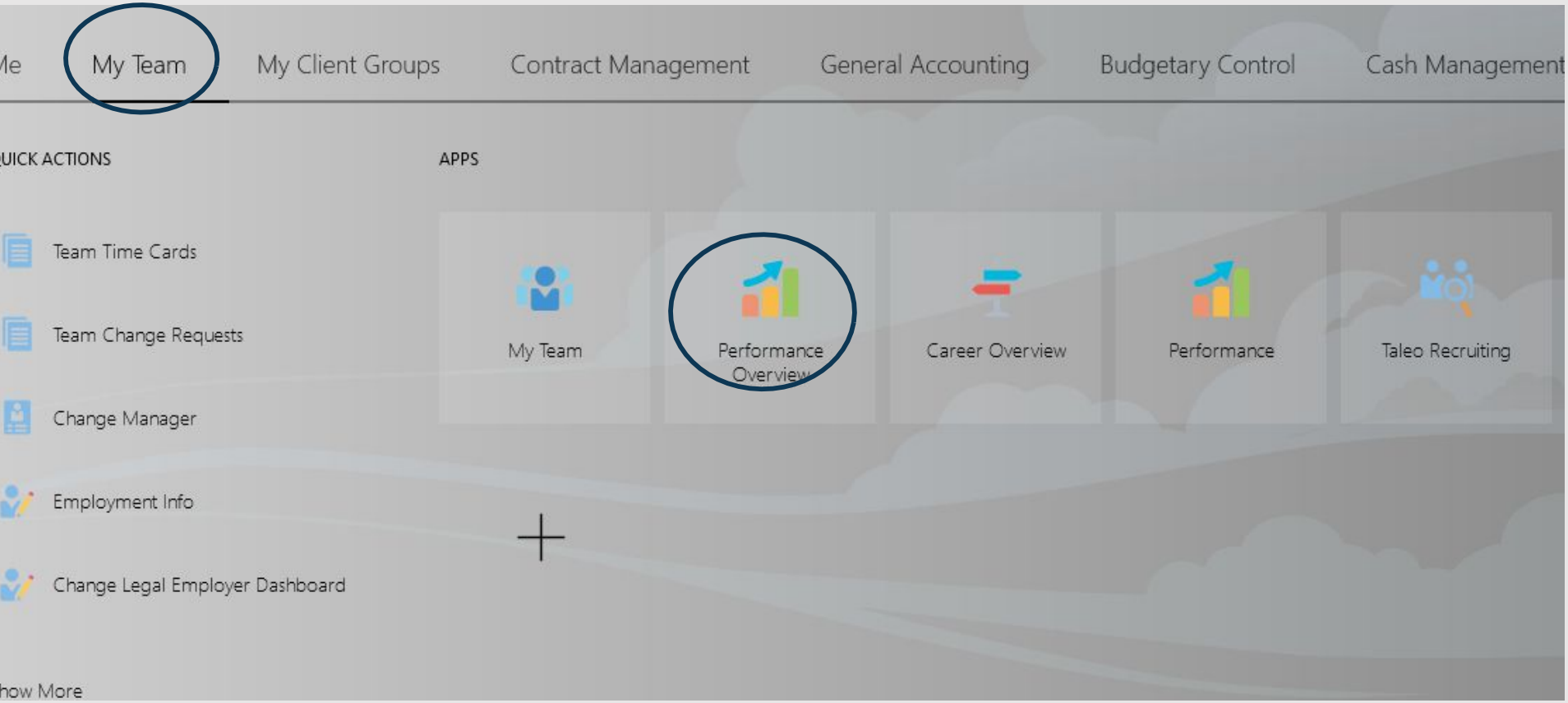
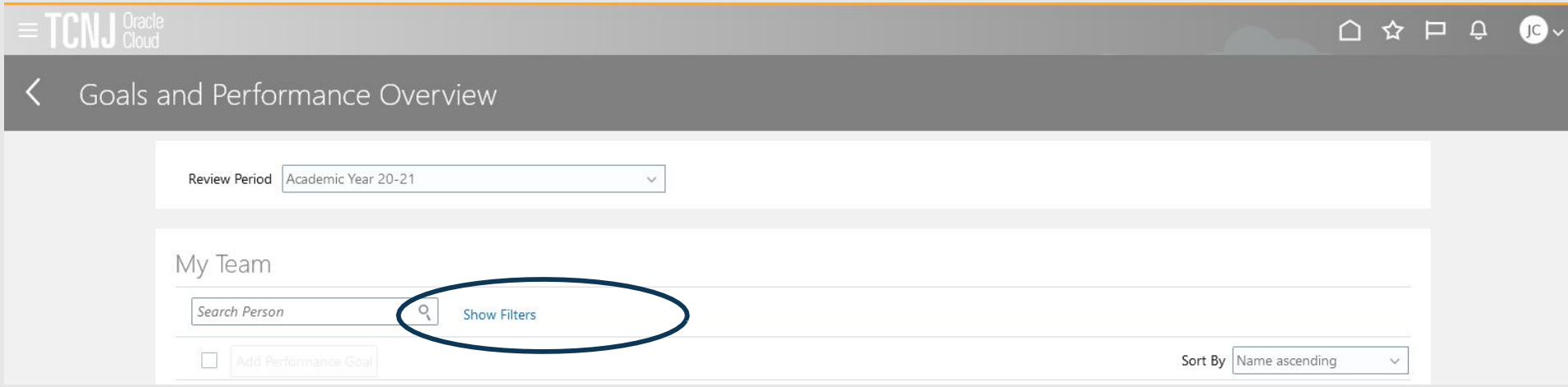
Approving A Performance Document in Oracle Cloud

This document captures how to do an approval of a performance document in Oracle. While the example shown is for a PAR, the same basic navigational steps are used for the Non-Unit and AFT Staff reviews as well, allowing for differences in the structure of the reviews themselves.

