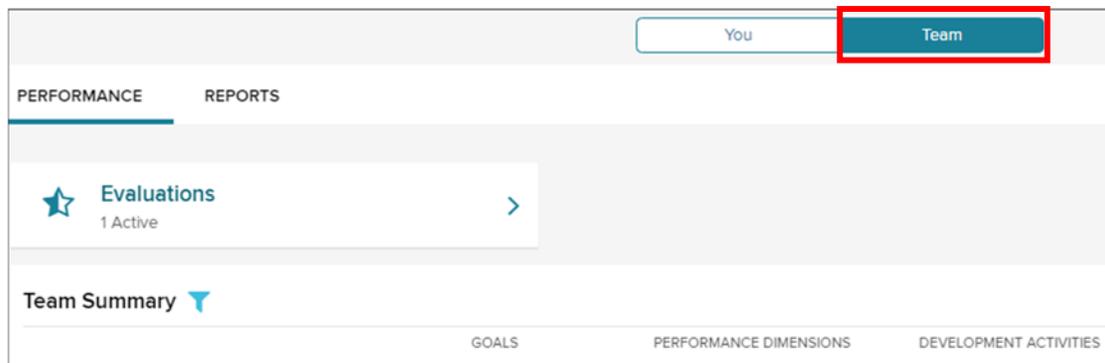


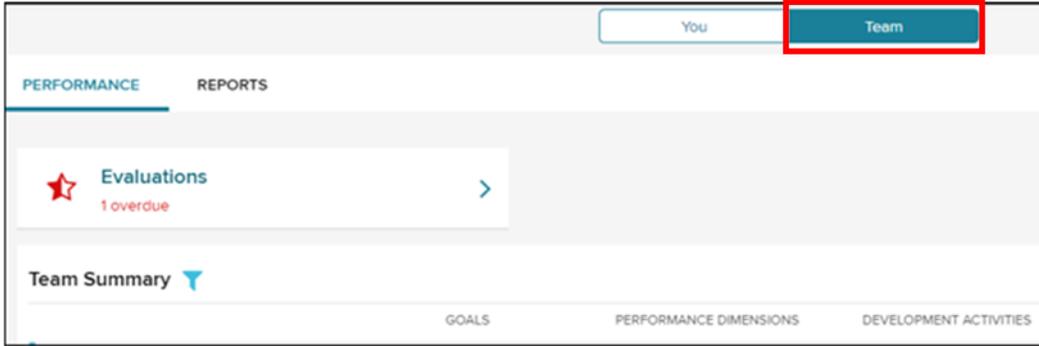
You can then enter notes and update your progress on the selected activity. A history of all notes and progress will be viewable by both you and the employee on the right-hand side.



## Performance Evaluations

Within the Team Summary, you will be able to view any current performance evaluations due for your team. Evaluations generate 31 days before their due date (an employee's probationary/annual evaluation date) and will include any notes or progress updates available at that time. Employees should be encouraged to make any final updates/comments to applicable Goals, Performance Dimensions, and Development Activities before the evaluation generates. The system will also alert you to any evaluations that are considered overdue.

