

Process	Manager Views Evaluation In Historical Documents with eSignature	Module: ePerformance Business Process: 11.00 Date Created: 05/13/2018 Date Revised: 10/18/2019		
Purpose	Manager Views Historical Document with Audit History & eSignature			
Navigation	Manager Self Service > Performance Management >Performance Documents> Historical Documents			
Prerequisites	Manager Must Request Acknowledgement			
Helpful Hints				

STEP	DESCRIPTION	EXPECTED RESULTS	COMM ENTS/ ACTUAL RESULTS
1.	Log in to iRattler Navigate to Manager Self Service > Performance Management > Performance Documents > Historical Documents Option 2: Log In to iRattler Human Resources. Click on the Manager Self Service Tile. Click on Team Performance Tile Click on Historical Documents Click on Evaluation for the Employee	Document Selection Displays Verificat (10) Herbrance Doumet History indire net completationed transfer (10) indire net completationed transfer (10) Prime their Prime their III Eutype D lans Dozment (per Dozment State Prime their IIII Eutype D lans Dozment (per Dozment State Verticated Transfer (per Vertication Complet) Priozolo and Their (per Vertication Complet)	



STED	DESCRIPTION	EVDECTED DESLU TS	COMM ENTS/
SILP	DESCRIPTION	EAFECTED RESULTS	COMMULAN 15/
			ACTUAL RESULTS
2.	Manager Clicks on the Employee Name to be viewed. When a new page pops up Click Expand and Evaluation Displays	Evaluation Displays Market Construction Construction Market Constructi	
3.	Manager Views Audit History and eSignature.	eSignature & Audit History Displays Anage Evalution - Complete * Austimized Without Complete Completed Without Completed Completed Without Completed Statistics Completed Sta	