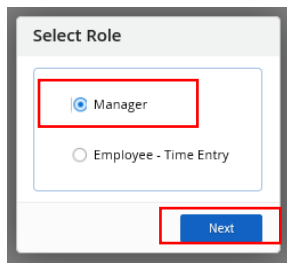


TRCA Performance – Quick Tips - Manager

Add Comments to Review Form

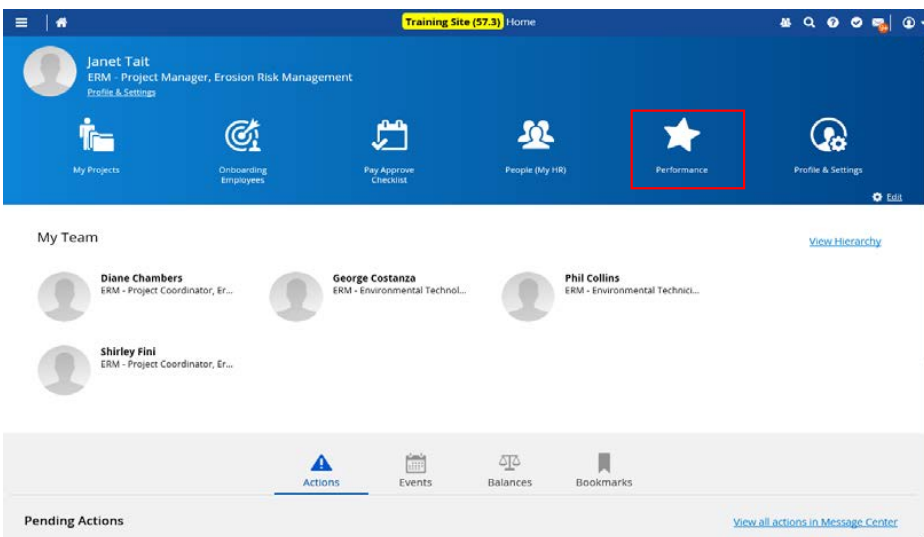
1. Log into **Ceridian Dayforce**.

- The Select Role pop-up box appears. Select **Manager** and click **Next**:



A screenshot of the 'Select Role' pop-up box. It contains two radio button options: 'Manager' (which is selected and highlighted with a red box) and 'Employee - Time Entry'. Below the options is a blue 'Next' button, also highlighted with a red box.

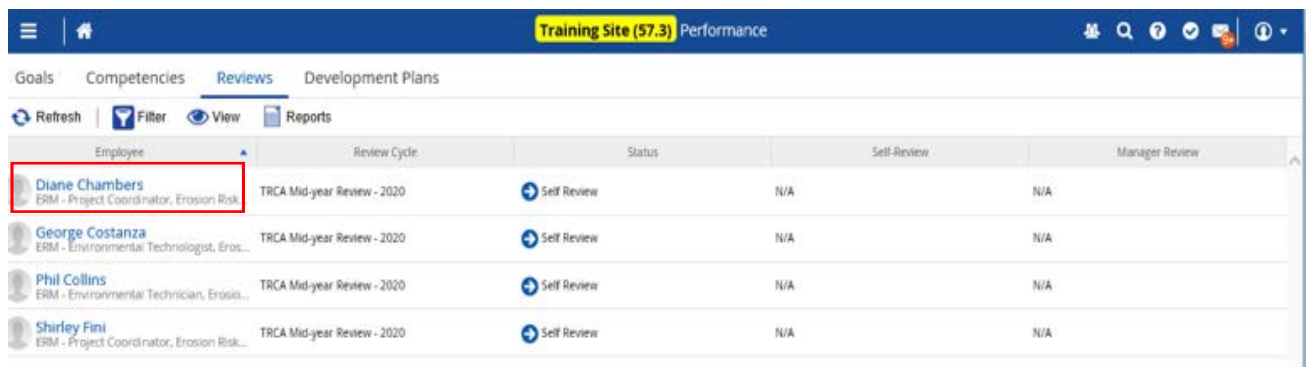
- The **Home** screen displays, select the Performance icon to launch the performance module:



2. Click on the **Reviews tab icon** button in the toolbar ribbon to view comments your employee recorded and to enter your own comments with regards to their performance:

Goals Competencies **Reviews** Development Plans

3. The **Reviews** form (performance review form) appears. Click on the **Review Cycle Name** for the employee performance that you want to enter comments for:



A screenshot of the Performance Reviews section in Ceridian Dayforce. The 'Reviews' tab is selected in the toolbar. Below the toolbar is a table with columns: Employee, Review Cycle, Status, Self-Review, and Manager Review. The first row is highlighted with a red box.

