

EPMS Review Process

Login to Wingspan
Go to **Employee Detail tab**

List which reviews are due?

Position Descriptions link
(determine who/what/when)

- ◆ Use Mozilla Firefox or Chrome browser
- ◆ PC: Press Ctrl + F5 first time on EPMS page (to update code)
- ◆ Mac: Press command + R for updates

EPMS link
(create/update an EPMS)

- Review Types**
- Annual (3/31)
 - Probationary (12mos)
 - Trial (6mos)
 - Short (3/31 part year)

Review or **Planning Stage Document**

- Planning Document Types**
- Planning Stage
 - Short Planning Stage

Supervisor Creates Review:

- Copy details from prior review or planning stage document
- Create new review from Position Description
- Save often


SAVE VALIDATE

Supervisor Creates Document:


- Copy details from prior review or planning stage document
- Create new review from Position Description

SAVE VALIDATE

Supervisor Submits for Reviewing Officer

REVIEW 

Reviewing Officer Acknowledges

SAVE ACKNOWLEDGE 


Supervisor makes changes as needed

SAVE VALIDATE

Supervisor Prints
Use FILE option on the menu bar

Supervisor Meets with Employee

Supervisor Finalizes



SAVE VALIDATE FINALIZE 

Employee Acknowledges
Enter optional comment in Section 1C

SAVE ACKNOWLEDGE

Employee Actions

- Display PD
- Add document

Document Actions

- Edit this document
- Copy this document
- Delete this document