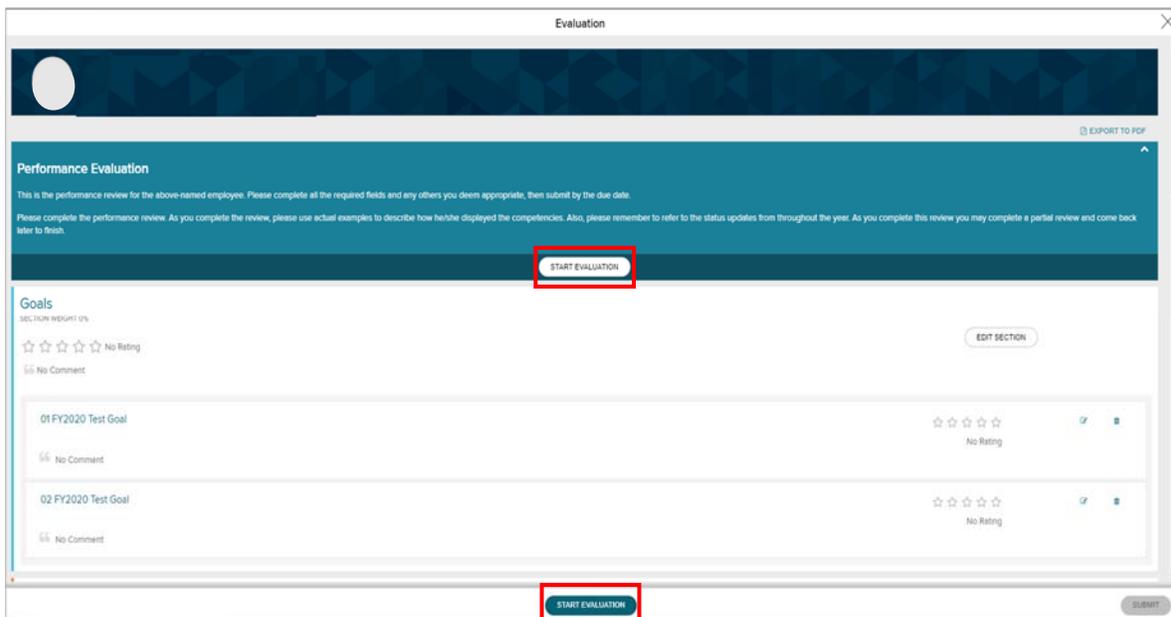




When you click on Evaluations, you will be taken to the evaluation screen where you are able to select the evaluation you wish to complete. Both annual evaluations and 6-month probationary evaluations will display here. The due dates for all current evaluations will also display.

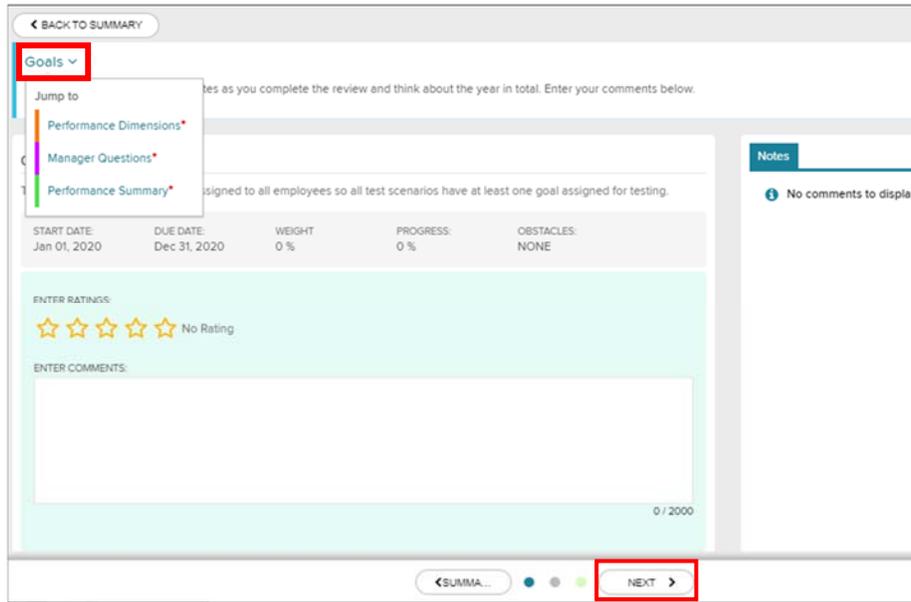
2 Evaluations			
	STATUS	DUE DATE	RATING
ANNUAL EVALUATION	With You	Apr 10, 2021	>
ANNUAL EVALUATION	With You <b>OVERDUE</b>	Feb 02, 2021	>

Click on one of your listed evaluations and then click Start Evaluation to begin entering ratings and comments.



You can progress through the evaluation by completing each section and clicking next at the bottom. You can also quickly navigate to another section by clicking the arrow in the top left. The module will automatically save your progress as you move through the evaluation.