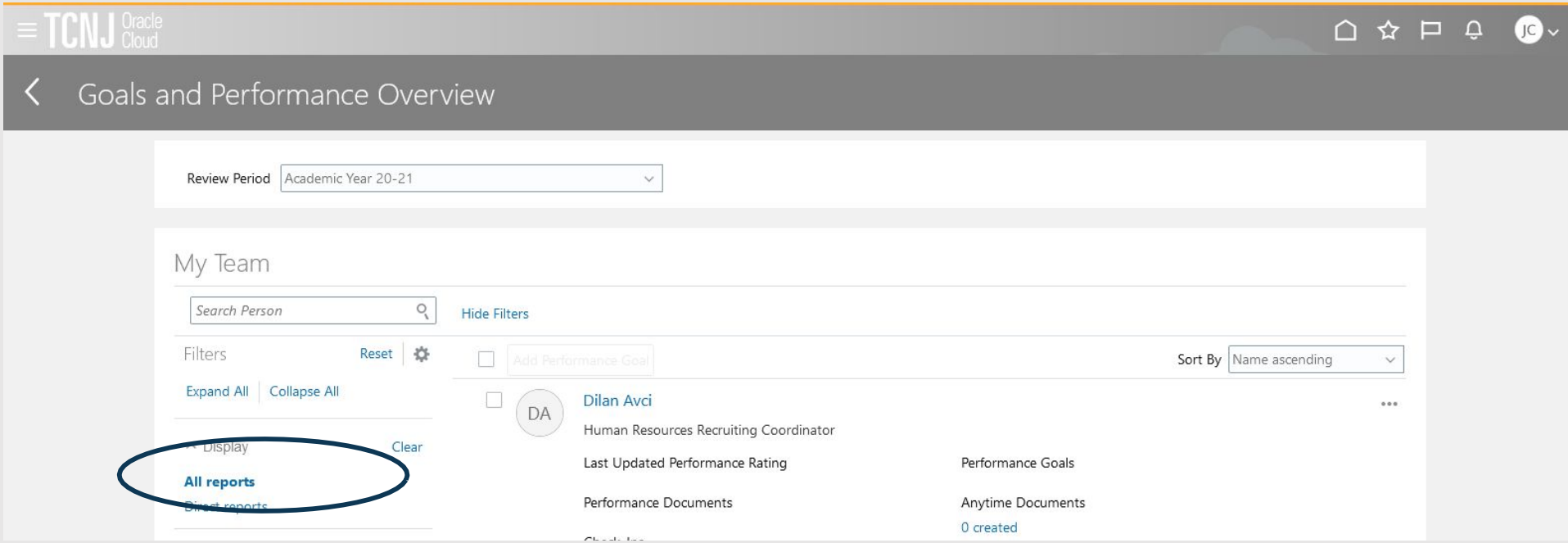
Approver signs onto Oracle and navigates to the My Team tab. Approver selects the Performance Overview tile.



