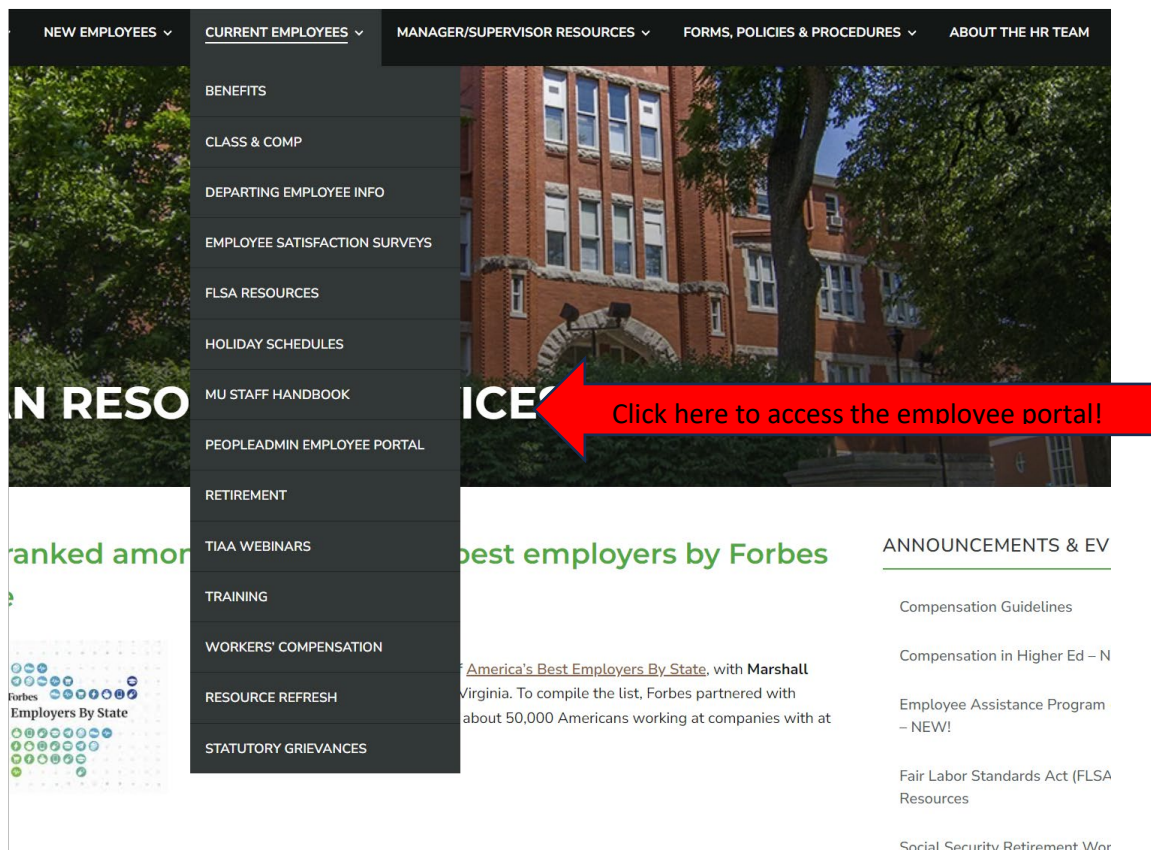# Performance Management

How to Create

Progress Notes

Accessing the Employee Portal

There are three ways to access the Employee Portal.

1. You will access it from the [HR page.](#) You will choose the "Current Employee" tab at the top. When the drop-down menu appears, you will choose the PeopleAdmin Employee Portal.

2. You can access the portal via the email notifications sent to you from PeopleAdmin.

Hello

There are performance evaluation action items that **need your attention.**

Please see the item(s) listed below:

Open Action Item - 3

You have at least one action item open.

Please see the item(s) listed below:

- Supervisor Sets Plan
- Supervisor Sets Plan
- Supervisor Sets Plan

Click here to access the employee portal!

