

Performance Appraisals Add an Adhoc Approver



01-Mar-22

Prepared by: Department of Human Resources

Add an Adhoc Approver

Adhoc Approvers are added in the final step of create new appraisal process

Create the appraisal and complete/review each page until you reach the **Give Final Ratings: Review** page

(page with the Submit button – do NOT click the Submit button until all Adhoc Approvers are added)

Scroll to the bottom of the page to the **Add Adhoc Approvers** section.

Give Final Ratings: Main A
Give Final Ratings: Review
To make changes to the app
appraisal, click Submit.

Cancel Printable Page Back Submit

Higgins, Terri
Organization address hig11@co.henrico.va.us
Employee Number 20045461
Department G_Human Resources

Line No	Approver	Approver Type	Order No	Category	Status	Delete
1	Reid, Paula	HR People	1	Approver		

[+ Add Adhoc Approver](#)

Comments to Approvers

Additional Information

Attachments

Trusted sites | Protected Mode: Off 100%



Add an Adhoc Approver

Click once on the **blue plus sign icon** to start the process

A series of fields will open under the icon:

The screenshot shows a web form titled "Add Adhoc Approver". It has the following fields:

- Approver Type: HR People (dropdown)
- Approver: (text input)
- Category: Approver (dropdown)
- Insertion Point Before: Reid, Paula (dropdown)

Below the fields is a button that says "CLICK HERE TO ADD ADHOC APPROVER". At the bottom of the form is a section labeled "Comments to Approvers". A blue arrow points to a plus sign icon in the top left corner of the form.

Approver Type:

- Do not change Approver type – use the default “HR People”

Approver:

- Click once on the Magnifying Glass icon
- In the Search By field enter the last name followed by % first name %
Example: Cassidy%Jeanne%
- Click once on the Go button to search for the name in Oracle format
- Click once on the Quick Select icon to choose the correct Adhoc Approver

Category:

- Do NOT change the Category – use the default Approver

Insertion Point Before:

- Insertion Point Before – use the drop down list to choose the person in the hierarchy the Adhoc Approver should receive the appraisal before

Click Here to Add Adhoc Approver Button

- **CRITICAL STEP:** Click the “Add” button. Double check the hierarchy for the Adhoc Approver
- **CRITICAL STEP:** If you add multiple Adhoc Approvers, and any are incorrect (person or placement in hierarchy), you must delete them in numeric order



Add an Adhoc Approver

Delete the Adhoc Approver if inserted the wrong approver or in wrong order

CRITICAL – Double check the hierarchy to make sure the correct Adhoc Approver is added in the correct order

Line No	Approver	Approver Type	Order No	Category	Status	Delete
1	Cassidy-Stepney, Jeanne	HR People	1	Approver		
2	Reid, Paula	HR People	2	Approver		

Be sure to select who the Adhoc Approver should be inserted before

Add Adhoc Approver

Approver Type: HR People

Approver: Cassidy-Stepney, Jeanne

Category: Approver

Insertion Point Before: Cassidy-Stepney, Jeanne

CLICK HERE TO ADD ADHOC APPROVER

Click once on the Magnifying Glass icon
Enter Lastname%Firstname% then click on the Go button
Click once on the Quick Select icon for an Adhoc Approver
The Adhoc Approver's name appears in the approver field

2

CRITICAL – Must click Add button to insert the Adhoc Approver into the hierarchy

Comments to Approvers

You can add comments here that will be visible to other approvers in the hierarchy.
Comments are NOT visible to the employee.

Additional Information

Attachments

CRITICAL STEP: If you add multiple Adhoc Approvers, and added one incorrectly, you must deleted them in numeric order before re-adding them into the hierarchy

Add an Adhoc Approver

Additional Adhoc Approver Tips...

- **Approvers' names must be entered in Oracle format** – use the magnifying glass search tool to ensure the correct person and format
- **Do NOT change default settings**
- **You MUST click once on the “Click Here to Add Adhoc Approver” button to add the approver** to the hierarchy – then double check the hierarchy list for accuracy (*added correct person in the correct order*)
- **Choose the insertion point carefully** – select the name of the person who should review the appraisal after the Adhoc Approver
- **You can add a “Comments to Approvers”** that will be visible to all approvers. The comments will NOT be visible to the employee.
- **CRITICAL STEP: If you add multiple Adhoc Approvers, and added one incorrectly, you must deleted all Adhoc Approvers in numeric order before re-adding them correctly back into the hierarchy.**



Additional Resources

- **Special Assistance with Appraisals:**

- Becky Simulcik: 501-4783

- **Technical Assistance:**

- Terri Higgins: 501-5241
- Tammy Parsley: 501-7544
- Kim Downer: 501-7513

- **Online Resources available via:**

<http://employees.henrico.us/info/supervisors/performance-appraisal/>

Competencies – Definitions, Behavioral Anchors, Additional Information about Competencies

HR Performance Appraisal Web Site for the following:

Training Presentation (PowerPoint); Work flow diagrams and Things to Remember (training tips and points) and other appraisal-related materials

County Rules and Regulations



Questions Anyone?

Please contact Human Resources
if we can assist you with the appraisal process
501-5241 or 501-7544 or 501-7513