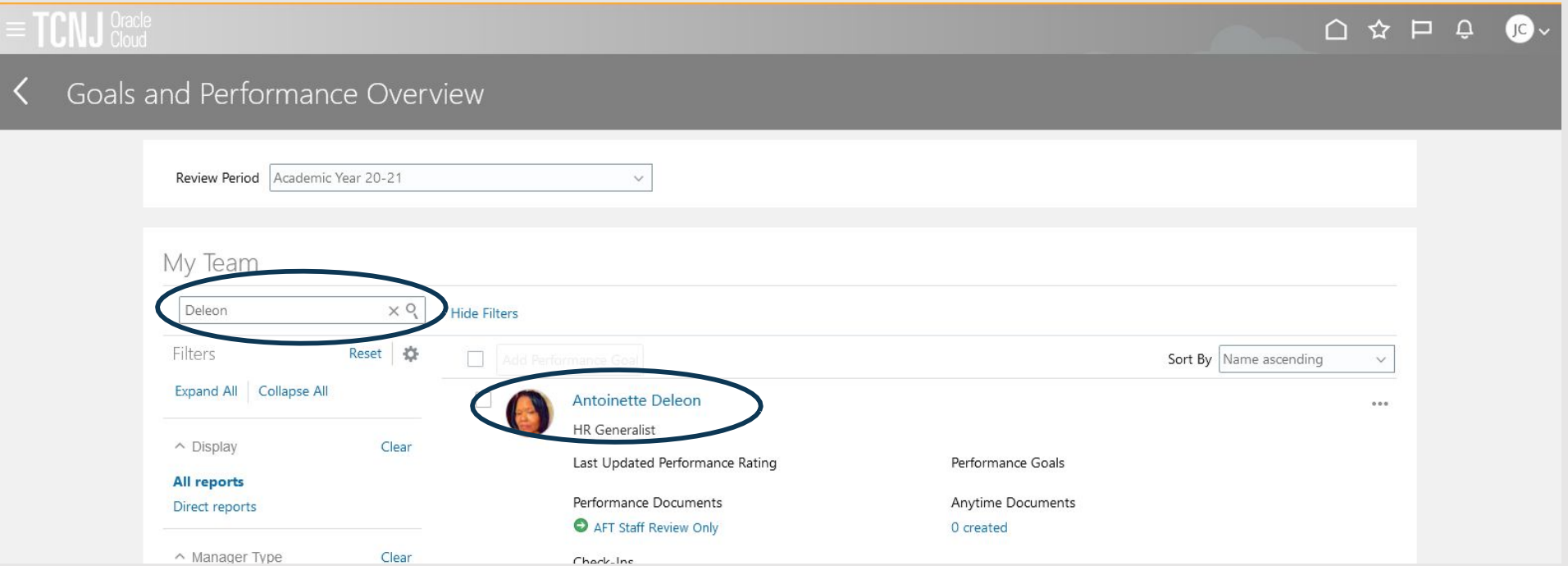
The approver selects the Show Filters link



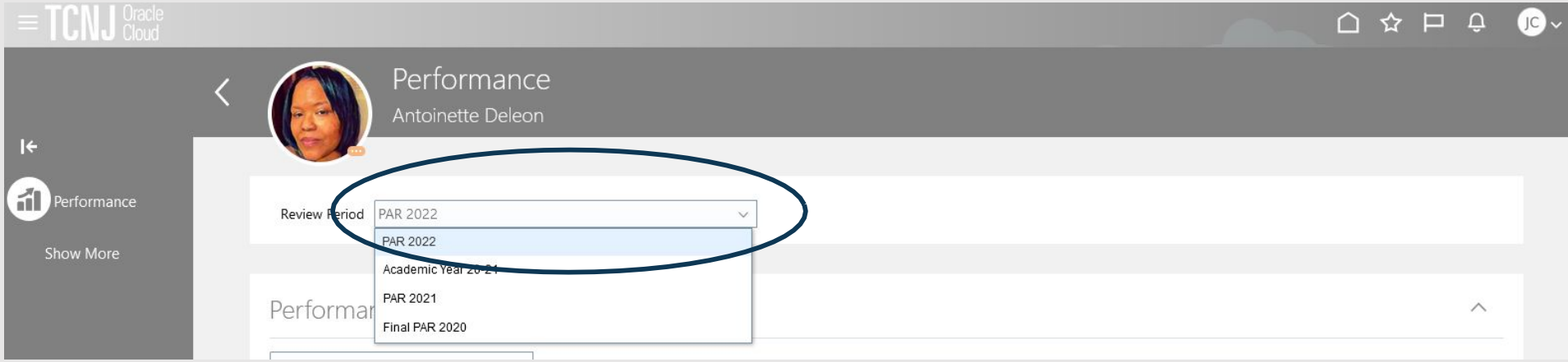
Next the All Reports selection is made.



