



File Name	Next Review Date_BUSPROC.doc
Version	8.9
Document Created	6/10/2009
Date Modified	6/10/2009
Last Changed by	Ann M. Flood
Status	DRAFT

Next Review Date

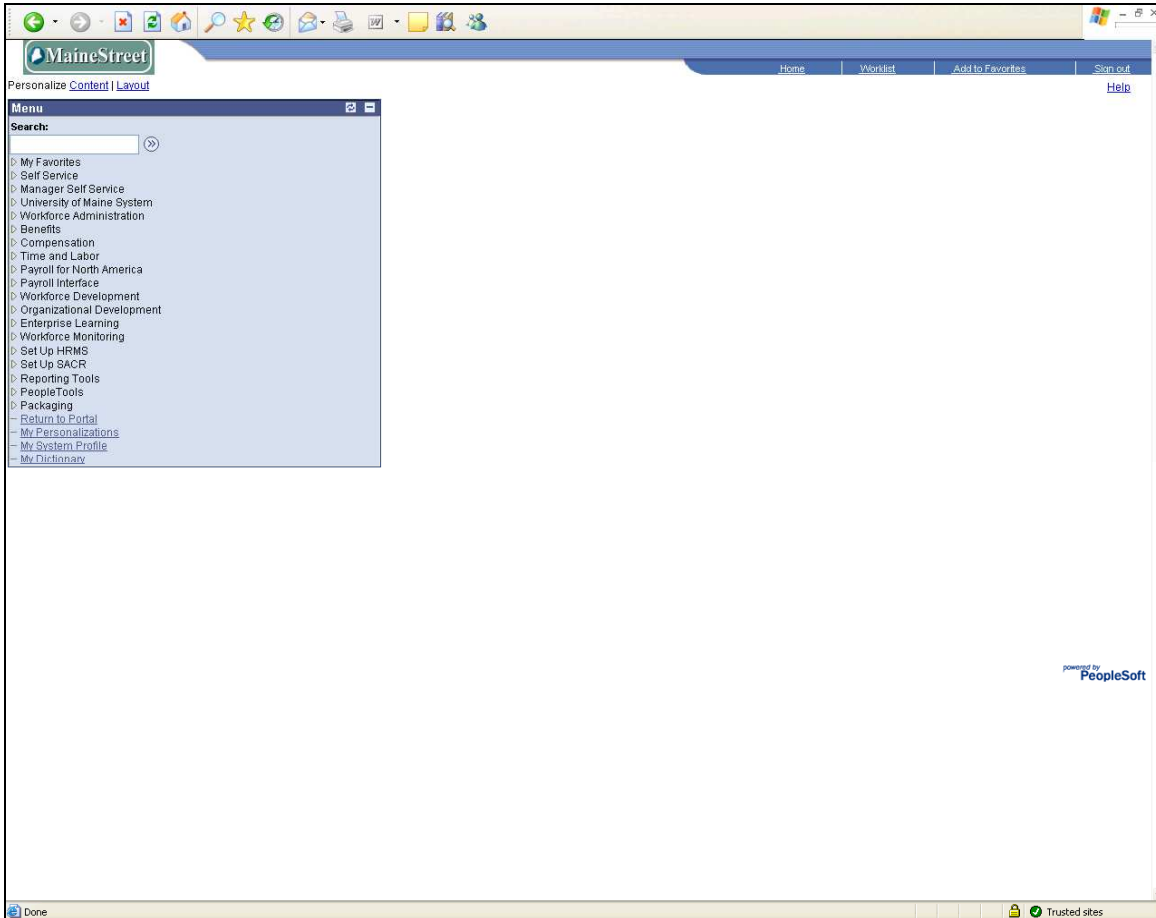
Trigger:

Concept

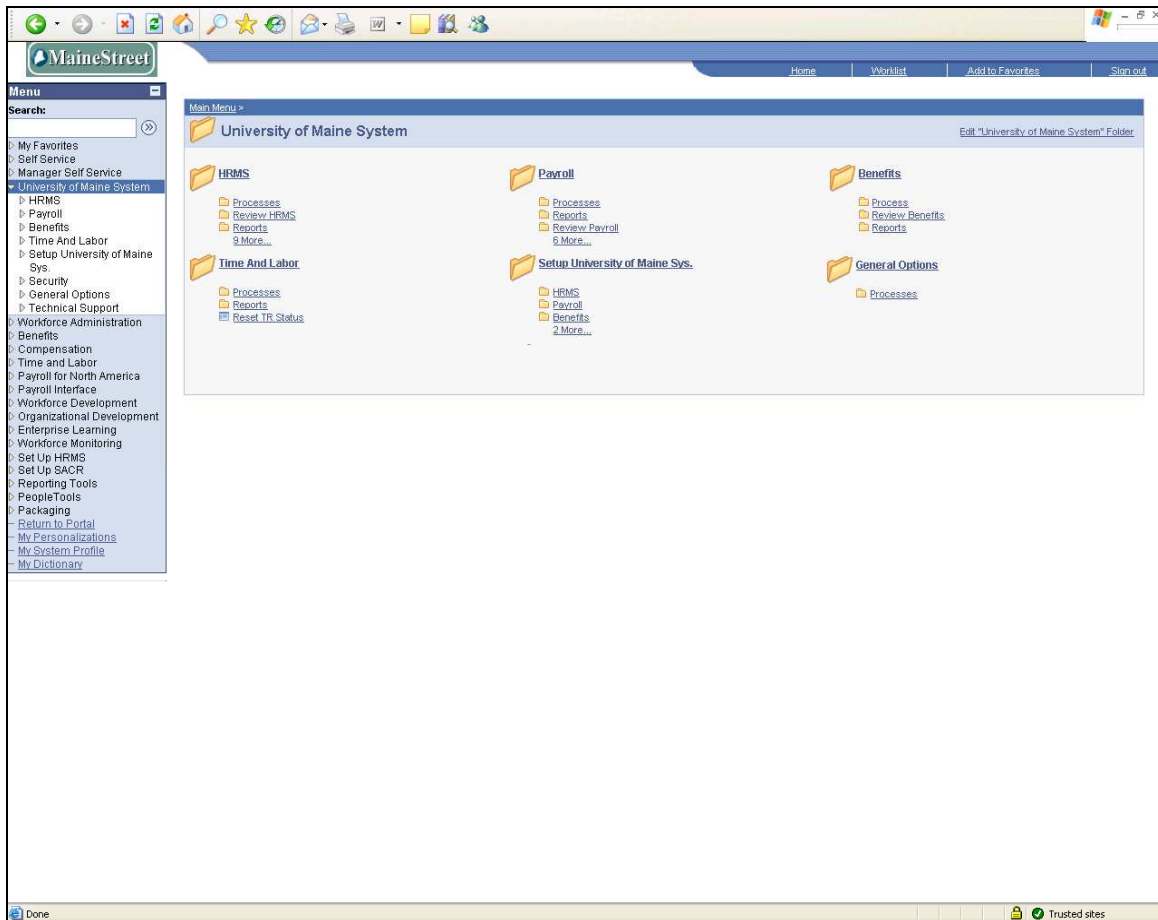
Description: Use the Next Review Date page to track and report on employees performance review dates.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Procedure



Step	Action
1.	Click the University of Maine System link. <input type="text" value="▶ University of Maine System"/>



