



UKG – Stay Anniversary

Training Guide -
Employees

2021



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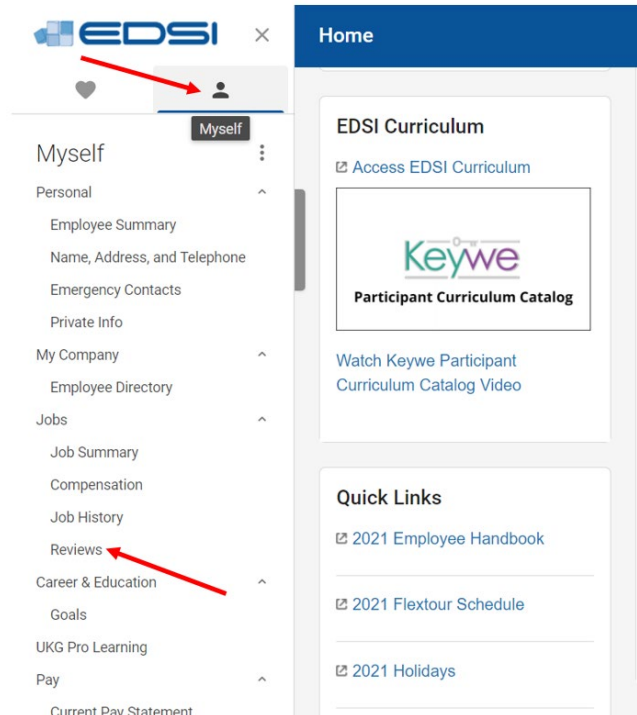
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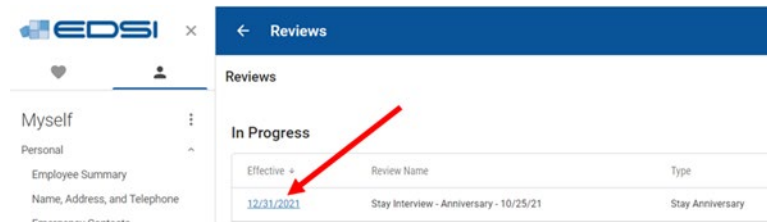
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SECTION 1: COMPLETING A STAY ANNIVERSARY REVIEW

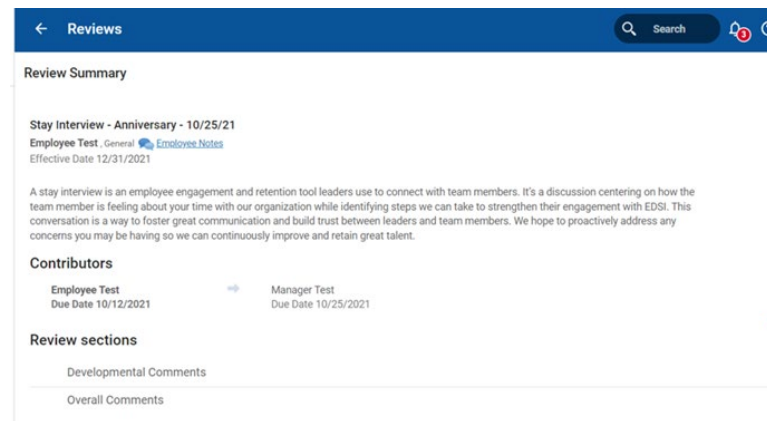
1.
 - Open **Myself** menu
 - Select **Reviews**



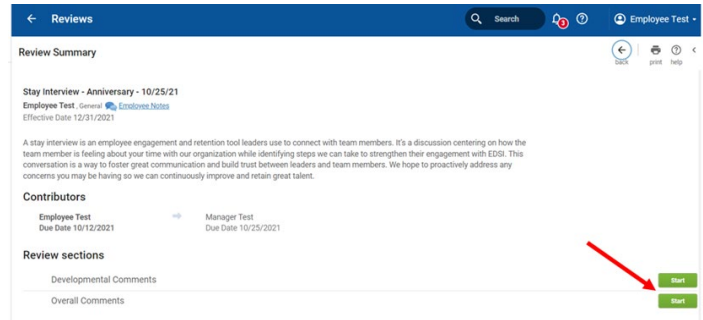
2.
 - Select the **date** to open the review