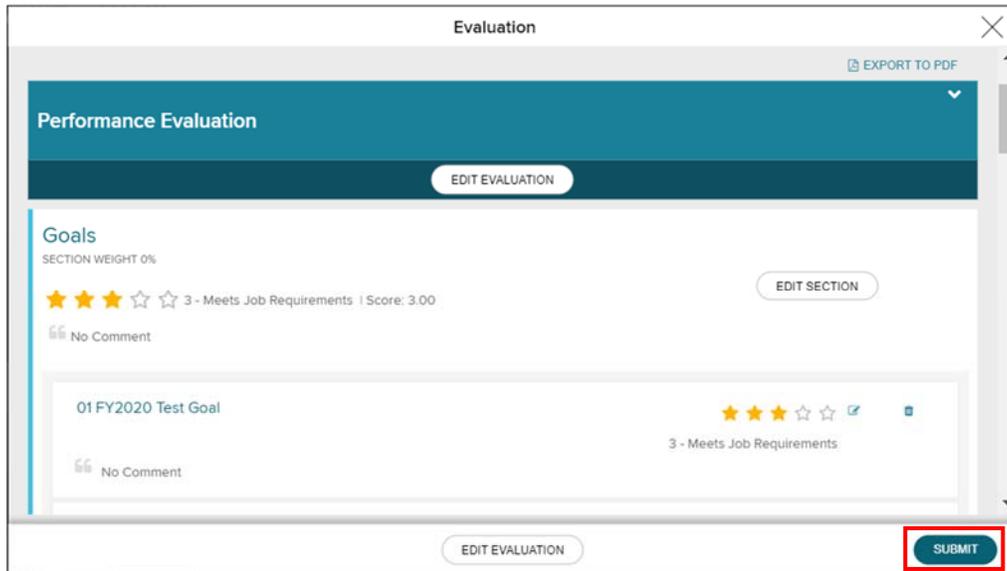
Note, only the Performance Dimension ratings will be calculated into the overall rating for the evaluation. The scores selected for Goals are optional and will not have any weight on the overall evaluation score. Ratings are generated on a 1-5 scale with a score of 3 indicating Meeting Expectations. As you enter ratings for each Performance Dimension, the system will automatically calculate and update the overall rating.



Once you advance through all pages and complete the performance evaluation, you will be directed back to the summary page for review. The bottom of the page shows the Performance Summary with your overall comments and the overall rating. For annual evaluations, please make note of this rating as this needs to be referenced during the pay change process.



When the evaluation is finalized, please click Submit in the lower right-hand corner. This will send the evaluation to your manager for their review and approval.

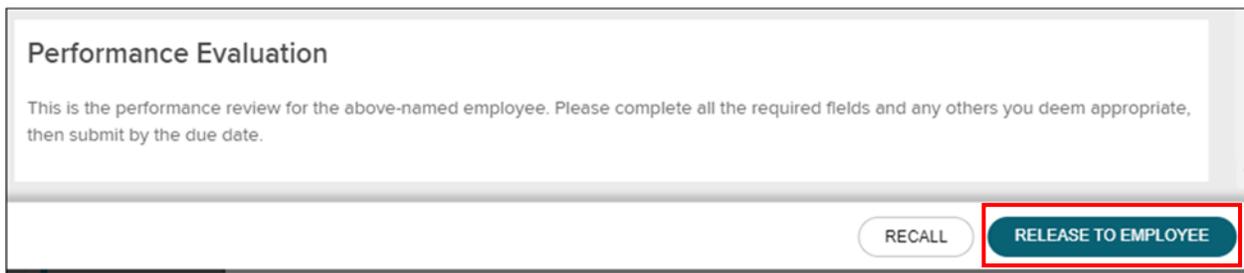


At this time, you should also submit the proposed corresponding merit-based pay change to your manager. Please refer to the Pay Changes section for more information.

When your manager approves the evaluation, it will again appear as a task for action on your part to release the evaluation to the employee for their review and signature.

This step should not be completed on an annual performance evaluation until the corresponding pay change receives final approval from the Human Resources team. You will receive an email when this process is complete. You can release a 6-month probationary evaluation to the employee at your discretion since those do not include pay changes.

To release the evaluation to the employee, click on the right-hand arrow and then click Release to Employee at the bottom of the review screen.



Once you release the evaluation to the employee, they will be able to review and sign it within MyADP. After they sign it, it will again appear as a task for action on your part. You can click on the right-hand arrow to view the evaluation.

With You  
(Sign and Submit)

Feb 02, 2021

★★★★☆

>

If the employee added any comments, you will be able to view these at the bottom of the evaluation. Once reviewed, please click Sign and Submit to finalize the evaluation.

EXPORT TO PDF

### Performance Evaluation

This is the performance review for the above-named employee. Please complete all the required fields and any others you deem appropriate, then submit by the due date.

