



Instructions – Employee EPMS documents

1. Open Google Chrome or Mozilla Firefox browser
2. Login to [Wingspan](#)
3. Go to the **EMPLOYEE DETAIL** tab
4. Select the **EPMS** link
5. On your keyboard (the first time you access this page each year) press and hold the “Ctrl” key while pressing the “F5” key. Doing this will update the code for this page.
6. Next to your name, click on the sideways triangle ► to expand the list of documents available.
7. If your review is pending for your e-signature, it will have a yellow exclamation mark in the Employee column, like this:

From Date	To Date	Type	Supervisor	Reviewer	Employee
04/01/2016	03/31/2017	Annual Review	✓	✓	⚠

8. To open the EPMS document, click on the pencil icon  to the left of the document.
9. If you would like to add a **comment**, first expand Section 1C, by clicking on the ► icon for that section. To activate the comment section, click on the  icon in the “Employee comments” box, type your comment then click on the green arrow to finish the entry.

▼ **Section 1C Overall Evaluation**

Summary Evaluation	Summarize the employee's performance, discussing a
<input type="radio"/> E <input type="radio"/> S <input type="radio"/> U	

Employee comments on any aspect of the performance evaluation.

10. To **e-Sign** the document scroll to the bottom of the window to find the gold **Status Bar**
11. First click on the **Save** button to save any comments made then click on the **Acknowledge** button to sign the document.