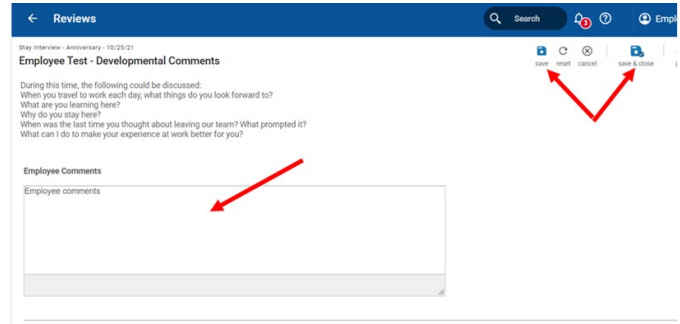
3.
 - Complete each section of the review



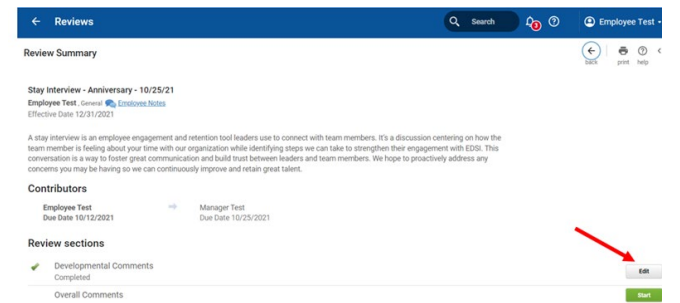
4. • Select **Start** to open the Developmental Comments section



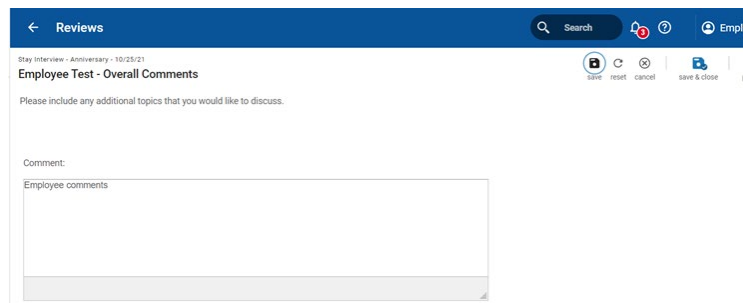
5. • Add your comments to **Employee Comments** box
- Select **save** to continue or **save & close** if you are done



6. • Once Development Comments section is complete, the status is changed to "Completed"
- If changes are needed, select **Edit**

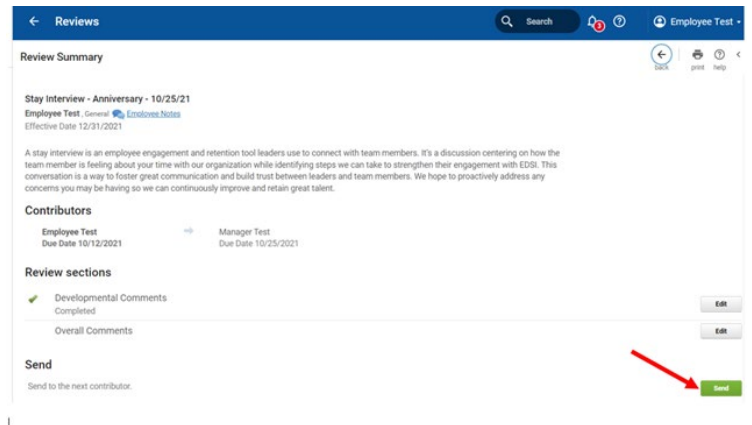


7. • To complete Overall Comments section, select **Start**
- Add any additional topics that you would like to discuss in the Comments section
- Select **save** to continue or **save & close** if you are done

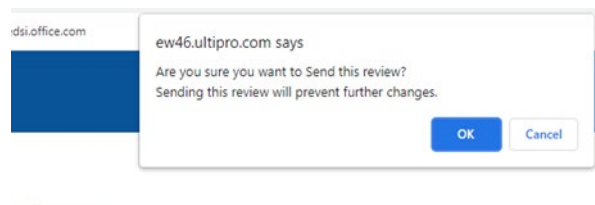


SECTION 2: SUBMITTING REVIEW

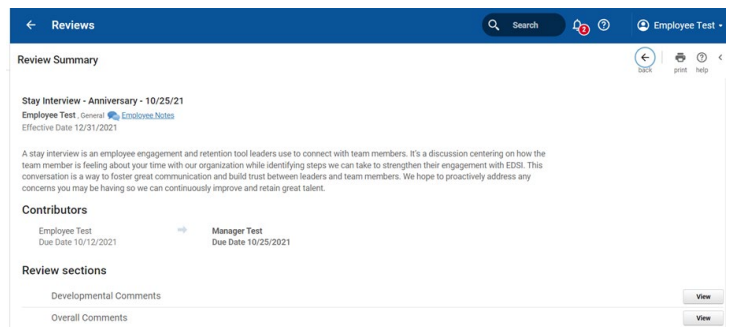
1.
 - Select **Send** to submit completed review to your manager