#### Goals

**01 FY2020 Test Goal**  
Test Goal 01 for FY2020. This is assigned to all employees so all test scenarios have at least one goal assigned for testing.

START DATE:	DUE DATE:	WEIGHT	PROGRESS:	OBSTACLES:
Jan 01, 2020	Dec 31, 2020	0 %	0 %	NONE

EMPLOYEE COMMENTS

SIGN AND SUBMIT

### Review and Sign

Please review the following summary, then indicate your signature by clicking the "Acknowledge" box below and then click the "Submit" button.

“  
*Employee: My signature below acknowledges that the elements contained in this review have been discussed with me. I further understand that my signature does not necessarily indicate my agreement with the ratings, comments, or summary indicated above.*

*Manager: My signature below acknowledges that the elements contained in this review have been discussed with the employee and reflect the employee's performance in their role.*

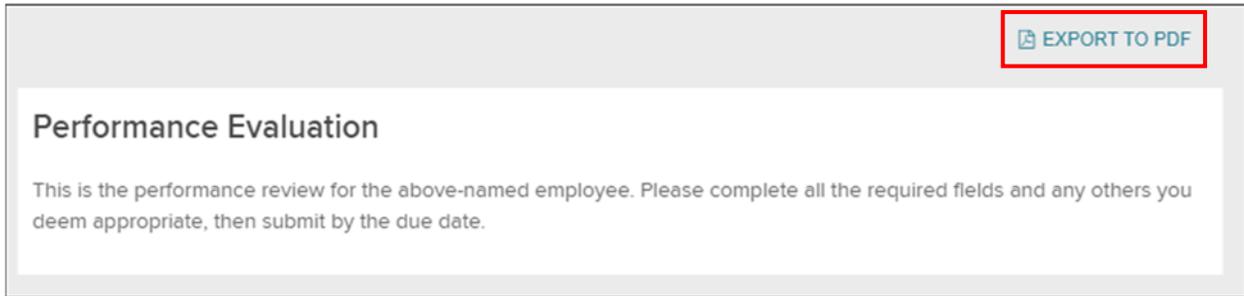
ENTER COMMENTS:

0 / 2000

ACKNOWLEDGE\*

SUBMIT

You are able to download a PDF of the performance evaluation; however, the detailed evaluation history for each of your employees will also always be accessible within the Performance page to reference.



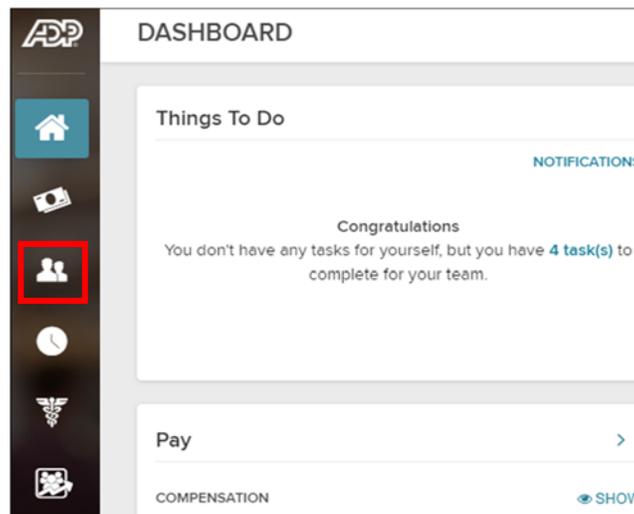
The screenshot shows a web interface for a performance evaluation. In the top right corner, there is a button labeled "EXPORT TO PDF" with a document icon, which is highlighted with a red rectangular box. Below this, the main heading is "Performance Evaluation". Underneath the heading, there is a paragraph of text: "This is the performance review for the above-named employee. Please complete all the required fields and any others you deem appropriate, then submit by the due date."

