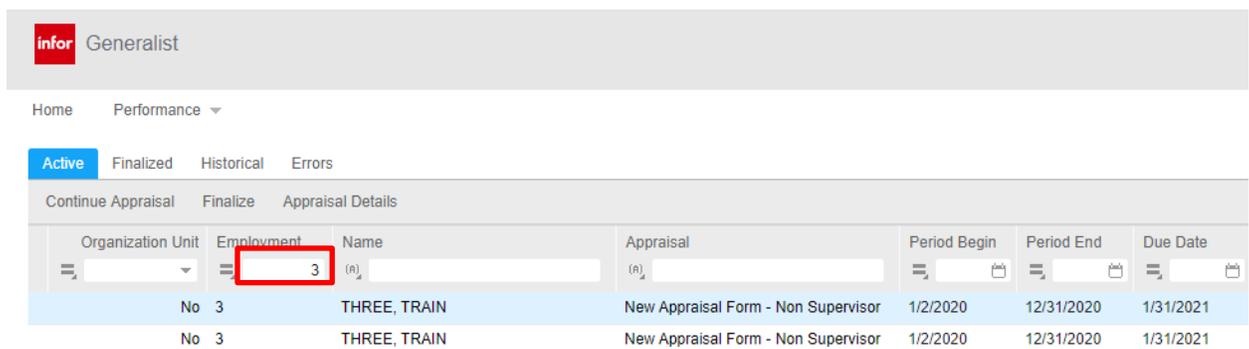


## TALENT MANAGEMENT QUICK REFERENCE GUIDE – PROXY How to View an Appraisal Audit Log

Viewing the Audit Log of an appraisal will allow you to determine the status of the appraisal, as well as what the next steps are in the appraisal process.

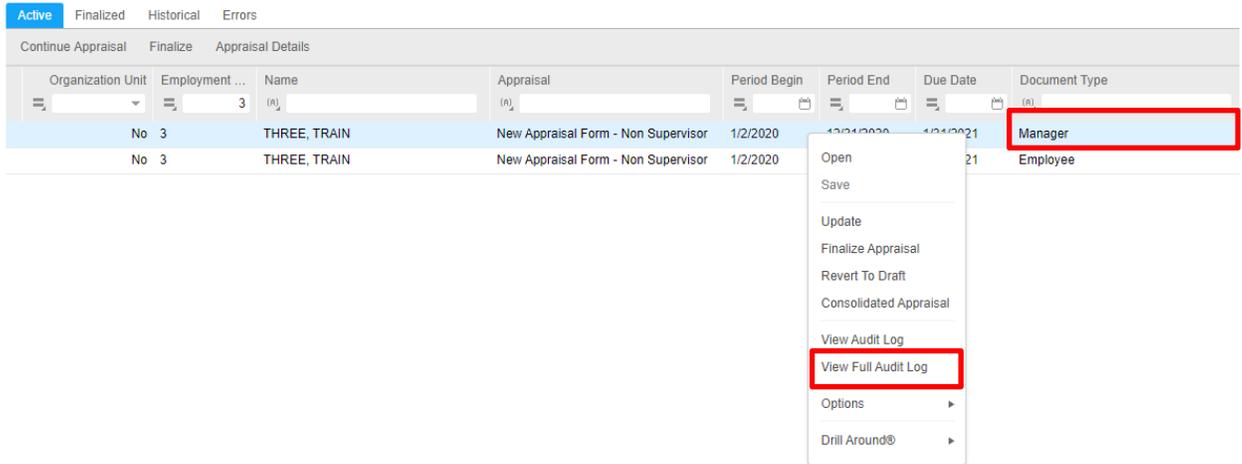
1. Log into **MAP Proxy**
2. Select the **Active, Finalized or Historical** tab (may take a few minutes for page to load).
3. Search for the appraisal by the employee EIN by **entering the EIN** in the Employment ID field.
  - a. Note: You must **wait for the tab to finish loading** before entering the EIN or the search may not work. You can reset the search function by clicking the Home button



The screenshot shows the Infor Generalist interface. At the top, there is a navigation bar with 'Home' and 'Performance' dropdown. Below that, there are tabs for 'Active', 'Finalized', 'Historical', and 'Errors'. The 'Active' tab is selected. Underneath, there are buttons for 'Continue Appraisal', 'Finalize', and 'Appraisal Details'. A table displays search results with columns: Organization Unit, Employment ID, Name, Appraisal, Period Begin, Period End, and Due Date. The 'Employment ID' field in the first row is highlighted with a red box, and a red arrow points to the 'Active' tab.

Organization Unit	Employment ID	Name	Appraisal	Period Begin	Period End	Due Date
No 3	3	THREE, TRAIN	New Appraisal Form - Non Supervisor	1/2/2020	12/31/2020	1/31/2021
No 3	3	THREE, TRAIN	New Appraisal Form - Non Supervisor	1/2/2020	12/31/2020	1/31/2021

4. Press **enter** after typing the EIN.
5. Right click on the manager portion of the **appraisal** and then select **View Full Audit Log**.  
Please note: When viewing the full audit log of an appraisal, you want to ensure you are viewing the “Manager” appraisal, and not the “Employee” self-appraisal. Be sure to check the appraisal dates, as well as the Document Owner column to verify you are selecting the correct appraisal.



