

Accessing the Performance Workplan

Staff > ESS > MyPerformance MyCareer > Performance Workplan

The *Home Overview* screen displays tasks requiring attention.

- 1 From the *Home Overview* screen, click the **Employee Self Service** tab
- 2 Click the **MyPerformance MyCareer** hyperlink

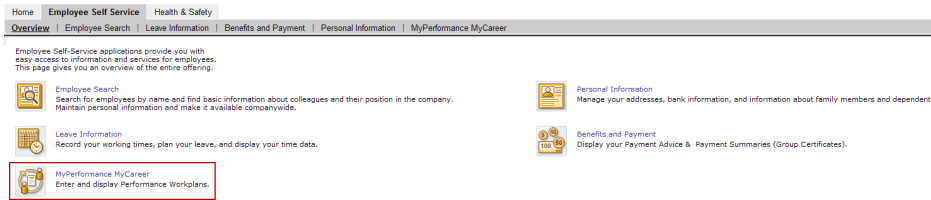


Figure 1. Employee Self Service screen.

The *MyPerformance MyCareer Overview* screen displays

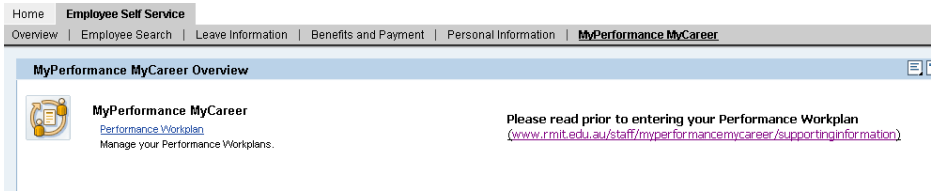


Figure 2. MyPerformance MyCareer screen.

- 3 Click the **Performance Workplan** hyperlink

The *Employee Documents* screen displays

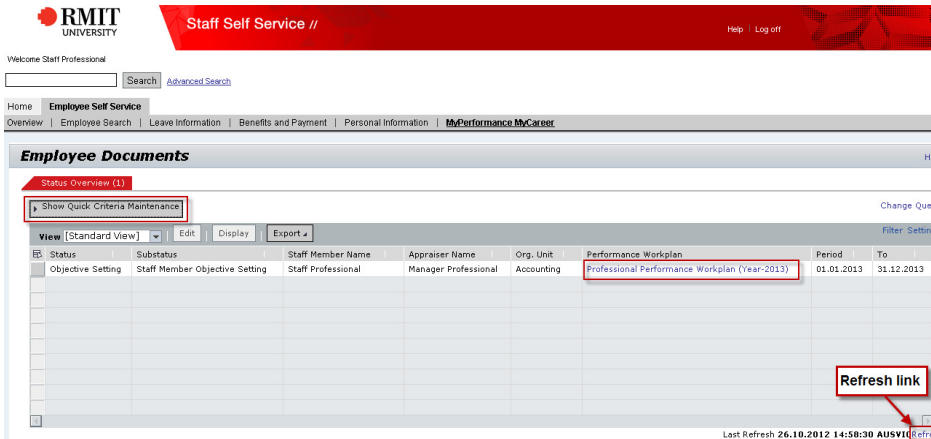


Figure 3. Employee Documents overview screen.

- 4 Click the **Show Quick Criteria Maintenance** button to display date range criteria to view future workplans

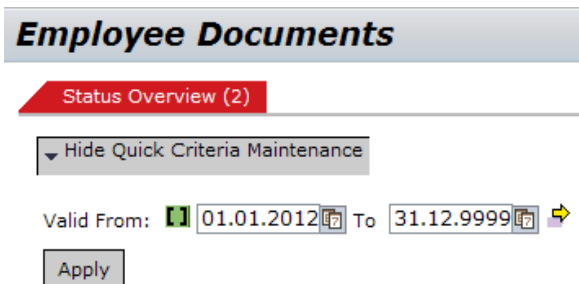


Figure 4. Quick Criteria Maintenance.

- 5 Click the **Date** icons and change the date range to be from **01.01.2012** to **31.12.9999** as shown
- 6 Click the **Apply** button
- 7 Click the blue **Refresh** link in the bottom right of screen (as indicated in *Figure 3* above) to display workplans for the date range selected
- 8 Click the **Performance Workplan** hyperlink, to view and/or edit the required Performance Workplan, e.g. *Professional Performance Workplan (Year – 2013)*

The *Performance Workplan* screen displays

Figure 5. Performance Workplan screen.



Caution: It is important to change the **date query filter** range as in step **Error! Reference source not found.** above, to ensure the workplan year that you are setting objectives for is included. This will only need to be done the first time you access this new workplan.