## Pay Changes

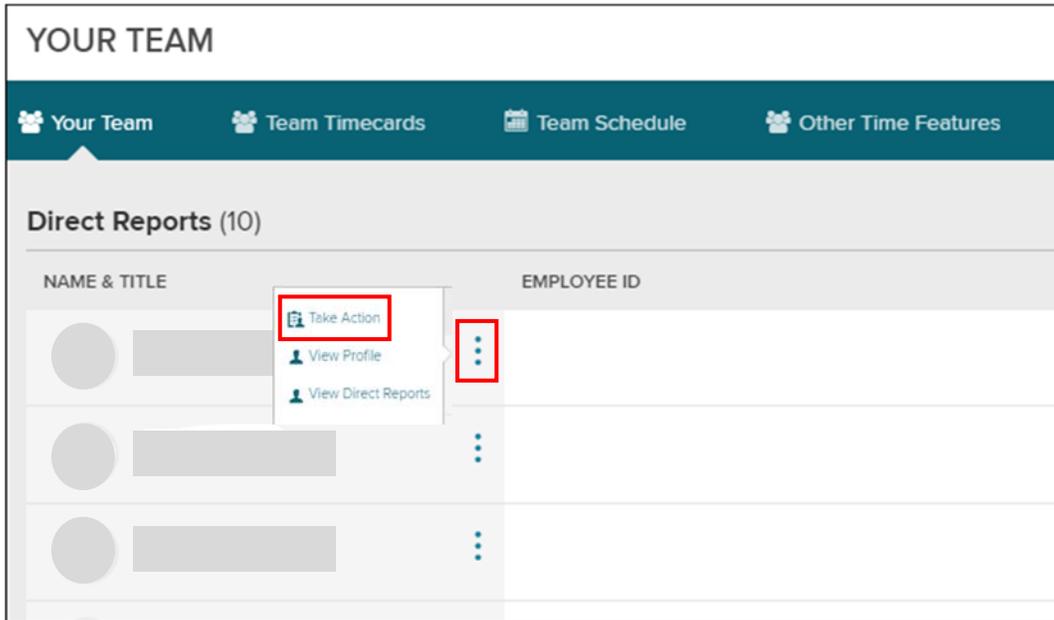
Managers are able to enter merit-based pay changes for their team directly into MyADP upon completion of their annual performance evaluation. Any pay changes you enter will be sent to your manager (and then to Human Resources) for approval, so this step should be completed as soon as the performance evaluation is submitted to your manager. This way, your manager can review and approve the evaluation and corresponding pay change simultaneously.

Pay changes go through multiple approval steps, therefore, the pay increase should not be communicated to employees until the final approval is granted. You will receive an email from the system to your preferred email address in ADP once the pay change is granted its final approval. Once you receive final approval, you will then release the performance evaluation to your employee as outlined above.

To enter a pay change, click the team icon on the left-hand side of the screen.



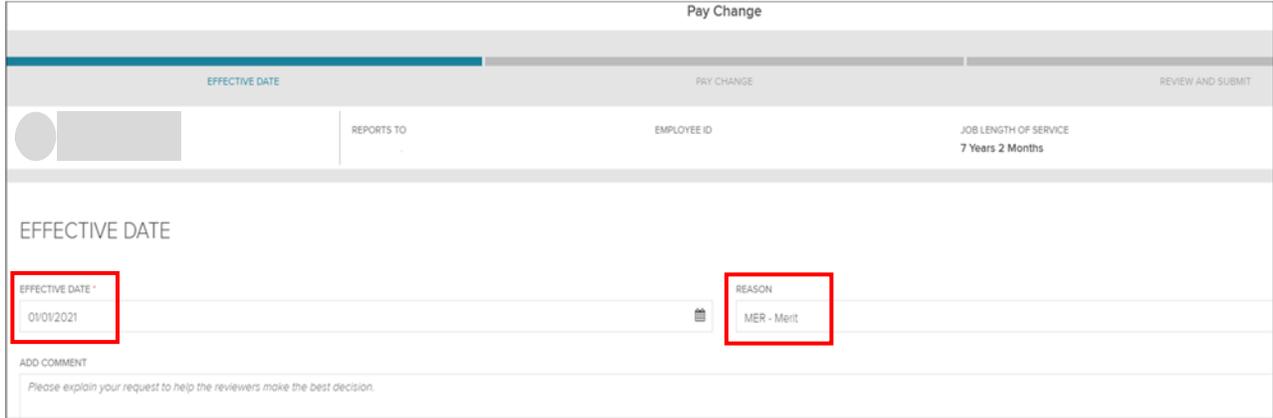
You will then be brought to the Team page displaying all of your direct reports. Click on the three dots to the right of the employee's name you just completed the evaluation for and select Take Action.



Then select Pay Change from the Actions menu.



