



# SPMS-Ratings Approval

## QUICK GUIDE

# Navigator

Step 1: On the Navigator, go to **UP Employee Self Service > SPMS > Performance Management**.

The screenshot shows the 'University Information System Home Page' with a 'Navigator' sidebar on the left and a 'Worklist' on the right. The 'Navigator' sidebar contains a tree view of menu items. A red box highlights the 'UP Employee Self Service' folder, and another red box highlights the 'Performance Management' link under the 'SPMS' folder. A red line connects the two boxes. A green circle with the number '1' is positioned to the right of the 'Performance Management' link. The 'Worklist' section on the right contains a table with columns 'From' and 'Type', and a 'TIP Vacation Rules' link.

**University Information System Home Page**

**Navigator** Personalize

- UP Employee Self Service
- All Actions Awaiting Your Attention
- My Information
  - Employee Information
  - Publication, Research, Creative Work & Other Scholarly Work
  - Public Service
  - Employee Submissions/Requests
- SPMS
  - Performance Management
  - Print IPCR
  - Print IPCR - Appraisal
  - SALN
  - Training and Development

**Worklist**

From	Type
SYSADMIN	HR
SYSADMIN	HR

TIP Vacation Rules

1

# Appraisals

Step 2: Go to *Plan* and on Appraisal: Individual, **Go to Task**.

Performance Management Appraisals

On this page, you can access your development functions and view Performance management notification messages. 2

### Performance Management Task List

Expand All | Collapse All

Focus Task	Start Date	End Date	Go to Task
My Plans			
SAMPLE PLAN 1 2022	01-Jan-2022	31-Jul-2022	
Set Tasks and Targets	01-Jan-2022	31-Jan-2022	
View Submitted Tasks and Targets	01-Jan-2022	31-Jul-2022	
Appraisal: Individual	14-Jun-2022	31-Jul-2022	

Step 3: Go to *Appraisal Scorecard* and check if Status: **Pending Approval**.

Step 4: Then return to **Performance Management page**.

Performance Management Appraisals

My Appraisals 4

### My Appraisals

Appraisals of  3

You can download appraisals to complete them offline and upload the completed appraisals.

Initiator	Appraisal Date	Main Appraiser	Status	Details	Rate My Performance
<input type="checkbox"/>	14-Jun-2022	<input type="text"/>	Pending Approval		

# Notification

Step 5: On **Notification Awaiting Your Attention** section, click the **Subject** to proceed to Approval Page. (Please take note of the **Sent date** if it is within IPCR period)

**Performance Management Task List**

Expand All | Collapse All

Focus Task	Start Date	End Date	Go to Task
My Plans			
SAMPLE PLAN 1 2022	01-Jan-2022	31-Jul-2022	
Set Tasks and Targets	01-Jan-2022	31-Jan-2022	
View Submitted Tasks and Targets	01-Jan-2022	31-Jul-2022	
Appraisal: Individual	14-Jun-2022	31-Jul-2022	
UP SPMS I 2022 (IPCR)	01-Jan-2022	31-Jul-2022	
Set Tasks and Targets	01-Jan-2022	31-Jan-2022	
View Submitted Tasks and Targets	01-Jan-2022	31-Jul-2022	
Appraisal: Individual	01-Jul-2022	31-Jul-2022	

**Notifications Awaiting Your Attention** 5

Subject	Sent	Name	Department	Job	Effective Date	Update	Delete
Appraisal for [redacted] (proposed by [redacted])	22-Jun-2022	[redacted]	[redacted]	Administrati...	22-Jun-2022		

# Approve Ratings

Step 6: Check the Ratings given by your Supervisor.

Step 7: If you are satisfied with the Ratings, click **Approve**.

Appraisal for  (proposed by )

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From  Attachments ⑦  
To   
Sent 22-Jun-2022 15:34:59  
Due 22-Jun-2023 15:34:59  
ID 7321227

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**Overall Rating and Comments** ⑥

Overall Rating 5-Outstanding (4.51 and above)  
Overall Comments  
Appraisee Feedback

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**Details Shared with Appraisee**

<input checked="" type="checkbox"/> Additional Details ⓘ	<input checked="" type="checkbox"/> Overall Rating
<input type="checkbox"/> Participant Names	<input checked="" type="checkbox"/> Overall Comments
<input type="checkbox"/> Participant Ratings	<input type="checkbox"/> Participant Comments

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**Appraisee Feedback**

Provide Feedback on Overall Rating