

The University of Texas at San Antonio

UTSA People Excellence

Next Level Manager

Quick Guide

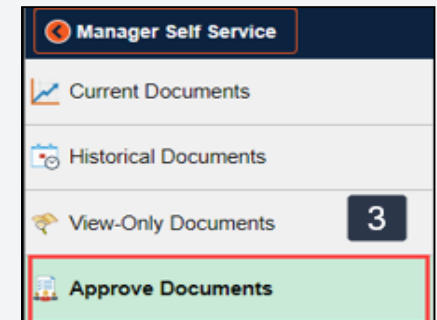
What Is the Next Level Manager Process?

Once managers complete the employee appraisal, the **next level manager** reviews the document and can approve or deny the document.

Denying the document will simply send it back for modification.

Team Performance

1. Select the **Manager Self-Service** option from the drop-down on the PeopleSoft homepage.
2. Select the **Team Performance** tile.
3. Select **Approve Documents** from the navigation collection.



Performance Document

1-1 of 1

| Name | Begin Date | End Date | Document Status | Approval Status | Submitted By | Document Type |
|------------|------------|------------|-----------------|-----------------|--------------|-----------------------------|
| John Smith | 02/19/2020 | 02/19/2020 | Approval | Submitted | Carl Davis | UTSA Performance Evaluation |

4

- Click on employee's name to continue.
 - The **Performance Summary** will display the overall rating for the employee.
 - Select the **View Performance Detail** link to review the evaluation.

John Smith
RESEARCH SCIENCE ASSOCIATE II

Performance Summary

Document Type UTSA Performance Evaluation Manager Carl Davis

Period Begin Date 02/19/20 Period End Date 02/19/20

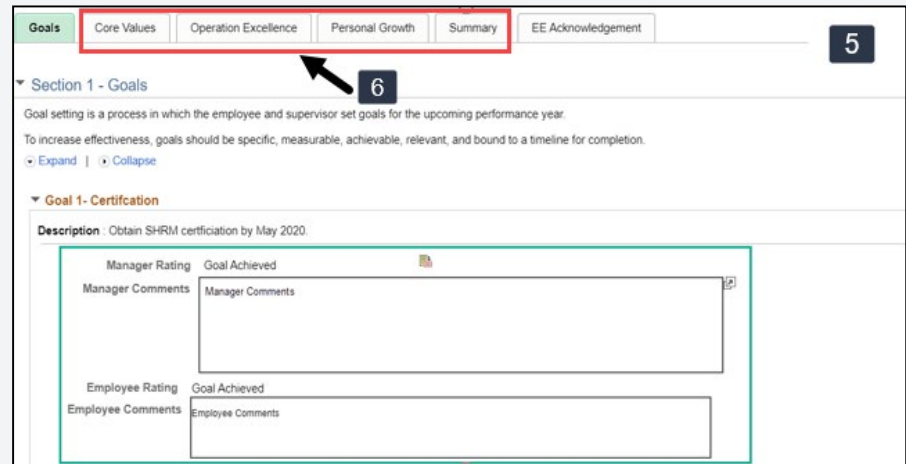
Rating 5. Role Model [View Performance Detail](#)

Approver Comments

Approval Chain >

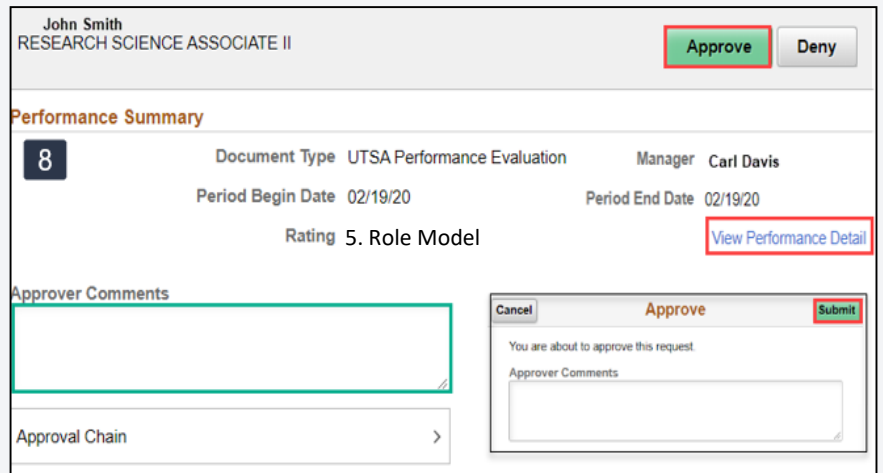
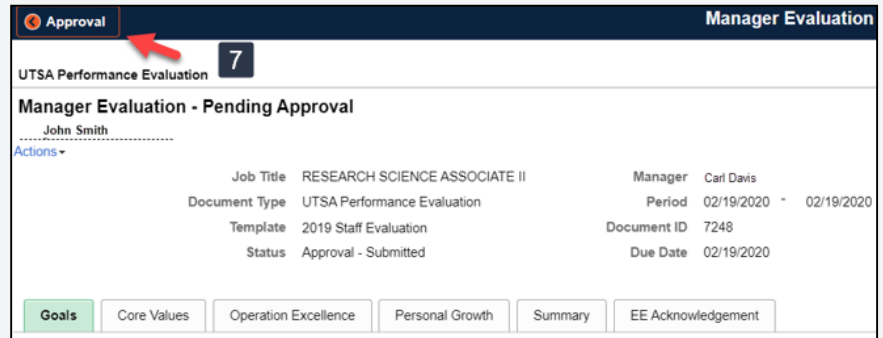
Review Content

5. Select the **Goals** tab, review **Manager and Employee** comments for each goal.
6. Repeat step 5 for the following tabs:
 - Core Values
 - Operation Excellence
 - Personal Growth
 - Summary



Submit Response

7. Once the evaluation is reviewed, select the **Approval** button on the top left of the screen.
8. Select **Approve** or **Deny** to send back for modification.
 - **Note:** Comments required if sending the document back for revision.
 - Click **Submit** to complete this process.



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