Enter the effective date for the pay change. Note, this date must always match the evaluation date for the employee. Select MER – Merit for the Reason. In the comments section, please include the employee’s overall rating from their annual evaluation. Then select Next on the bottom of the screen.



**Pay Change**

EFFECTIVE DATE      PAY CHANGE      REVIEW AND SUBMIT

REPORTS TO      EMPLOYEE ID      JOB LENGTH OF SERVICE  
7 Years 2 Months

**EFFECTIVE DATE**

EFFECTIVE DATE \*      REASON

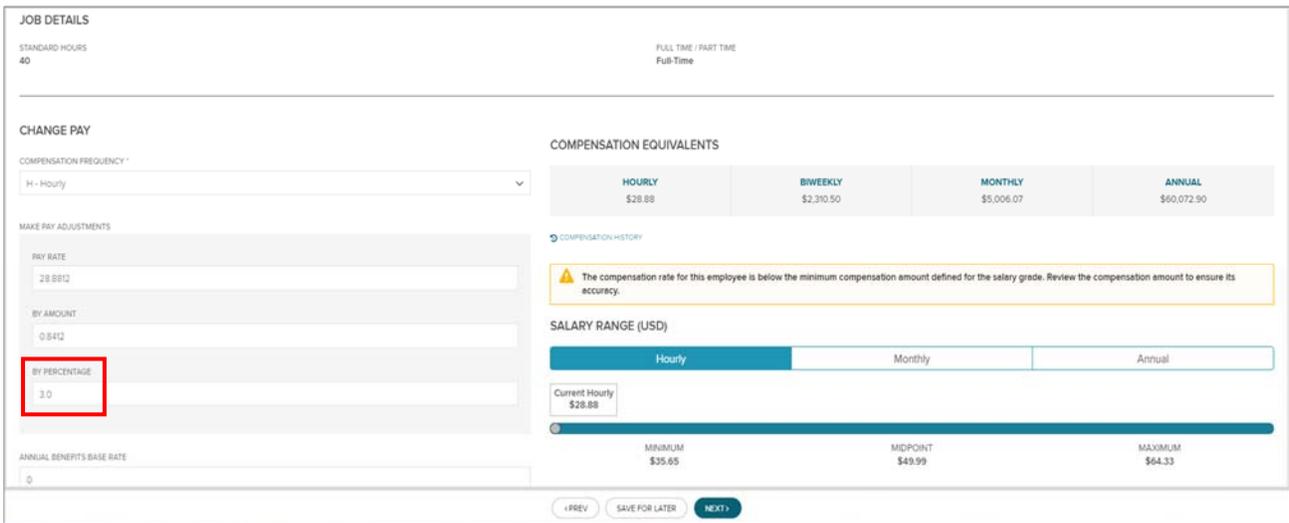
01/01/2021      MER - Merit

ADD COMMENT  
*Please explain your request to help the reviewers make the best decision.*

On the next screen you will enter the pay change. You are able to enter the increase percentage and the system will calculate the employee’s new rate automatically. You can also enter a flat dollar amount increase. Their new current rate will show on the right-hand side with information on where the employee falls within the salary range for their position. You can also click Compensation History to view their history including prior merit increases.

In the event an employee warrants a merit-based pay increase of 5% or greater, the Pay Change Approval form must also be completed with appropriate signatures and submitted to Human Resources. This form can be found on the intranet.

Once the pay change has been entered, click Next.



**JOB DETAILS**

STANDARD HOURS: 40      FULL TIME / PART TIME: Full-Time

**CHANGE PAY**

COMPENSATION FREQUENCY: H - Hourly

MAKE PAY ADJUSTMENTS

PAY RATE: 28.8812

BY AMOUNT: 0.8412

**BY PERCENTAGE: 3.0**

ANNUAL BENEFITS BASE RATE: 0

**COMPENSATION EQUIVALENTS**

HOURLY	BIWEEKLY	MONTHLY	ANNUAL
\$28.88	\$2,310.50	\$5,006.07	\$60,072.90

COMPENSATION HISTORY

**SALARY RANGE (USD)**

Hourly      Monthly      Annual

Current Hourly: \$28.88

MINIMUM	MIDPOINT	MAXIMUM
\$35.05	\$49.99	\$64.33

PREV      SAVE FOR LATER      NEXT

On the next page, please review the changes you entered and confirm the pay change effective date and amount before submitting. Clicking Submit will generate a task to your manager for their review and approval.