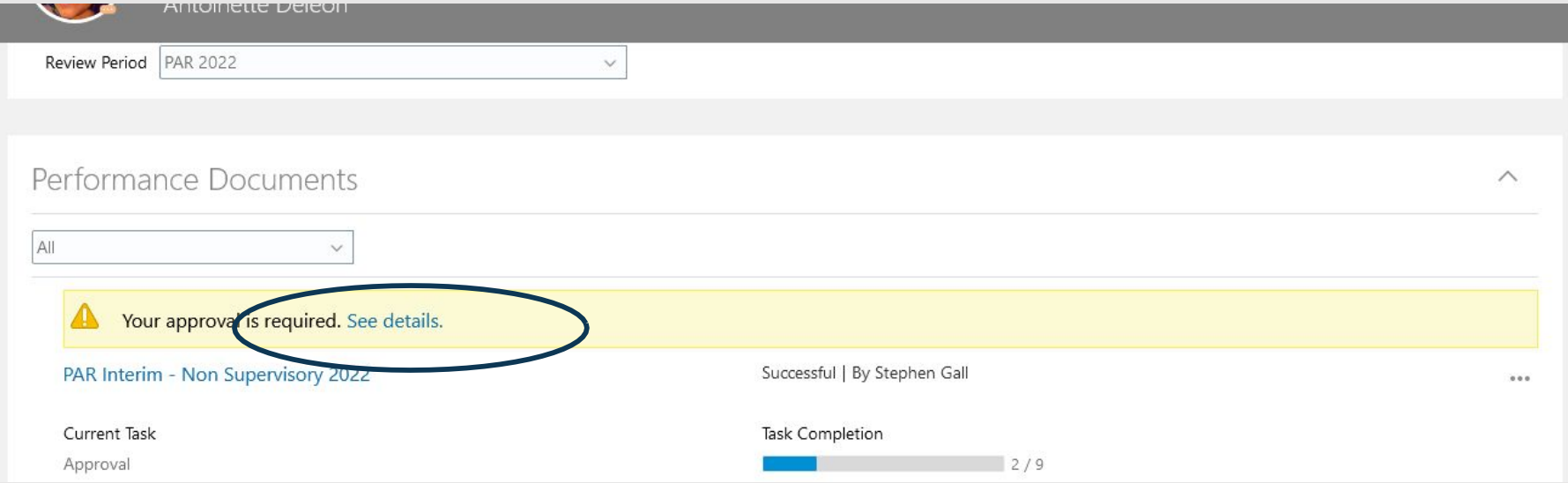
The Search box is used to locate the employee needing approval. The link above the employee's name is selected.



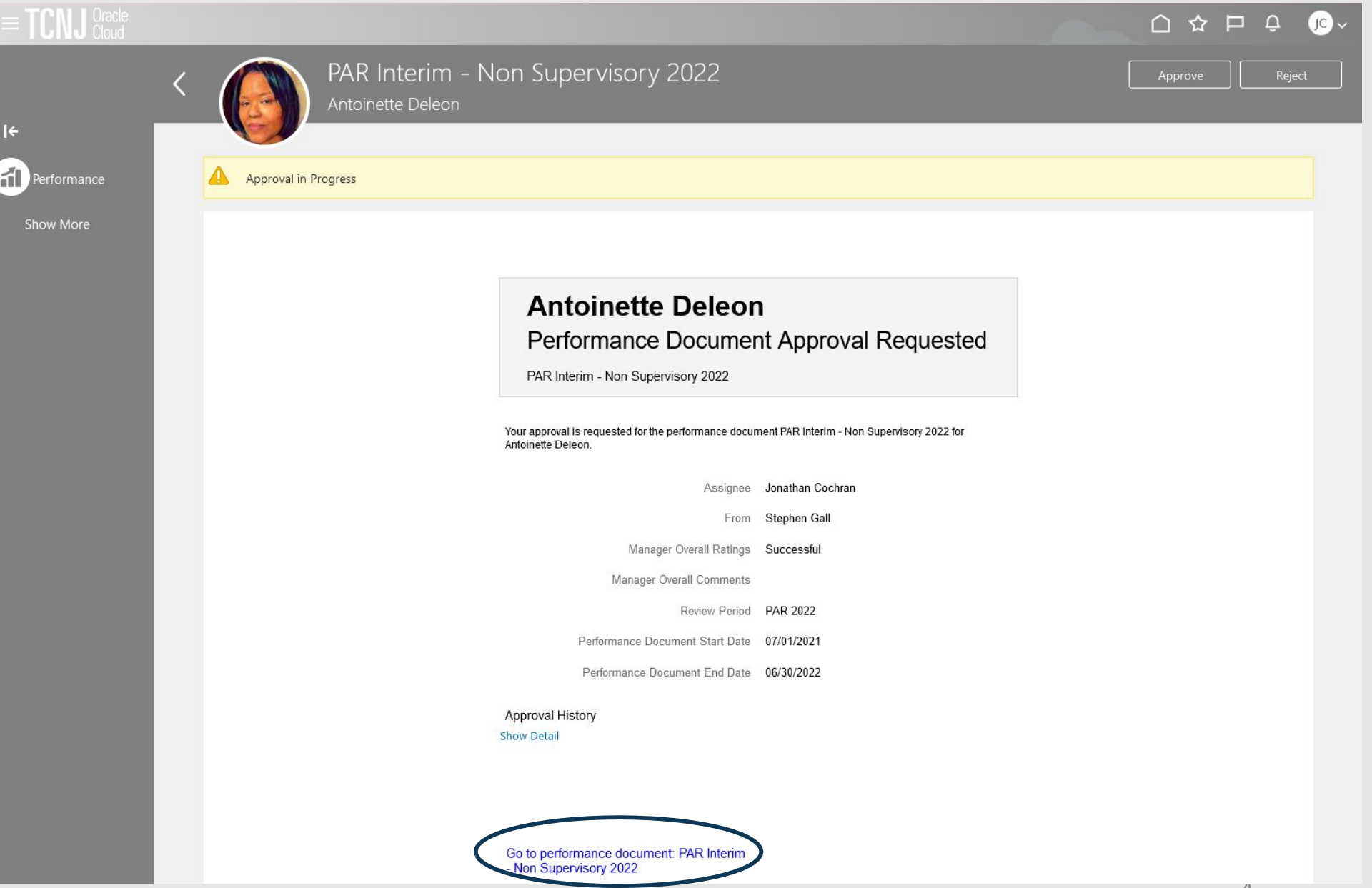
