**Paper-Based Process for ePerformance**

This document contains steps to allow managers and employees without computer access to complete the Georgia Performance Management Process using the ePerformance system.

**Managers**

If your employees do not have access to a computer, they can still be actively involved in managing their own performance. You can sit with the employee at your computer to review documents and make changes in ePerformance together. Or you can have the employee work from a printed/hard copy of the document and then you can enter the employee’s changes into ePerformance yourself.

Process modifications:

* Performance Planning

During the planning phase, provide employees with a copy of their ePerformance performance plan and allow them to write their comments and ideas on the hard copy. Then together you can decide what the final plan will look like. After that, you can input the final changes to the performance plan and provide the employee with an updated copy.

* Performance Evaluation

In order for the employees to complete their self-evaluation, you will need to give them access to your computer or have them complete the self-evaluation on a printed/hard copy of the plan.

* Finalize Performance Document

After having the performance evaluation discussion with your employee, the employee will need to sign a hard copy of the evaluation or you will need to allow the employee to use your computer to acknowledge that the performance review was held. If the employee is unable to access the document in ePerformance to acknowledge the performance discussion, you would need to “override” the employee’s acknowledgement in order to Complete the document in the system and move it to history.

**Employees**

If you do not have access to a computer, you can still be actively involved in managing your own performance. You can sit with your manager at his/her computer to review ePerformance documents and make changes together. Or your manager can provide you with a printed/hard copy of the document to work from and then your manager can enter any changes into ePerformance.

Process modifications:

* Performance Planning

During the planning phase, your manager can provide you with a copy of your ePerformance performance plan so you can write comments and ideas on the hard copy. Then you and your manager can work together to decide what the final plan will look like. After that, your manager can input the final changes to the performance plan and provide you with an updated copy.

* Performance Notes

You will need to track your own performance notes in a separate paper file.

* Performance Evaluation

In order for you to complete your self-evaluation, you will need access to a computer or your manager can provide you with a printed/hard copy of the plan to write your self-evaluation.

* Finalize Performance Document

After having the performance evaluation discussion with your manager, you will need to sign a hard copy of the evaluation or you will need access to a computer to acknowledge in ePerformance that the performance review was held.