Putting the Pieces Together

The Specialized Service Provider (SSP) growth and performance system ensures that all SSPs receive meaningful feedback every year based on their performance.

This guide outlines how to:

- Log in to Infor HR (**page 2**)
- Approve Other Raters and Review Employee’s Self-Appraisal (**page 3**)
- Complete the End-of-Year Appraisal (**page 5**)

Which Outcome to Expect

When you review the employee’s Self-Appraisal, you can use the information to host an End-of-Year Conversation and provide an End-of-Year Appraisal.

Where to Find Additional Resources

You can find the SSP End-of-Year Appraisal Process and Guides on the Commons. [http://thecommons.dpsk12.org/Page/2520](http://thecommons.dpsk12.org/Page/2520)

Who To Contact

Contact [SSP_GPS@dpsk12.org](mailto:SSP_GPS@dpsk12.org) if you have any questions about the appraisal process.
ACTION:
Log in to Infor HR

Welcome to Infor Lawson, Infor HR and Learning Space

Access Infor Lawson
(Finance, Time and Attendance, Pay, Leave Balances, W2s, 1095-Cs and Training)
- Financial Services Resource Center Libraries (FAQs, Forms, Guidelines, Job Aids,
  Training)
- Infor Lawson V10 Basics

Access Benefits Enrollment site to enroll in benefits
Employees must enroll in or waive DPS benefits within the first 30 days of their start date.
Benefits-eligible employees who work 30 or more hours per week must take action and either
enroll in or waive DPS benefits within the first 30 days of their start date. Those employees who
take no action and do not enroll or waive DPS benefits will be automatically enrolled in DPS’
lowest-cost, employee-only medical plan (post-tax).

Access Infor HR (formerly known as GHR Talent Management)
(Employee Space, Manager Space and Internal Job Board)
Infor HR (formerly known as GHR Talent Management) has been upgraded!
A refreshed design of the system provides a more contemporary look-and-feel, with brand new
home pages, menus always visible at the top of the screen, and changes to navigation including
the ability to use the back button on your browser.
All Infor HR reference guides have been updated to reflect changes and are available using the
links below.

1) Access https://www2.dpsk12.org/lawsons3/monthlynotice_ghr.htm
and click the link that says Access Infor HR.
Note: Infor HR works best with Firefox and Internet Explorer.

2) Using your district credentials, enter your User Name and Password (a), then
click the blue arrow (b) to log in.
**ACTION:** Approve Other Raters

1) Click on your name in the upper right hand corner (a) and select **My Inbasket** (b) from the menu.

Please Note
- You will only be able to complete this step if your employee has requested other raters in Infor HR. You will receive an email notification letting you know when an employee has requested other raters.

2) From your Inbasket, double click on the **Work Item** labeled **Request Other Rater Appraisal**.

Please Note
- The Originator seen on the work item is the HR team member who launched your appraisal in Infor HR. Please disregard this information.
3) On the Request Other Rater form, review the names of the other raters your employee requested. If you want to add or change the other raters, click the **Search Icon (a)** to search for an employee. Be sure to check the **box (b)** to indicate the relationship of the other rater to your employee. Once you are satisfied with the list, click **Approve (c)**.

4) Complete any other remaining Other Rater requests. When you are done, click the back button on your browser to return to the home page.

**Which Outcome to Expect**

- Once the request is approved, the Other Raters will receive an email letting them know that they have been asked to be an Other Rater for your employee.
**ACTION:**
Locate and begin the Appraisal

1) Click **Manager** in the left hand menu to open Manager Space.

2) Verify that you are in **Manager Space (a)** by checking the top left corner of the screen. Click **Review Performance (b)** at the top of the screen and select **Appraisals by Resource (c)** from the drop down menu.

3) Make sure you are in the **My Appraisals** tab (a). Highlight the employee’s name (b). If the employee completed a self-appraisal, you can review it by clicking **Consolidated Appraisal (c)**. Once you are ready to start the employee’s appraisal click **Start Appraisal (d)**.
4) For the 2019-20 school year: If an SSP has opted-in for an EOY rating, please rate your employee’s performance on a scale of Not Meeting to Distinguished, including comments for each expectation. For SSP’s who have not opted in, please complete all comments and select “No Rating” for each expectation.

5) Enter Overall Section Comments (a). Click Next (b) to continue to the Student Outcomes section.

Please Note
- Add your comments directly in the comments box. Do not copy and paste from another source. If you need to share additional documents with your employee, you can use the Attachments functionality in the main screen and upload documentation. Titles of attachments cannot exceed 50 characters (including spaces).
Please Note

- SSPs are required to complete two SLOs. The employee’s SLO ratings from the SLO Application should be automatically populated on this page. If you do not see an SLO rating, please ensure you have finalized the SLO process with your evaluator in the SLO Application first.

7) Provide overall comments in the **Performance Summary** section (a). Click **Finish** (b).

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6) Review **SLO Rating 1 and 2** reported from the SLO Application (a). Enter **Overall Section Comments** (b). Click **Next** (c) to continue to the **Overall Summary** section.
8) Click **Consolidated Appraisal (a)** if you would like to review the appraisal and print or download to your computer. Click **OK (b)** to see the appraisal.

**Please Note**
- The consolidated appraisal will appear in the same window so use the back button when you are ready to return to the main page.
- At the bottom of the document you can see the average rating for expectations/evidence and student growth. This can help you inform your Overall Performance Rating.

9) Click **Finalize Appraisal** when you are ready to provide a date from your end-of-year conversation and an overall rating to the employee.

10) Enter the date that you met with the employee for the end-of-year conversation and click **OK**.
11) Click Update **Overall Rating** to provide the employee with an **Overall Performance Rating**.

12) Use the dropdown menu to select an **Overall Performance Rating**. For the 2019-20 SY, if an SSP has opted-in for an EOY rating, please rate your employee’s performance on a scale of Not Meeting to Distinguished. For SSP’s who have not opted in, please complete all comments and select “No Rating”.

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**Please Note**
- The appraisal has been submitted to the employee for acknowledgement. They will need to acknowledge the appraisal to finalize the process.