**REVIEW AND SUBMIT**  
Review the changes made for \_\_\_\_\_ and submit when you are ready

EFFECTIVE DATE	PREVIOUS	NEW
EFFECTIVE DATE	--	Jan 1, 2021
REASON	--	MER - Merit
PAY CHANGE	PREVIOUS	NEW
STANDARD HOURS	40	40
FULL TIME / PART TIME	Full-Time	Full-Time
COMPENSATION FREQUENCY	H - Hourly	H - Hourly
PAY RATE	\$28.04	\$28.88
AMOUNT CHANGE	--	\$0.84
PERCENTAGE CHANGE	--	3.0
PAY PERIOD	Biweekly	Biweekly
PAY TYPE	H - Hourly	H - Hourly
ANNUAL BENEFITS RISE RATE	--	--

You will be shown the Success page once you click Submit. You are able to check on the status of submitted pay changes from the Notifications section within MyADP.

Pay Change

---



**Success**

Pay Change Effective Date **Jan 1, 2021**

 Pending Approval  
Waiting for approval from \_\_\_\_\_

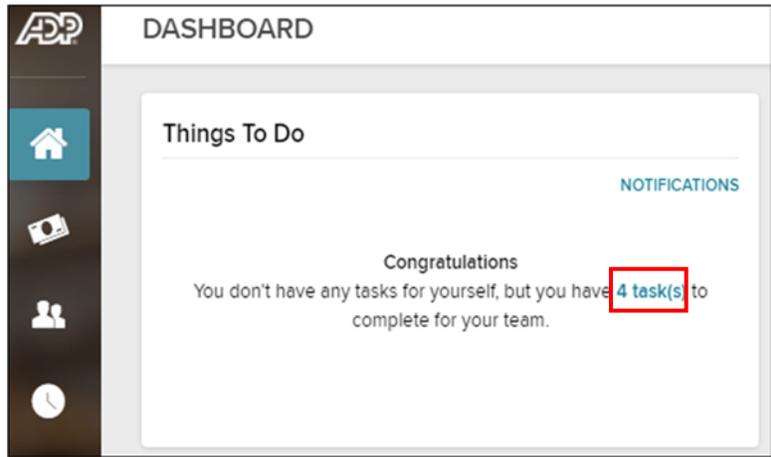
[EDIT](#) [CANCEL REQUEST](#)

[GO TO DASHBOARD](#)

## Next Level Manager Approvals

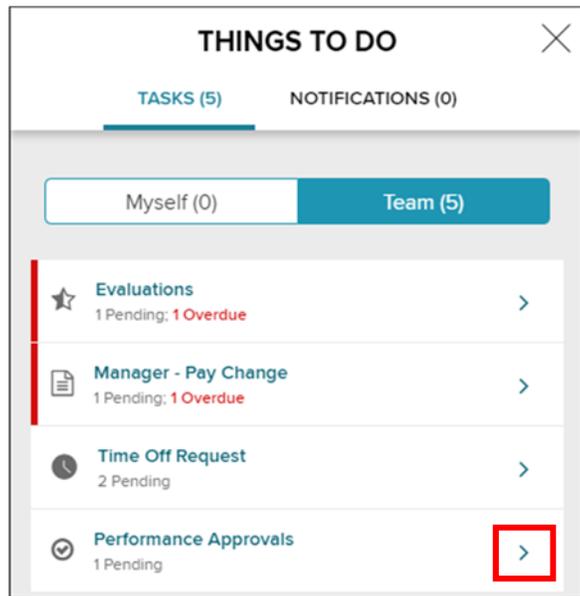
When performance evaluations and pay changes are assigned to you as a next level manager for review, you will receive an emailed notification to your preferred email address in ADP and a task within MyADP. If a pay change is with you for more than 5 days, your manager will be assigned a task so they are notified and able to approve in the event of your absence.

From the Dashboard, click on the task(s) section. Pending performance evaluations and pay changes will display under the Team section.