[View your Action item in the Marshall University Employee Portal »](#)
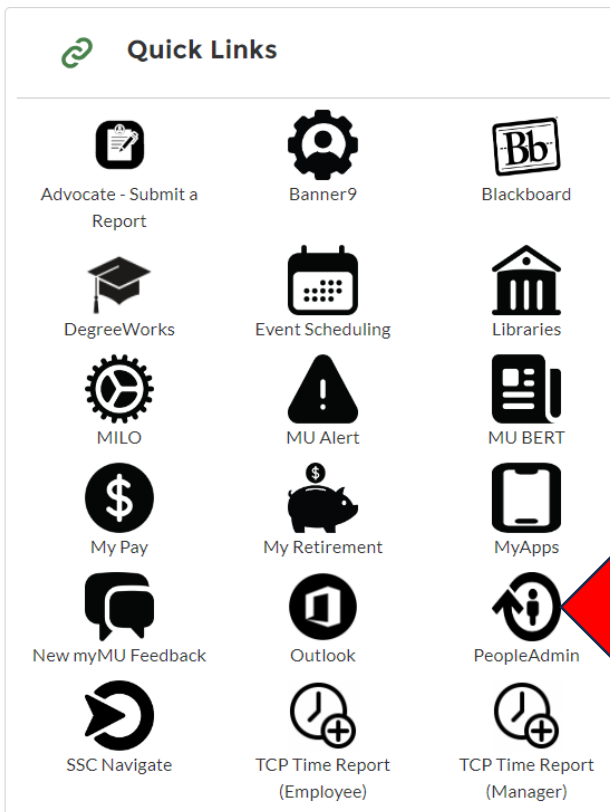
Please log into the Marshall University Employee Portal at the link above and complete your action items. Please email performance-evaluations@marshall.edu if you have any questions.

3. You can access the portal through myMU

APPLY   VISIT   GIVE   🔍 Search our site...   FIND INFO FOR ⌄   ATHLETICS   BLACKBOARD   MYMU

You will look for Quick Links and choose the PeopleAdmin icon.

🔗 **Quick Links**

Advocate - Submit a Report	Banner9	Blackboard
DegreeWorks	Event Scheduling	Libraries
MILO	MU Alert	MU BERT
My Pay	My Retirement	MyApps
New myMU Feedback	Outlook	PeopleAdmin
SSC Navigate	TCP Time Report (Employee)	TCP Time Report (Manager)

