



Oracle Performance Appraisal (OPA) Changes Effective 1-Mar-2019

EMPLOYEES: What's New and What's Notable

Appraisal Action	What's Notable	Additional Notes
Employee Access	<ul style="list-style-type: none"> Employees MUST access the appraisal via Employee Direct Access then My Appraisals then the yellow pencil update icon to open an actionable appraisal with working buttons and attachments 	<ul style="list-style-type: none"> Access to all completed appraisals is available to the employee via Employee Direct Access then click on My Appraisals Requires Internet access and log-in to Oracle
F5 key	<ul style="list-style-type: none"> Refreshes the appraisal/page/ site as needed If the lower left corner shows "Done" and your button/action did not occur – press the F5 key 	<ul style="list-style-type: none"> Allow a up to a minute for the system to respond before using the F5 key
Online Assistance	<ul style="list-style-type: none"> Employee: 2-page Instructions/Tips; Process Instructions Process: Cycle Overview and Workflows 	<ul style="list-style-type: none"> Updated step-by-step instructions in various formats for each user type and process are available online on the HR web site – see link provided below
ADDITIONAL TIPS and REMINDERS		
Limitations	Character limit of 2000 characters (<i>still includes all spaces and punctuation</i>)	No spell check – use Word for spell checking comments
Attachments	<ul style="list-style-type: none"> Type "See attachment in official personnel file" in the "Feedback and Overall Rating" text box Can still add an attachment or multiple attachments to the appraisal as part of the official personnel file in HR (<i>cannot add to the online appraisal</i>) Give a copy of attachment(s) to your supervisor and discuss them with him/her Send copies of the attachment(s) to HR Attention Terri Higgins to scan into your official file along with a copy of the appraisal 	<ul style="list-style-type: none"> If adding an attachment to the appraisal, type a comment in the Provide Overall Feedback text box to indicate there is an attachment. <ul style="list-style-type: none"> For example: See employee attachment in official personnel file in HR. NOTE: The employee attachment will not be visible in online appraisal – critical to add comment directing readers to official personnel file in HR.
Using the correct Appraisal Template:	Annual Appraisal: The normal evaluation, given annually, which covers approximately 26 pay periods.	Probationary Appraisal: The evaluation following the initial 12-month period for a new hire in any position.
	Annual/Probationary Appraisal: Single form used <u>only</u> for employees hired between 4-30-2018 and 6-22-2018 to complete both the probationary evaluation and the annual appraisal on just one form.	Extended Appraisal: A follow-up evaluation given after an evaluation period has been extended. Interim Appraisal: An evaluation given at any point during an evaluation period to provide formal feedback on an employee's performance (<i>recommended but not required</i>)
RESOURCES		
Additional Assistance	Special Assistance with Appraisals: <ul style="list-style-type: none"> Becky Simulcik: 501-4783 Paula Reid: 501-7202 	Technical Assistance: <ul style="list-style-type: none"> Terri Higgins: 501-5241 or Tammy Parsley: 501-7544 Kim Downer: 501-7513
Online Resources and Updated Documentation: http://employees.henrico.us/info/appraisals/ (<i>use the site map</i>)		
Oracle Performance Appraisal (OPA)	http://employees.henrico.us/	<ul style="list-style-type: none"> Manager Direct Access > Performance Appraisal Process Employee Direct Access > My Appraisals