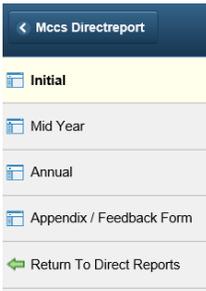


MCCS Performance Plan Initial (Reset Instructions)

1. Once the Rater receives a reset request from their employee, the Rater will login into PeopleSoft and click on the "MCCS SS Performance Appraisal" tile. Change the drop down option at the top of the screen to "Manager Self Service" in order to view your employee's performance plan. Confirm that the correct year is auto-populated and then "Select" the employee for reset.



2. Select the "Initial" tab located on the left side column.



3. Select the "Goals" tab located at the top of the screen.



4. Select the "Check this box..." option listed at the top of the page under the employee's name and other basic information.

Check this box ONLY if you want to authorize the employee to make edits after you have shared with them. Checking this box opens up all of the employee fields again for entry. You must click Share with Employee to reopen the field once the box is checked.

5. Once you have completed checking the reset box, select "Save" and then "Share with Employee" at the top of the form.



6. The system will ask the following question, answer "Yes."

Do you want to share all of your entries and comments with the Employee?
All the entries will be visible to Employee

7. The system will confirm that the performance plan is successfully returned to your employee, select "OK."

Successfully Shared your entries and comments with the Employee (0,0)

8. Notify the employee that they may resume editing the performance plan.

Point of Contact:

Employee Relations Support

NAF Human Resources

Marine Corps Community Services, Okinawa, Japan

Office: 645 8198

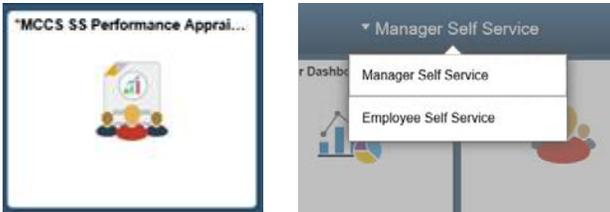
Email: EmployeeRelationsSupport@okinawa.usmc-mccs.org

SharePoint: <https://sp2.mccsokinawa.com/sites/NAFHR/EmployeeRelations/SitePages/Home.aspx#>

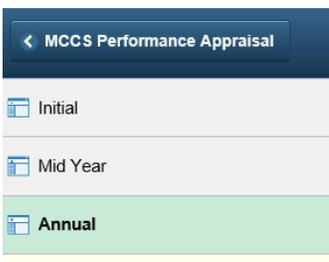
Website: <https://www.mccsokinawa.com/jobs/#tab2>

MCCS Performance Appraisal Annual Review (Reset Instructions)

1. Once the Manager/Rater is notified by the employee that they require their appraisal to be reset, the Manager/Rater will login to PeopleSoft and click on the “MCCS SS Performance Appraisal” tile. Change the drop down option at the top of the screen to “Manager Self Service” in order to view your direct report’s appraisal. Select the employee’s appraisal that you would like to reset.



2. Select the “Annual” tab located on the left side column of the appraisal.



3. Select the “Goals” tab located at the top of the screen.



4. Select the “Check this box...” option listed at the top of the page under the employee’s name and other basic information.

Check this box ONLY if you want to authorize the employee to make edits after you have shared with them. Checking this box opens up all of the employee fields again for entry. You must click Share with Employee to reopen the field once the box is checked.

5. Once you have completed checking the reset box, select “Save” and then “Share with Employee” at the top of the form.



6. Notify the employee that they may resume editing the appraisal.

Point of Contact for this Information:

Employee Relations Support

NAF Human Resources

Marine Corps Community Services, Okinawa, Japan

Office: 645 8198

Email: EmployeeRelationsSupport@okinawa.usmc-mccs.org