You will then click the red "Marshall University Employee Server Log-In" link. **Do not enter your username and password on this screen!**
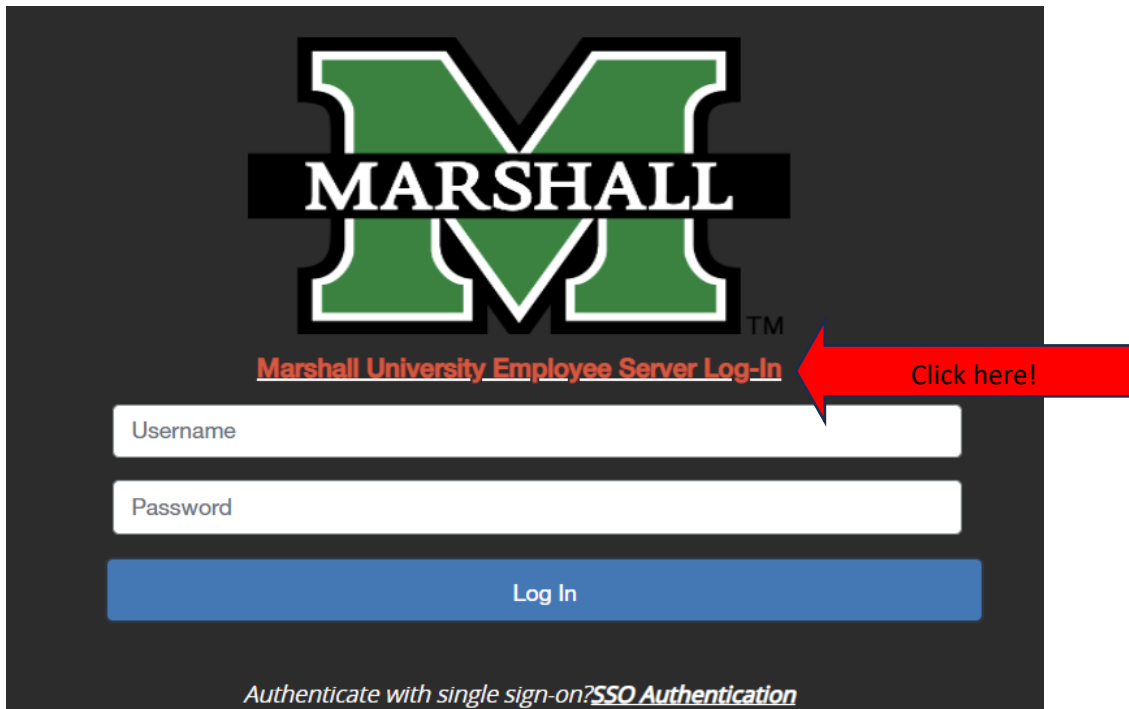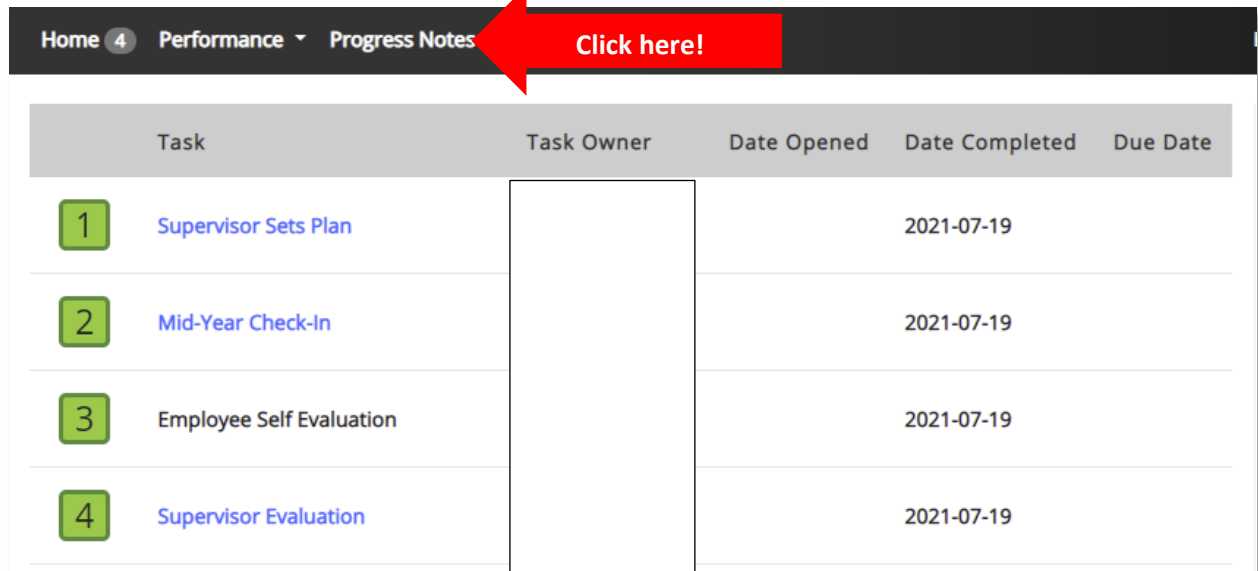