Using the dropdown box, select the Review Period relating to the document needing to be reviewed.



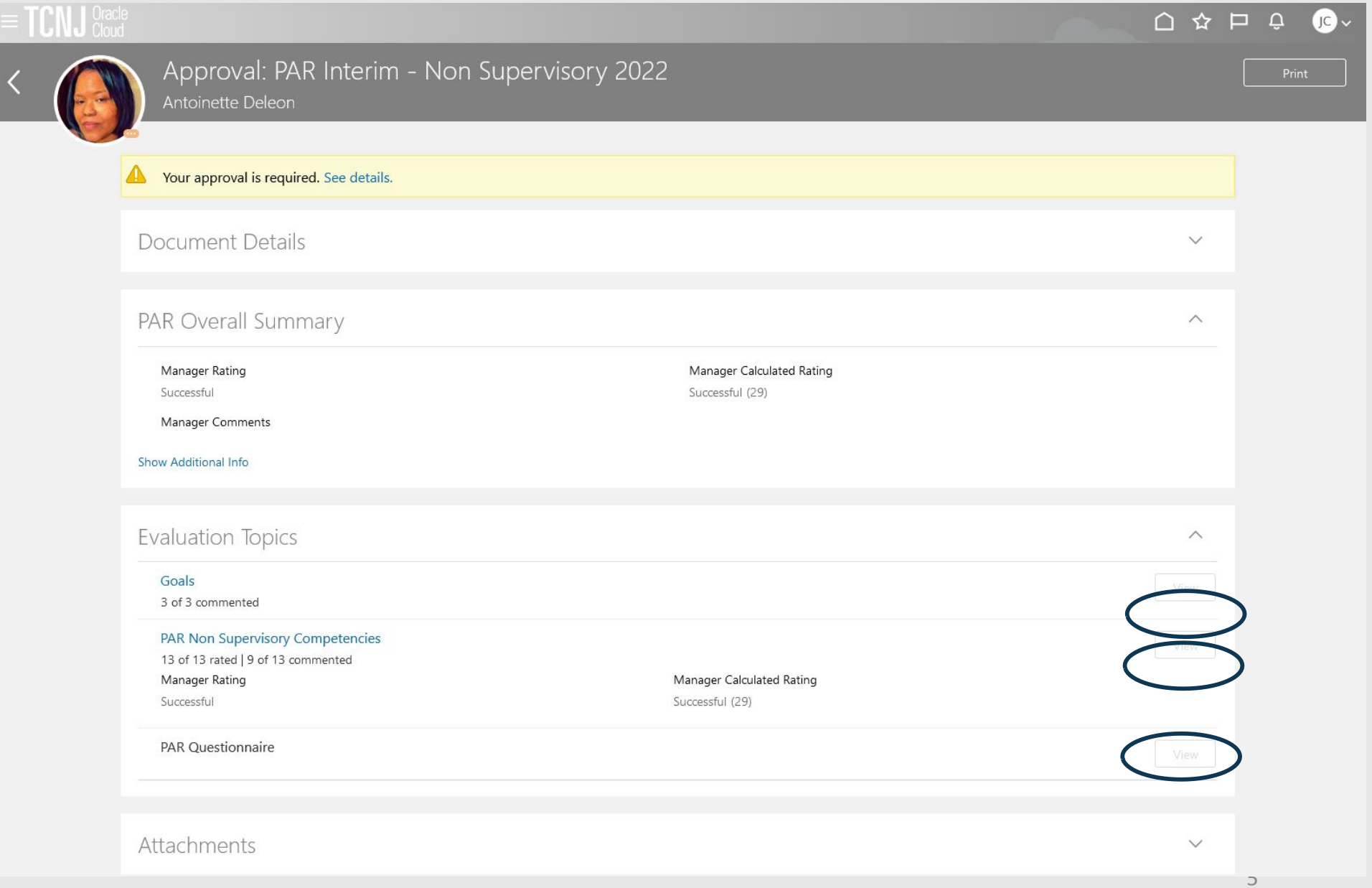
Click on the See Details link in the cream colored box