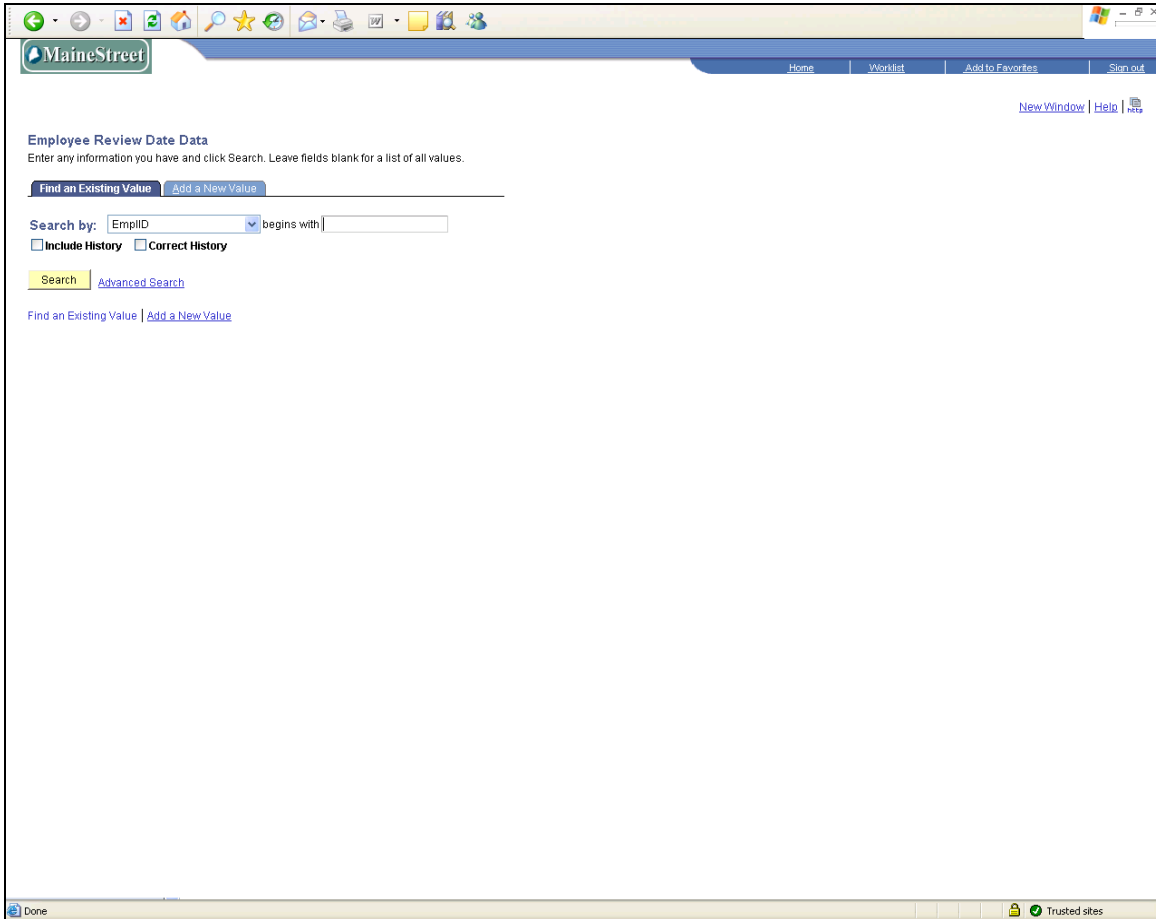
Step

Action

2. Click the **HRMS** link.
3. Click the **Employee Review Date Data** link.

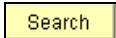
Process Document

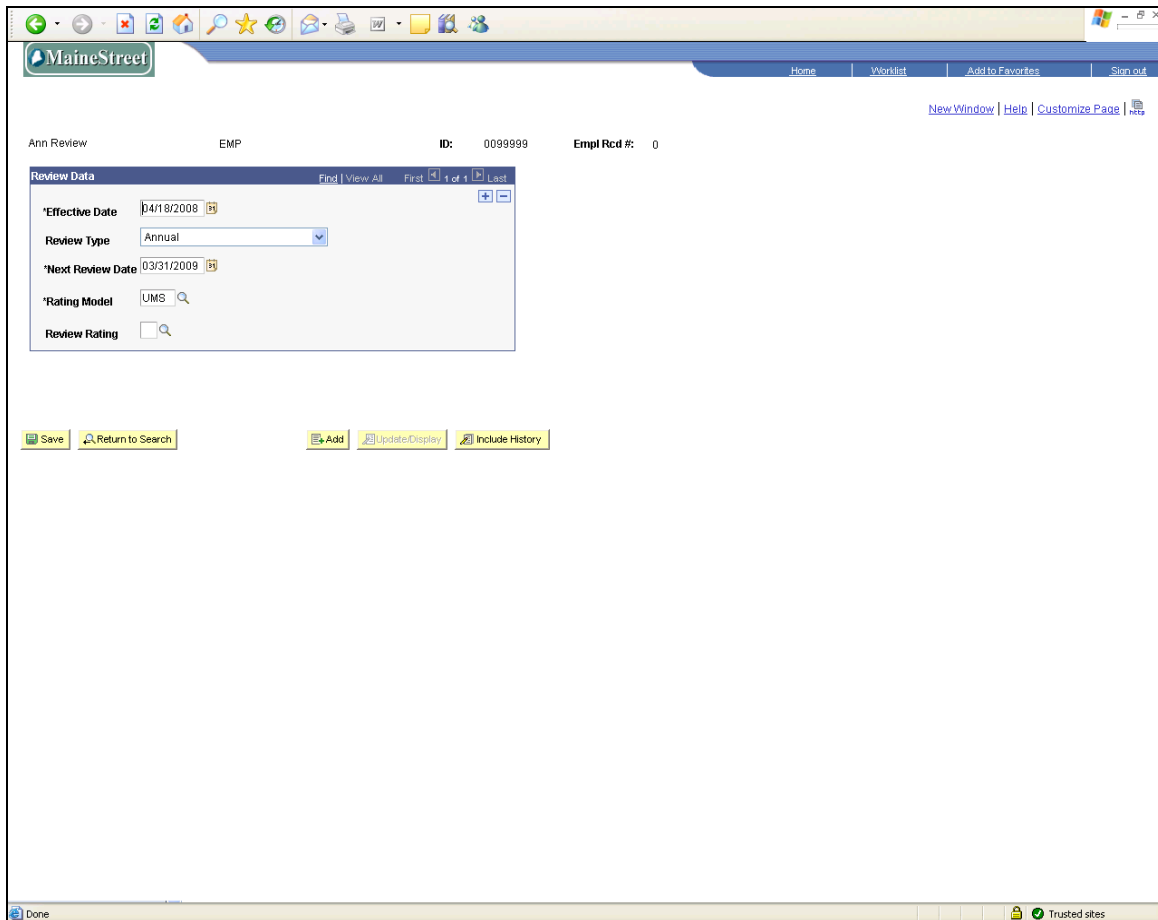
HRMS: Next Review Date



Step	Action
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- | | |
|----|---|
| 4. | Enter the employee's EmplID into the begins with field. For this exercise: |
| 5. | Click the Search button. |





The screenshot shows a web browser window with the 'MaineStreet' logo in the top left. The browser address bar is empty. The page header includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area displays the following information:

Ann Review EMP ID: 0099999 Empl Rcd #: 0

Review Data Find | View All First | 1 of 1 | Last

*Effective Date: 04/18/2008


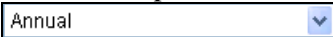


Review Type: Annual

*Next Review Date: 03/31/2009

*Rating Model: UMS

Review Rating:

At the bottom of the form, there are several buttons: Save, Return to Search, Add, Update/Display, and Include History.

- | Step | Action |
|------|--|
| 6. | If necessary, Click the Plus (+) key to add a new row.
 |
| 7. | Click the drop down arrow to select from the Review Type list.
 |
| 8. | Select the appropriate value from the list. For this exercise: Click the Annual list item.
 |
| 9. | Enter the date of the employees NEXT review into the Next Review Date field. |
| 10. | Click the Save button.
 |
| 11. | End of Procedure. |