You will click the three dots in the top left-hand corner. Then select the Marshall University Employee Portal (you will not select the Performance Management on this screen).
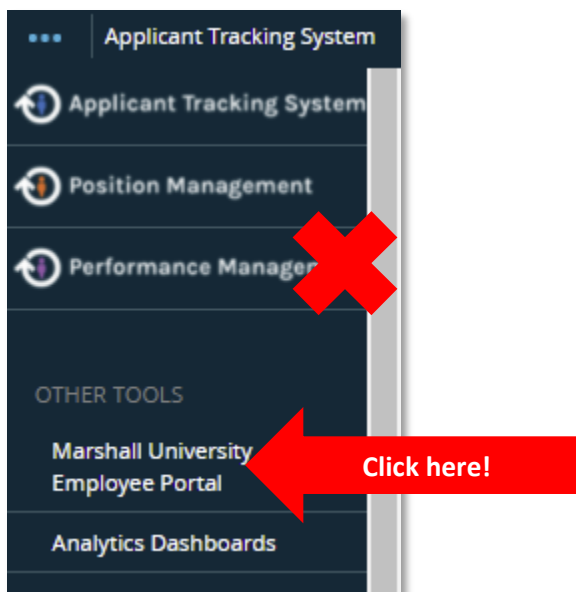
Creating Progress Notes

Employees and their supervisors can both create progress notes in the evaluation module. It is encouraged to add progress notes throughout the evaluation year.

You will click the "Progress Notes" in the black bar about the listing of tasks.

Adding

Progress Notes

Progress Notes

Once you have loged into theTo add a note, you will click the "Create Progress Note" blue button. A new window will pop up to enter the information for the note.
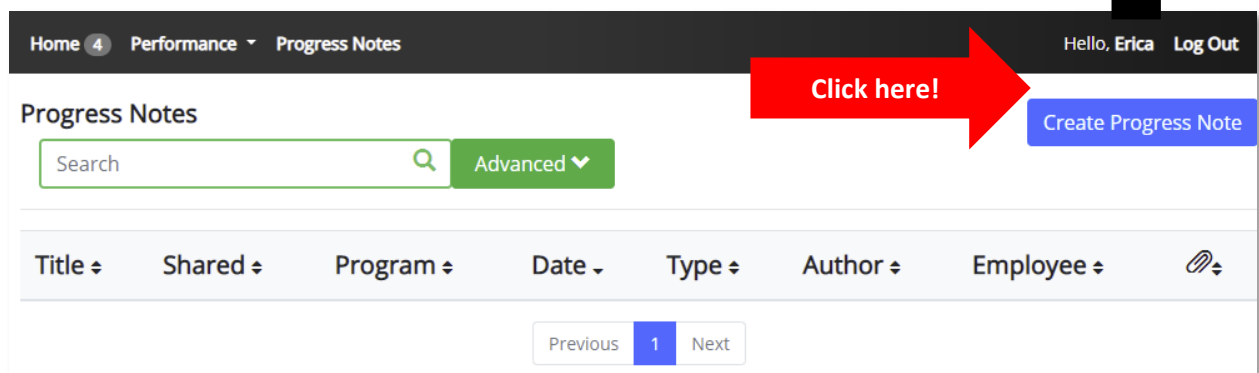
To create a progress note, you will:

1. Select the evaluation year using the Program drop-down menu.
2. Select the individual you wish to add a new progress note using Employee drop-down menu.
3. Select the Step you wish to associate with your progress note.
4. Select the type of progress note using the Type drop-down menu.
5. Enter a title for the note.
6. Enter information in the Comment box about your progress note.

You can add any supporting documentation to the "Attachment" blue button. You can also share the Progress Note using the box with a "forward" arrow. For example, you can share with the next line supervisor about your progress note for your employee or an employee can share progress notes with their supervisor.

When you have entered the information, you will click create to save your progress note.

You can view the progress notes on the Progress Note tab. Those that are "Private" are not shared with the employee and are for your record only.

To view the note, you will click the blue text in the Title column.

Progress Notes

Search [🔍] [Advanced ⌄]

[Create Progress Note]

Title ⇕	Shared ⇕	Program ⇕	Date ⌄	Type ⇕	Author ⇕	Employee ⇕	📎 ⇕
Performance	*private*						
Performance **New**	*shared*						

Previous [1] Next

If it is a note you created, you can edit and save the changes or you can delete the note.

Performance ✕

Program
Annual Evaluation 2021 - Training

Employee

Step
Mid-Year Check-In

Type
Original Progress Note

Shared
Private

Comments
Test

[Delete]   [Edit] [Cancel]