

# ePerformance Status Report

Division Administrators can run the ePerformance Document Status Report in PeopleSoft to check on the status of employees ePerformance documents within their Division. The report can be run by Division or by a specific College or Department.

Included below is the navigation and parameters to run this report, along with screen shots.

Included on the next page is an example of the Status Report after it's ran.

<b>Report:</b>	ePerformance Document Status Report
<b>Navigation:</b>	Main Menu > UHS HRMS HR > ePerformance > EP Document Status Rpt
<b>Run Parameters:</b>	<p><b>Calendar Year:</b> Use the year you want to pull data for</p> <p><b>As Of Date:</b> Use the current date</p> <p><b>Business Unit:</b> HR730 or HR783 for Systems</p> <p><b>UHS Report Choice:</b> Run by Division, College or Department. Select which report choice to run and then enter the ID # or select the magnifying glass.</p>

## SCREEN SHOTS:

### Run Parameters

#### Magnifying Glass Lookup

The screenshot shows the 'Report Request Parameters' form with the following fields:

- \*Calendar Year: 2018
- \*As Of Date: 07/03/2018
- \*Business Unit: HR730 (University of Houston)
- UHS Report Choice:**
  - Bus Unit
  - Division**
  - College
  - Department
- Division ID: [ ]

The 'Magnifying Glass Lookup' dialog box is open, showing:

- Search by: Division ID (dropdown) begins with [ ]
- Buttons: Look Up, Cancel, Advanced Lookup
- Search Results:
 

Division ID	Division Name
H0395	Chancellor/President
H0396	Sr VC/VP, Acad Affairs/Provost
H0397	VC/VP, Admin & Finance
H0399	University Advancement
H0400	VC/VP, Research & Int Prop Mgt
H0401	VC/VP, Student Affairs
H0529	VC/VP Univ Mktg Comm & Med Rel
H9999	UH Inactive Dept

# ePerformance Status Report

UNIVERSITY OF HOUSTON SYSTEM ePerformance Document Status As of Date: 02-JUL-2018										
<b>EXAMPLE of Status Report</b>										
Campus	Division #	Division	College #	College	Dept#	Department	EMPLID	Emp Name	Job Code	Job Title
HR730	H0396	Sr VC/VP, Acad Affairs/Provost	H0396	Sr VC/VP, Acad Affairs/Provost	H0005	Sr VC/VP, Acad Affairs/Provost	PeopleSoft ID #	Last Name,First Name	E9A6	Dir, Program 1
HR730	H0396	Sr VC/VP, Acad Affairs/Provost	H0396	Sr VC/VP, Acad Affairs/Provost	H0005	Sr VC/VP, Acad Affairs/Provost	PeopleSoft ID #	Last Name,First Name	S1E4	Mgr, Communications
HR730	H0396	Sr VC/VP, Acad Affairs/Provost	H0396	Sr VC/VP, Acad Affairs/Provost	H0007	Exploratory Studies	PeopleSoft ID #	Last Name,First Name	J3G4	Student Success Advocate 1
HR730	H0396	Sr VC/VP, Acad Affairs/Provost	H0396	Sr VC/VP, Acad Affairs/Provost	H0007	Exploratory Studies	PeopleSoft ID #	Last Name,First Name	J3G4	Student Success Advocate 1

ePerf Temp ID	The letter between "UH" and "2016" tells you what type of template the Employee has.
UHT2016	<b>T = Trades</b> Template
UHS2016	<b>S = Staff</b> Template
UHM2016	<b>M = Manager</b> Template
UHE2016	<b>E = Executive</b> Template

# ePerformance Status Report

## EXAMPLE of Status Report

UNIVERSITY OF HOUSTON SYSTEM  
ePerformance Document Status  
As of Date: 02-JUL-2018

ePerf Temp ID	ePerf Doc Date Created	Job Mgr Empl ID	Job Mgr Name	ePerf Mgr Empl ID	ePerf Mgr Name	Est Criteria Status	Review Status	Approval Status
UHM2016	1-Mar-17	PeopleSoft ID#	Last Name,First Name	PeopleSoft ID #	Last Name,First Name	Completed	Completed	Approved
UHM2016	1-Mar-17	PeopleSoft ID#	Last Name,First Name	PeopleSoft ID #	Last Name,First Name	Completed	Completed	Approved
UHS2016	1-Mar-17	PeopleSoft ID#	Last Name,First Name	PeopleSoft ID #	Last Name,First Name	Completed	Completed	Approved
UHS2016	1-Mar-17	PeopleSoft ID#	Last Name,First Name	PeopleSoft ID #	Last Name,First Name	Completed	Completed	Approved

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