indicating approval required.



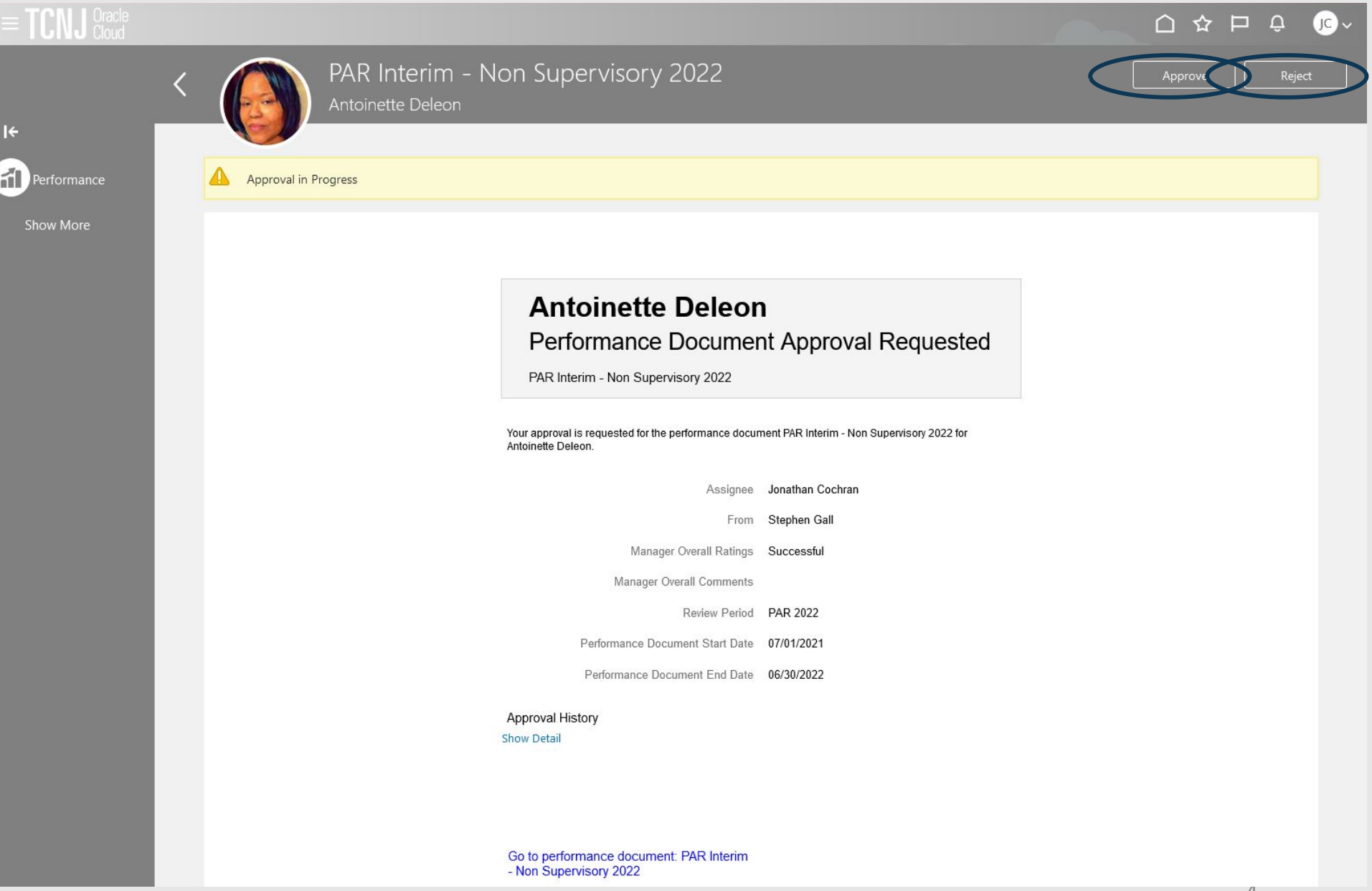
To review the document itself, the approver navigates to the bottom and click on the link titled Go to performance document.