- The Appraisal Full Audit Log will display. The columns can be adjusted to display the full contents of the column or minimize irrelevant columns. Depending on how big or small the columns are will determine if some information is on the first or second screen.
- Below is an example of a historical appraisal that went through all the appraisal process steps. Notice, you will see each step of the appraisal process in the “action” column.

Employee Appraisal Full Audit Log										
Sort Ascending Compare										
Period	Is Correction	Time	Effective Date	Effective Time Zone	Actor	Action	Action Type	Reason	Comment	
Current	No	12/11/2014 12:22:19 PM					Unknown			
Past	No	12/11/2014 12:22:04 PM	12/11/2014		lawson	ApprovalProcessComplete	Update			
Past	No	12/11/2014 12:22:04 PM	12/11/2014		TRAIN8	EmployeeApprove	Update		I agree.	
Past	No	12/11/2014 12:21:19 PM	12/11/2014		TRAIN3	SubmitForAcknowledgmentToEmployee	Update			
Past	No	12/11/2014 12:21:03 PM	12/11/2014		lawson	UplineManagerApprove	Update		Approved	
Past	No	12/11/2014 12:20:15 PM	12/11/2014		TRAIN3	SubmitForAcknowledgmentToUplineManager	Update			
Past	No	12/11/2014 12:20:07 PM	12/11/2014		TRAIN3	FinalizeManagerAppraisal	Update			
Past	No	12/11/2014 12:19:46 PM	12/11/2014		TRAIN3	ChangeStatusToInProgress	Update			
Past	No	12/11/2014 12:19:31 PM	12/11/2014		TRAIN3	Create	Create			

Some useful columns on this screen are:

- Time** – Date and time stamp for each action taken on an appraisal.
- Actor** – Employee EIN/ID that performed the action. If actor = ‘lawson’, this indicates a process flow update (usually found on the Upline Manager Approve/Reject action). If the Actor ID has initials and numbers or begins with adm, this indicates someone from HRIS has performed the action (ie. xxx99999 or admxxxx).
- Action** – Shows all actions taken on the appraisal. The top line listed as ‘Current’ will always be blank. The 2<sup>nd</sup> line will show the most recent action taken. The various actions will be explained below in the Action Table.
- Comment** – Displays the comments entered by the upline or employee during the acknowledgment process. The employee comments are included in the consolidated appraisal. The upline’s comments are only displayed here and in the approval/rejection email sent to the supervisor when the upline acknowledges the appraisal.

There are additional columns to this screen but you must scroll to the right to view them.

Subj...	Correc...	Authenticated Actor	T...	HR Organization	Employee	Employee Appraisal	Work Assignment	Position	Document Owner	Appraisal Owner	Appraisal Status
				State of Arizona	8	23	1	61854	Manager	3	Acknowledged
HCM		lawson		State of Arizona	8	23	1	61854	Manager	3	Acknowledged
HCM		lawson		State of Arizona	8	23	1	61854	Manager	3	Submitted For Acknowledgment
HCM		TRAIN3		State of Arizona	8	23	1	61854	Manager	3	Submitted For Acknowledgment
HCM		lawson		State of Arizona	8	23	1	61854	Manager	3	Finalized
HCM		TRAIN3		State of Arizona	8	23	1	61854	Manager	3	Submitted For Acknowledgment
HCM		TRAIN3		State of Arizona	8	23	1	61854	Manager	3	Finalized
HCM		TRAIN3		State of Arizona	8	23	1	61854	Manager	3	In Progress
HCM		TRAIN3		State of Arizona	8	23	1	61854	Manager	3	Draft

Some useful columns on this screen are:

- **Employee** – The EIN of the employee who the appraisal is for.
- **Appraisal Status** – Shows the status that would display on the Appraisal Maintenance screen for the appraisal. The one exception is the ‘Acknowledged’ status which means the appraisal is complete and on the Historical tab on the Appraisal Maintenance screen.

### Action Column

The Action column will describe what steps have been completed and which are still pending.

