# How to Find Past Check-Ins & Appraisals

(For Employees pg. 1 - For Supervisors pg. 2)

#### For Employees (Check-Ins):

- 1. Enter Employee Space
- 2. Select "Employee Check-In" option from menu.
- 3. Double Click on the Check-In you would like to review.

Note: A blue "Acknowledge" button will appear next to check-ins you have NOT signed. Check-ins that have already been acknowledged will not show this button.

8	Employee	\$	■ CHECK INS - Double click date to view check in.
Q	Search		
	Employee Space Guide		October 16, 2024
	My Profile		
\$	Benefits	~	June 13, 2024
۳	Request Leave		December 5, 2023
⊵	My Reviews		□ <sub>October 30, 2023</sub>
ŵ	Opportunities		
0	View Compensation		
	Рау	~	
	Employee Check In		

### For Employees (Appraisals):

- 1. Enter Employee Space
- 2. Select "My Reviews" option from menu.
- 3. Go to "Completed" tap.
- 4. Select the appraisal you would like to review.
- 5. Click the "Consolidated Appraisal" button to view a PDF of the appraisal

Note: Appraisals that have not been acknowledged will appear in the "Pending Acknowledgement" tab.

8	Employee	٢	■ Performance Appraisals								
Q	Search		Active Other Rater Ready For Review Pending Acknowledgment Completed								
	Employee Space Guide								🛱 Consolidated Appraisal		
	My Profile		Appraisal	Next Step	Period Begin	Period End 🌻	Document Type	For Resource	Overall Rating		
			CPC APPRAISAL 2024		1/1/2024	12/31/2024	Manager				
\$	Benefits	~	CPC APPRAISAL 2023		9/5/2023	12/31/2023	Manager				
۲	Request Leave										
⊭	My Reviews										

# See Next Page for Supervisor Tutorials

https://bhr.sd.gov/

### For Supervisors (Check-Ins):

- 1. Enter Manager Space
- 2. Select the "Check-Ins" button on the home page to review current and past CPC Check-Ins.

Note: The "Employee Check-In" menu option only shows CPC Check-In information for the current year.

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Manager \$	■ Quick Links		с
Q Search		The Off Assessed	
My Staff ~	View and manage your staff	Manage approvals for your team	Request to fill a position in your organization
Acquire Talent 🗸 🗸	Goal Dashboard	Employee Development	Review Performance
Manager Space Guide	View and take action on your organization's goals	Anage development plans for your team	Anage your team's performance appraisals
Take Notes	Compensation Awarding	Health and Safety	Employee Dates
Employee Check In	Analyze compensation for your team	weport savety observations	Vew Employee Ni Quees
Review Performance		o o o	⊗
		Manage Transitions Development Tasks Qualification Request	sts Check-ins

## For Supervisors (Appraisals):

- 1. Enter Manger Space
- 2. Select "Review Performance" option from menu.
- 3. Use various tabs to review your employees past and present CPC appraisals.

■ Review Performance							PDF	G	
My Staff All Active Appraisals	s All	Assigned To Me	Reassigned	By Status	Acknowledged	And Historical			
		Active F	inalized Histo	orical					
Q Search by Name		Active							
		Appraisal	Due Date	2 \$	Status	Next Step	Appraisal Owner	Estimated % Comp	p
					_				
.0									
J <u>.</u> No Data Available									

Additional How To Guides available on the BHRA website.