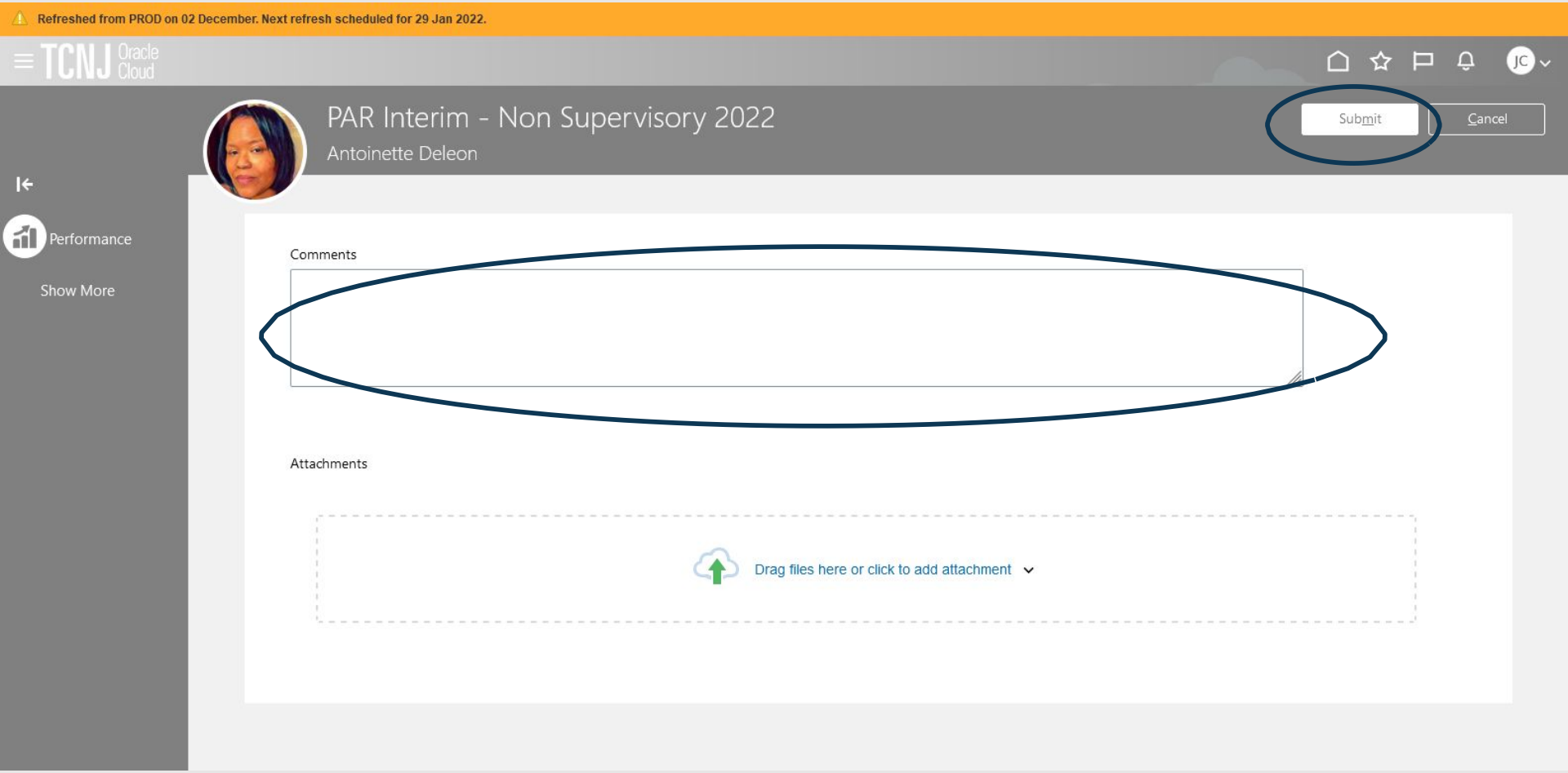
A second browser tab opens up and the approver can view the various aspects of the review by clicking the view buttons. When review is complete, approver should return to the original tab.