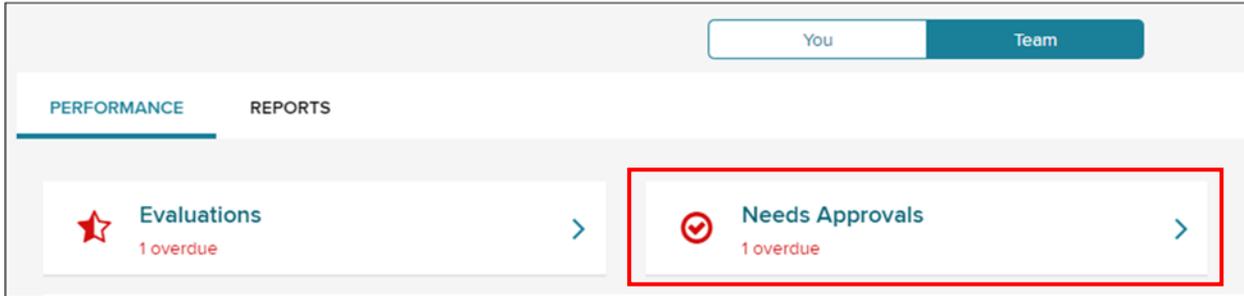


## Performance Evaluation Approvals

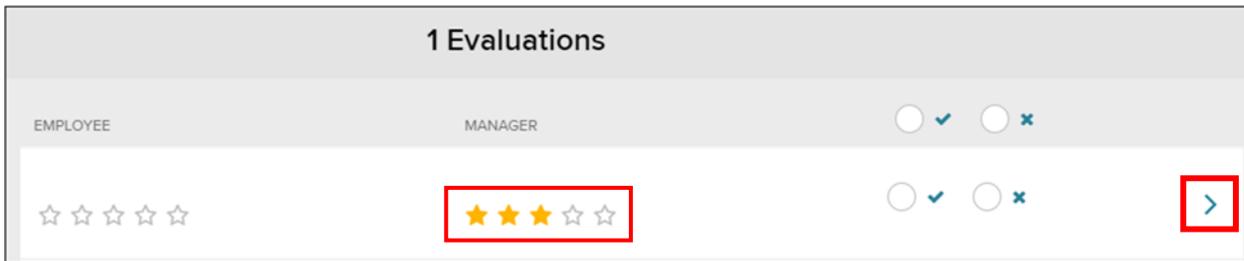
Click the right arrow beside Performance Approvals to be taken to the Performance Page.



From the Performance Page, click Needs Approvals.



This will open the evaluation section which shows the employee, manager, and the rounded overall performance score the manager gave the employee. Since employees do not complete self-evaluation scores, the stars on the far left under the Employee header will always be empty. You can click the right arrow to view the full evaluation with all comments and scores for each section.



Once you have completed your review of the evaluation, you can approve or reject the evaluation from either the bottom of the evaluation page or by clicking the checkmark (approve) or x (reject) on the summary page and selecting Submit at the bottom. Approving an evaluation will assign a task back to the submitting manager and they will release it to the employee at the appropriate time.

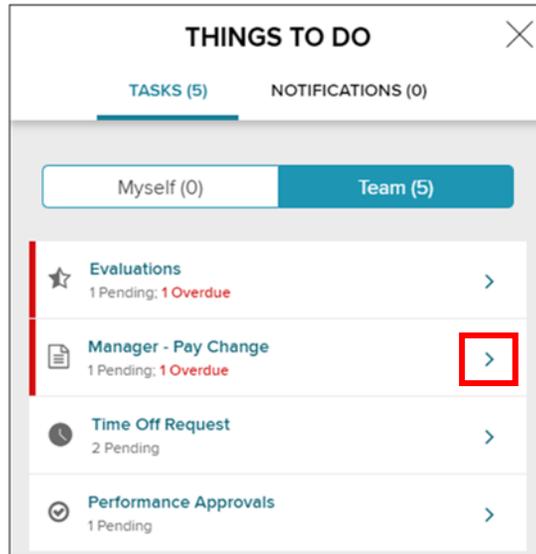
If there is a corresponding pay change, please review and approve this at the same time.

If you need to reject an evaluation, it will be assigned back to the submitting manager for adjustment. The system will prompt you to enter notes summarizing the reason for the rejection.



### Pay Change Approvals

Click the right arrow beside Manager – Pay Change to view the pay change details.



Click the arrow on the right beside the Approve and Reject options to open the full details seen below. Upon reviewing the details, select Approve or Reject.

Note, the Salary Step may show as Removed. You can ignore this, it will not impact the employee’s pay.

If you approve the pay change, it will be assigned to the Human Resources team for final review and approval.