Employee	Review Cycle	Status	Self-Review	Manager Review
Diane Chambers ERM - Project Coordinator, Erosion Risk	TRCA Mid-year Review - 2020	Self Review	N/A	N/A
George Costanza ERM - Environmental Technologist, Erosion Risk	TRCA Mid-year Review - 2020	Self Review	N/A	N/A
Phil Collins ERM - Environmental Technician, Erosion Risk	TRCA Mid-year Review - 2020	Self Review	N/A	N/A
Shirley Fini ERM - Project Coordinator, Erosion Risk	TRCA Mid-year Review - 2020	Self Review	N/A	N/A

TRCA Performance – Quick Tips - Manager

Add Comments to Review Form

4. The **Review Form** displays for the selected employee. Any comments made by the employee will appear in **Comment(s)** field under the employee's name:

The screenshot shows the 'TRCA Mid-year Review - 2020 | Self Review' interface. At the top, it identifies the user as 'Diane Chambers' (ERM - Project Coordinator, Erosion Risk Management) with a period of '1/1/2020 - 6/30/2020' and a due date of '6/30/2020'. The section is titled 'Section 1: Objective Evaluation'. Below this, there are two objective cards. The first card is '1. Research Best Practices RE: Dam Restoration' with a due date of '12/31/2020' and 0% completion. It contains a 'Diane's Comments' field (highlighted with a red box) and a 'Janet's Comments' field. The second card is '2. Participate in UAT for New Department System Application' with a due date of '12/31/2020' and 0% completion, also featuring 'Diane's Comments' and 'Janet's Comments' fields. The interface includes a 'Print' button, a 'Save as Draft' button, and a 'Preview' button at the bottom right.

4. Your comments can be entered on the right hand of the Review screen, under your name:

This screenshot is similar to the previous one, showing the same 'TRCA Mid-year Review - 2020 | Self Review' interface for 'Diane Chambers'. However, in this view, the 'Janet's Comments' fields for both objectives are highlighted with red boxes, indicating where the manager's comments should be entered. The 'Diane's Comments' fields are also visible but not highlighted. The rest of the interface, including the objective descriptions, due dates, and bottom navigation buttons, remains the same.

5. To save your comments, click **Save as Draft**:

The screenshot shows the 'Self Review' interface for Diane Chambers, ERM - Project Coordinator, Erosion Risk Management. The period is 1/1/2020 - 6/30/2020, and the due date is 6/30/2020. The interface displays 'Section 1: Objective Evaluation' with a description: 'Employee and manager meet to establish objective setting for current year which includes alignment to TRCA's strategic and divisional objectives, job requirements, competencies and... view more'. Below this, there are two objective evaluation items:

- 1. Research Best Practices RE: Dam Restoration** (Due Date: 12/31/2020, % Complete: 0%). It includes a 'Descriptive information about goal / objective.' field, a 'Diane's Comments' field, and a 'Janet's Comments' field. A 'Not Applicable' checkbox is also present.
- 2. Participate in UAT for New Department System Application** (Due Date: 12/31/2020, % Complete: 0%). It includes a 'Descriptive information about goal / objective.' field, a 'Diane's Comments' field, and a 'Janet's Comments' field. A 'Not Applicable' checkbox is also present.

At the bottom of the interface, there are buttons for 'Print', 'Save as Draft' (highlighted with a red box), 'Preview', and 'Cancel'.

6. Once you are ready to submit your comments, click **Preview**:

The screenshot shows the 'Manager Review' interface for John Turnberry, ERM - Environmental Technician, Erosion Risk Management. The period is 1/1/2020 - 6/30/2020, and the due date is 6/30/2020. The interface displays 'Section 1: Objective Evaluation' with a description: 'Employee and manager meet to establish objective setting for current year which includes alignment to TRCA's strategic and divisional objectives, job requirements, competencies and... view more'. Below this, there are three objective evaluation items:

- 1. Sample Goal 1** (Due Date: 7/31/2020, % Complete: 0%). It includes a 'Use the SMART method of creating Goals/Objectives' field, a 'John's Comments' field, and a 'Phil's Comments' field. A 'Not Applicable' checkbox is also present.
- 2. Sample Goal 2** (Due Date: 6/30/2020, % Complete: 0%). It includes a 'Use the SMART method of creating Goals/Objectives' field, a 'John's Comments' field, and a 'Phil's Comments' field. A 'Not Applicable' checkbox is also present.
- 3. Sample Goal 3** (Due Date: 6/29/2020, % Complete: 15%). It includes a 'Use the SMART method of creating Goals/Objectives' field, a 'John's Comments' field, and a 'Manager's comments' field. A 'Not Applicable' checkbox is also present.

At the bottom of the interface, there are buttons for 'Print', 'Save as Draft', 'Reopen', 'Preview' (highlighted with a red box), and 'Cancel'.

Note: once comments are submitted, employee be able to view Manager comments

7. The Preview screen displays your Performance Evaluation Review Form in a different layout, but it consists of everything just as you recorded.

To submit, click **Submit**:

Test Site (57.4) Performance

2020 Mid-year Performance Review | Manager Review

8 out of 8 Items reviewed | John Tumbarry

Preview

Period: 1/1/2020 - 6/30/2020 | Due Date: 6/30/2020 | Phil Walker's Avg. Rating: N/A

Section 1: Objective Evaluation

1. Sample Goal 1

John's Comments

Record details of your performance in this field: For example:

- I carried out the actions.....
- My progress / completion includes
- The impact of the achievement includes.

Phil's Comments

Manager's comments.

2. Sample Goal 2

John's Comments

Record details of your performance in this field: For example:

- I carried out the actions.....
- My progress / completion includes
- The impact of the achievement includes.

Phil's Comments

Manager's comments.

3. Sample Goal 3

John's Comments

Record details of your performance in this field: For example:

- I carried out the actions.....
- My progress / completion includes
- The impact of the achievement includes.

Phil's Comments

Manager's comments.

Section 2: Competency Evaluation

Print | **Submit** | Cancel