To ORGN Managers and Administrators:

Staff annual performance evaluations must be completed and signed by the supervisor and employee by February 28th of each year. To determine the status of the completion of evaluations for your department(s), you may process a report available in the Performance Management System or run COGNOS Human Resources report HR062 or HR062C. Follow these quick steps for these reports.

**Performance Management System report: Supervisor Progress** (Only ORGN Managers will be able to run this report)

This report, directly from the Performance Management system database, will be in Excel format and will list all employees, their supervisors, and status of the employees’ PD, Self-Assessment and Evaluation indicating numeral 1 as complete and 0 as not complete. *This report only indicates that the evaluation has been completed in the PM system. It does NOT indicate that it has been signed by the supervisor & employee and fully executed and received in Human Resources.*

PM system website: [http://www.ttuhsc.edu/HR/performanceManagement](http://www.ttuhsc.edu/HR/performanceManagement)

Click on Org Manager Reports from the menu.
Click on Supervisor Progress button; enter 12/01/YYYY to 02/28/YYYY for dates.
Click on Run Report button. The report will immediately be emailed to you.
Screen shots of these steps are below.

**COGNOS Human Resources reports HR062 and HR062C.** (Only employees with Cognos Human Resource report access will be able to run these reports.)

*These reports indicate that evaluations HAVE been signed, fully executed, received in Human Resources, and entered into the Banner Human Resources Information System.*

**HR062 – Performance Evaluation by ORGN:** This report will produce a complete history of the evaluations of all employees of your organization. Review the top line for each employee to determine if the current evaluation has been received in HR and entered into the Banner HRIS.

**HR062C – Performance Evaluation by ORGN Current Data:** This report will produce a concise snapshot of the most current evaluation status of each employee in your department(s), including current hire date, review due date, review completed date, and supervisor name.

Access COGNOS Human Resources Reports [http://cognos.texastech.edu/](http://cognos.texastech.edu/)

Click on IBM Cognos Content
Click on the Human Resources folder
Click on Departmental Users
Click on All Human Resources Reports
Click on HR062-Performance Evaluation by ORGN or HR062C-Performance Evaluation by ORGN Current Data

NOTE: run in PDF format for best results.

Click on Texas Tech University Health Sciences Ctr, and enter your Orgn if allowed.
Click on Finish. The report will process.
Screen shots of these steps are below.
Instructions with screen shots

Performance Management System report: Supervisor Progress

http://www.ttuhsce.edu/HR/performancemanagement

Click on Org Manager Reports from the menu.

Performance Management User Guide
Self Assessment User Guide

Hi Janet, your PM links are listed below:

1. Performance Management Checklist
2. Position Description
3. Self Assessment
4. Performance Evaluation Form
5. Existing Forms Created by you, about you, or that you review
6. Templates: Nursing Titles Pilot Program
7. Performance Management Web Site (information, tutorials, etc...)
8. ORGN Manager instructions to run Evaluation Completion reports
9. Form Status of Employees You Supervise
10. Supervisors and Staff Employee Relationship
11. Org Manager Reports
12. Admin Options
13. Sign Out

Click on Supervisor Progress button; enter 12/01/YYYY to 02/28/YYYY for dates.

Click on Run Report button. The report will immediately be emailed to you.
COGNOS Human Resources reports HR062 and HR062C.

Access COGNOS Human Resources Reports [http://cognos.texastech.edu/](http://cognos.texastech.edu/)

Click on IBM Cognos Content

Click on the Human Resources folder

Click on Departmental Users

Click on All Human Resources Reports
Click on HR062-Performance Evaluation by ORGN (complete evaluation history) ... or HR062C-Performance Evaluation by ORGN Current Data (most current evaluation status)

**NOTE:** Run in PDF format for best results.

Click on Texas Tech University Health Sciences Ctr, and enter your Orgn if allowed. Click on Finish button to run the report.