Period	Is Correction	Time	Effective Date	Effective Time Zone	Actor	Action	Action Type	Reason	Comment
Current	No	12/11/2014 12:22:19 PM					Unknown		
Past	No	12/11/2014 12:22:04 PM	12/11/2014		lawson	ApprovalProcessComplete	Update		
Past	No	12/11/2014 12:22:04 PM	12/11/2014		TRAIN8	EmployeeApprove	Update		I agree.
Past	No	12/11/2014 12:21:19 PM	12/11/2014		TRAIN3	SubmitForAcknowledgmentToEmployee	Update		
Past	No	12/11/2014 12:21:03 PM	12/11/2014		lawson	UplineManagerApprove	Update		Approved
Past	No	12/11/2014 12:20:15 PM	12/11/2014		TRAIN3	SubmitForAcknowledgmentToUplineManager	Update		
Past	No	12/11/2014 12:20:07 PM	12/11/2014		TRAIN3	FinalizeManagerAppraisal	Update		
Past	No	12/11/2014 12:19:46 PM	12/11/2014		TRAIN3	ChangeStatusToInProgress	Update		
Past	No	12/11/2014 12:19:31 PM	12/11/2014		TRAIN3	Create	Create		

Here is a list of actions you may see within the audit log.

Action	Appraisal Status on Appraisal Maintenance Screen	Next Steps	Who Is Responsible
Create	Draft (Active tab)	Fill in performance plan goals and acknowledgment tab.	Manager
Change Status To In Progress	In Progress (Active tab)	Finish entering ratings and comments. Then Finalize appraisal.	Manager
Finalize Manager Appraisal	Finalized	Submit to Upline.	Manager
Submit For Acknowledgment To Upline Manager	Submitted for Acknowledgment (Finalized tab)	Upline needs to review appraisal in their inbasket and approve or reject.	Upline
Upline Manager Reject	In Progress (Active tab)	Edit appraisal, finalize and resubmit to upline.	Manager
Upline Manager Approve	Finalized	Submit to Employee.	

Cancel Acknowledgment	Finalized	Revert to in progress to make changes or resubmit to upline or employee.	Manager
Revert To In Progress	In Progress (Active tab)	Edit appraisal, finalize and resubmit to upline.	Manager
Submit For Acknowledgment To Employee	Submitted for Acknowledgment (Finalized tab)	Employee needs to acknowledge appraisal in their inbasket.	Employee
Employee Approve	Complete (Historical tab)	N/A	N/A
Manual Acknowledgment (only a proxy can perform)	Complete (Historical tab)	N/A	N/A
Approval Process Complete	Complete (Historical tab)	N/A	N/A

## Examples

Here is an appraisal that was manually acknowledged by proxy 152923.

Period	Is Correction	Time	Effective Date	Effective Time Zone	Actor	Action	Action Type	Reason	Comment
Current	No	12/11/2014 12:13:32 PM					Unknown		
Past	No	06/20/2014 03:17:52 PM	06/20/2014		152923	ManualAcknowledgment	Update		
Past	No	06/20/2014 03:16:49 PM	06/20/2014		152923	FinalizeManagerAppraisal	Update		
Past	No	06/20/2014 03:13:56 PM	06/20/2014		TRAIN3	RevertToInProgress	Update		
Past	No	06/20/2014 03:13:43 PM	06/20/2014		TRAIN3	FinalizeManagerAppraisal	Update		
Past	No	06/20/2014 03:12:59 PM	06/20/2014		TRAIN3	ChangeStatusToInProgress	Update		
Past	No	06/20/2014 03:12:32 PM	06/20/2014		TRAIN3	Create	Create		

Here is an employee self-appraisal that is complete and on the Historical tab.

Period	Is Correction	Time	Effective Date	Effective Time Zone	Actor	Action	Action Type	Reason	Comment
Current	No	12/11/2014 12:16:43 PM					Unknown		
Past	No	06/03/2014 09:25:32 AM	06/03/2014		TRAIN8	FinalizeAppraisal	Update		
Past	No	06/03/2014 09:25:01 AM	06/03/2014		TRAIN8	ChangeStatusToInProgress	Update		
Past	No	06/03/2014 09:22:36 AM	06/03/2014		TRAIN3	Create	Create		

Here is a typical manager appraisal that is complete and on the Historical tab.

Period	Is Correction	Time	Effective Date	Effective Time Zone	Actor	Action	Action Type	Reason	Comment
Current	No	12/11/2014 12:22:19 PM					Unknown		
Past	No	12/11/2014 12:22:04 PM	12/11/2014		lawson	ApprovalProcessComplete	Update		
Past	No	12/11/2014 12:22:04 PM	12/11/2014		TRAIN8	EmployeeApprove	Update		I agree.
Past	No	12/11/2014 12:21:19 PM	12/11/2014		TRAIN3	SubmitForAcknowledgmentToEmployee	Update		
Past	No	12/11/2014 12:21:03 PM	12/11/2014		lawson	UplineManagerApprove	Update		Approved
Past	No	12/11/2014 12:20:15 PM	12/11/2014		TRAIN3	SubmitForAcknowledgmentToUplineManager	Update		
Past	No	12/11/2014 12:20:07 PM	12/11/2014		TRAIN3	FinalizeManagerAppraisal	Update		
Past	No	12/11/2014 12:19:46 PM	12/11/2014		TRAIN3	ChangeStatusToInProgress	Update		
Past	No	12/11/2014 12:19:31 PM	12/11/2014		TRAIN3	Create	Create		