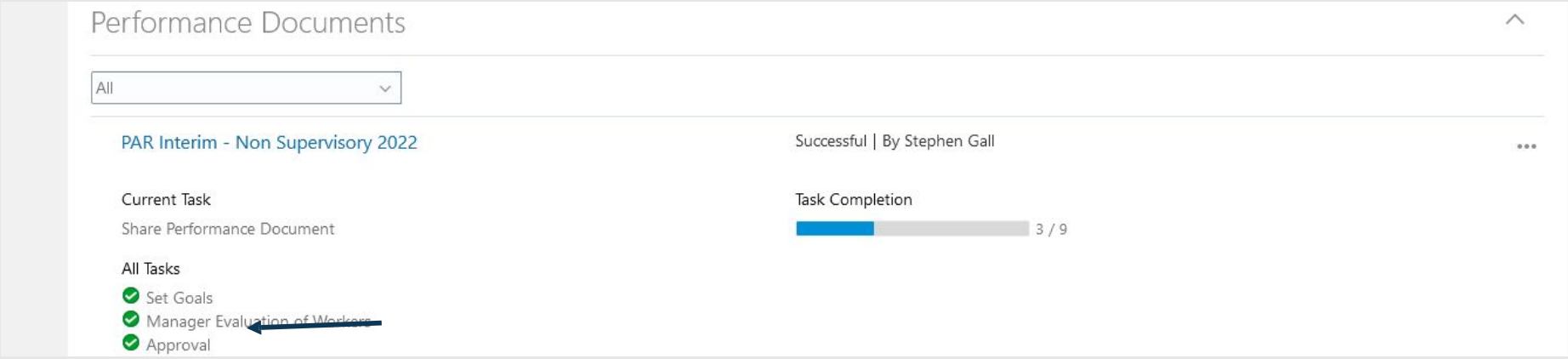
On this page, the approver either clicks the Approve tab or the Reject tab.



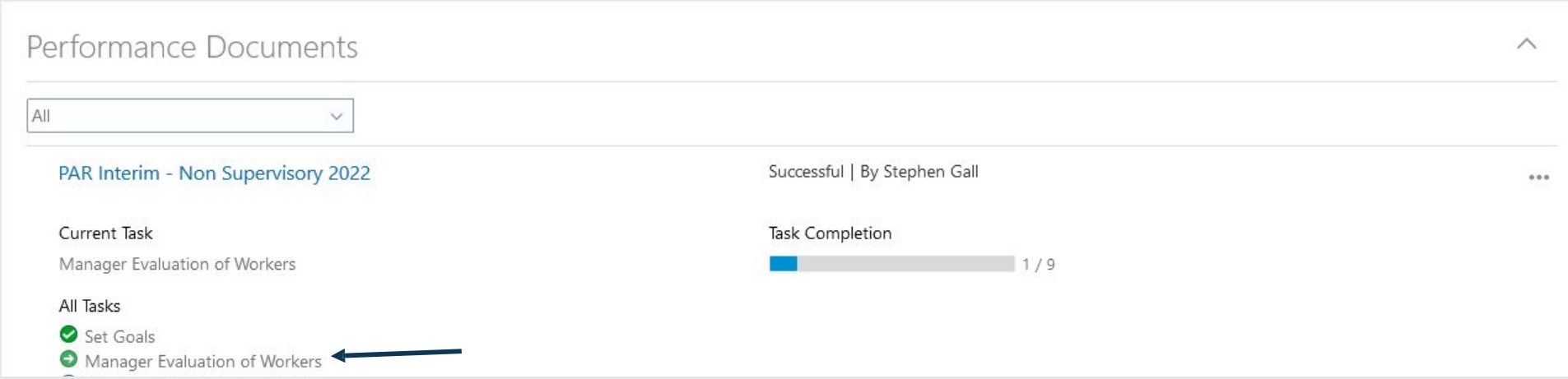
The approver enters optional comments and presses Submit for the approval or rejection.



If the document was Approved, the approver is returned to the previous page. and approval is complete (as noted by the green checkbox next to the approval step)



If the document was Rejected, the approver is returned to the previous page. and the document is returned for updating by the manager (as noted by the green horizontal arrow next to the approval step)



Questions regarding this process should be submitted to galls@tcnj.edu