2.
 - The system asks for confirmation upon submitting review
 - Once **Send** is selected, there is no way to edit the review



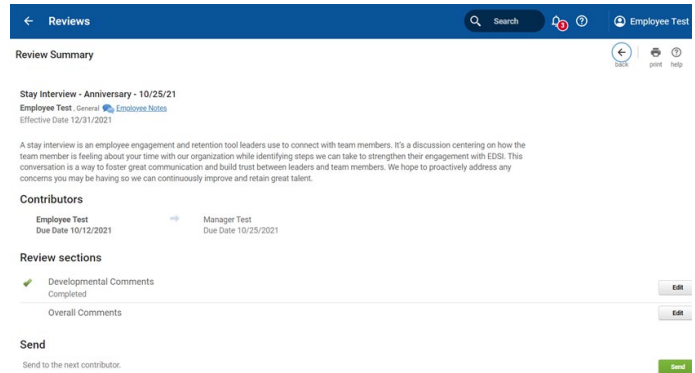
3.
 - The review is now in View Mode only
 - Once the review is submitted, your manager will receive a notification that the Employee Assessment was completed



SECTION 3: SENDING REVIEW BACK FOR CHANGES

1.
 - Your manager can send a review back to you for changes, if needed
 - You will receive an email notification that the Employee Assessment task has been reassigned back for completion

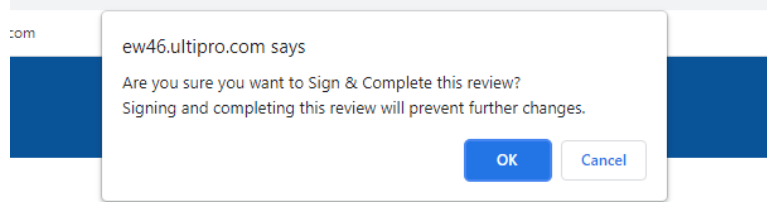
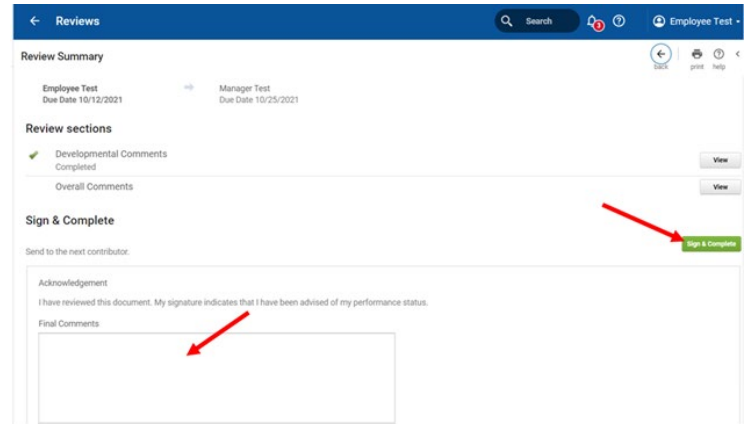
2.
 - Select **Edit** to update your review
 - Once updates are completed, select **Send**
 - Review will be sent back to your manager for reassessment, along with an email notification



SECTION 4: SIGNING REVIEW

1.
 - When manager sends review to you for a signature, you will receive an email notification that the Employee Acknowledgement task is available to evaluate and complete.
 - If you would like to add comments, use the Final Comments section
 - To sign review, select **Sign & Complete**

2.
 - To finish the signature process, select **OK** to confirm
 - Once you confirm, your manager will receive email notification that your review is signed



SECTION 5: VIEWING REVIEW

1.
 - Once your manager signs review, it moves to the History section
 - To view review, open the **Myself** menu and select **Reviews**
 - Select the **date** of review you would like to view



Effective	Type	Job	Rating	Reviewer	Additional Details
12/31/2021	Quarterly Check in	GENERAL - General		Test	
12/31/2021	Stay Anniversary	GENERAL - General		Test	