





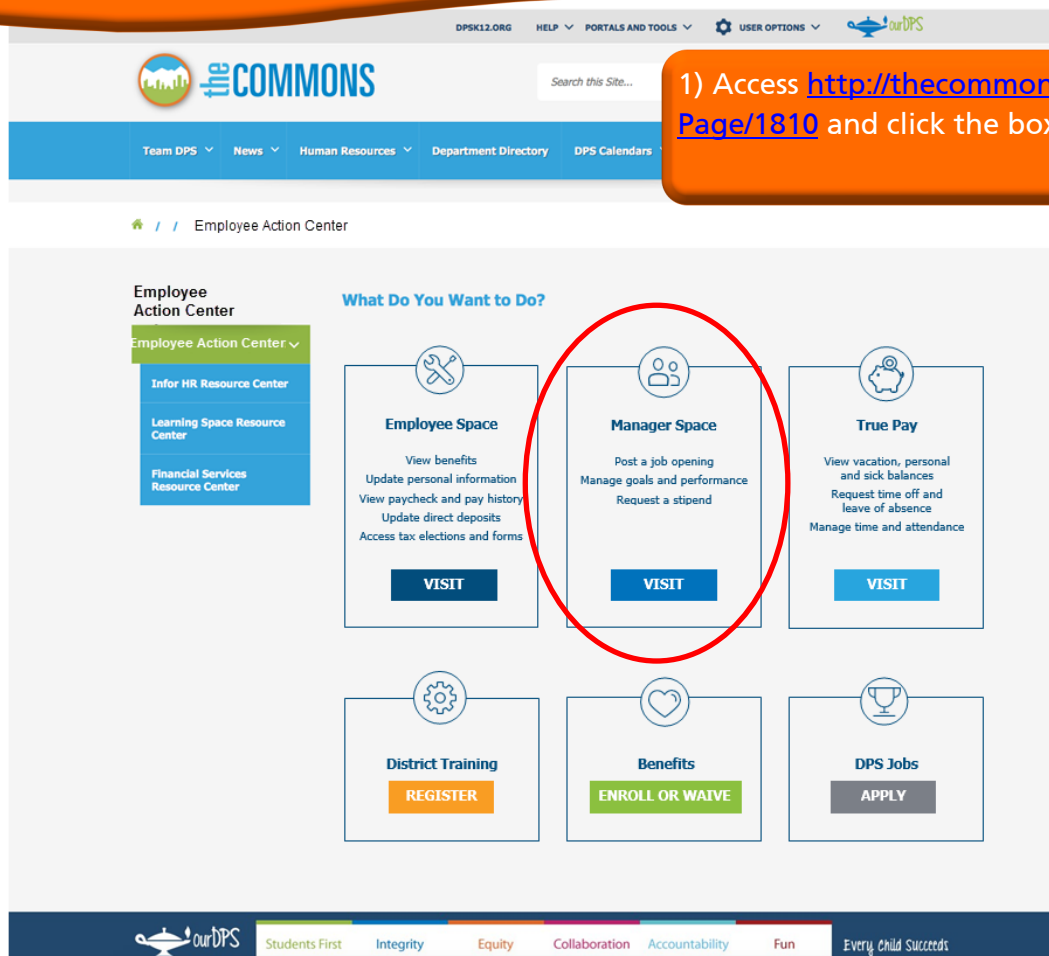
LIFT Manager Guide 2019-20

Approve or Reject a Goal

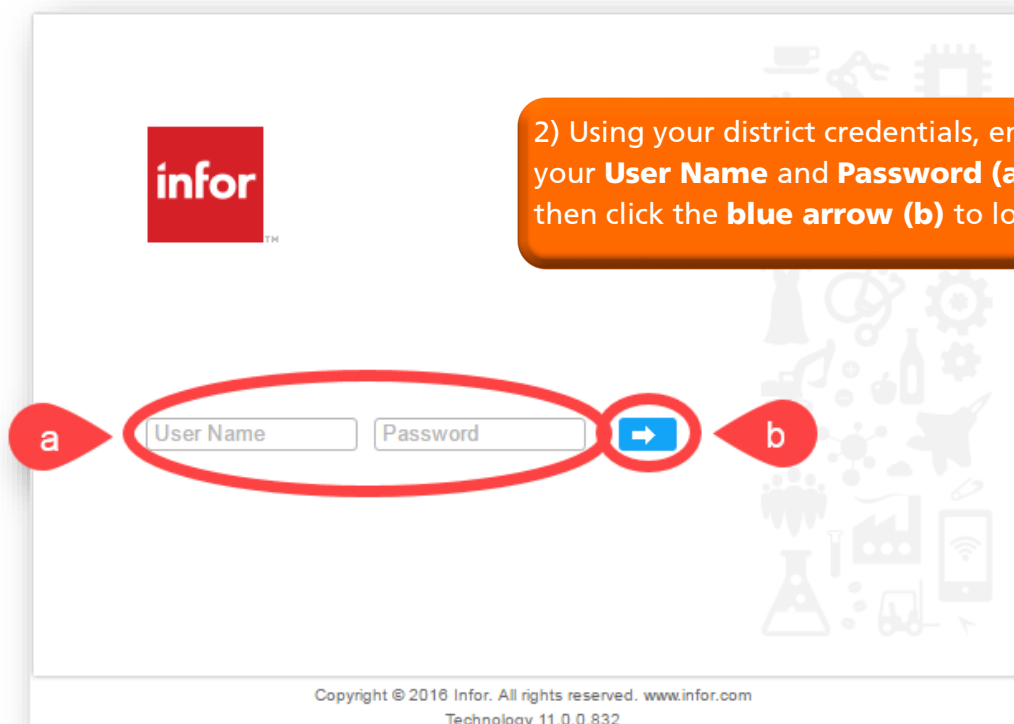
	<p>Putting the Pieces Together</p> <p>Goals drive personal, team, and district achievements and are a key component of the performance management cycle. Goal setting usually starts at the beginning of the performance year but goals can be set all year as projects arise and circumstances change.</p> <p>This guide outlines how to:</p> <ul style="list-style-type: none"> • Log in to Infor HR • Approve or reject a goal
	<p>Which Outcome to Expect</p> <p>Upon completion of this process, your employee will be notified that their goal has been approved or rejected. Approved goals will be visible on the Active tab.</p>
	<p>Navigating the Process</p> <p>Related Guides:</p> <ul style="list-style-type: none"> <i>Suggest a Goal (Manager)</i> <i>Create Team (mass) Goals (Manager)</i> <i>Comment on a Goal (Manager)</i> <i>Inactivate a Goal (Manager)</i> <p>To locate these guides, visit the Growth & Performance LIFT page on the Commons.</p>
	<p>Who To Contact</p> <p>For questions about the process, please contact your HR Partner.</p>

ACTION:

Log in to Infor HR



1) Access <http://thecommons.dpsk12.org/Page/1810> and click the box for Manager Space.

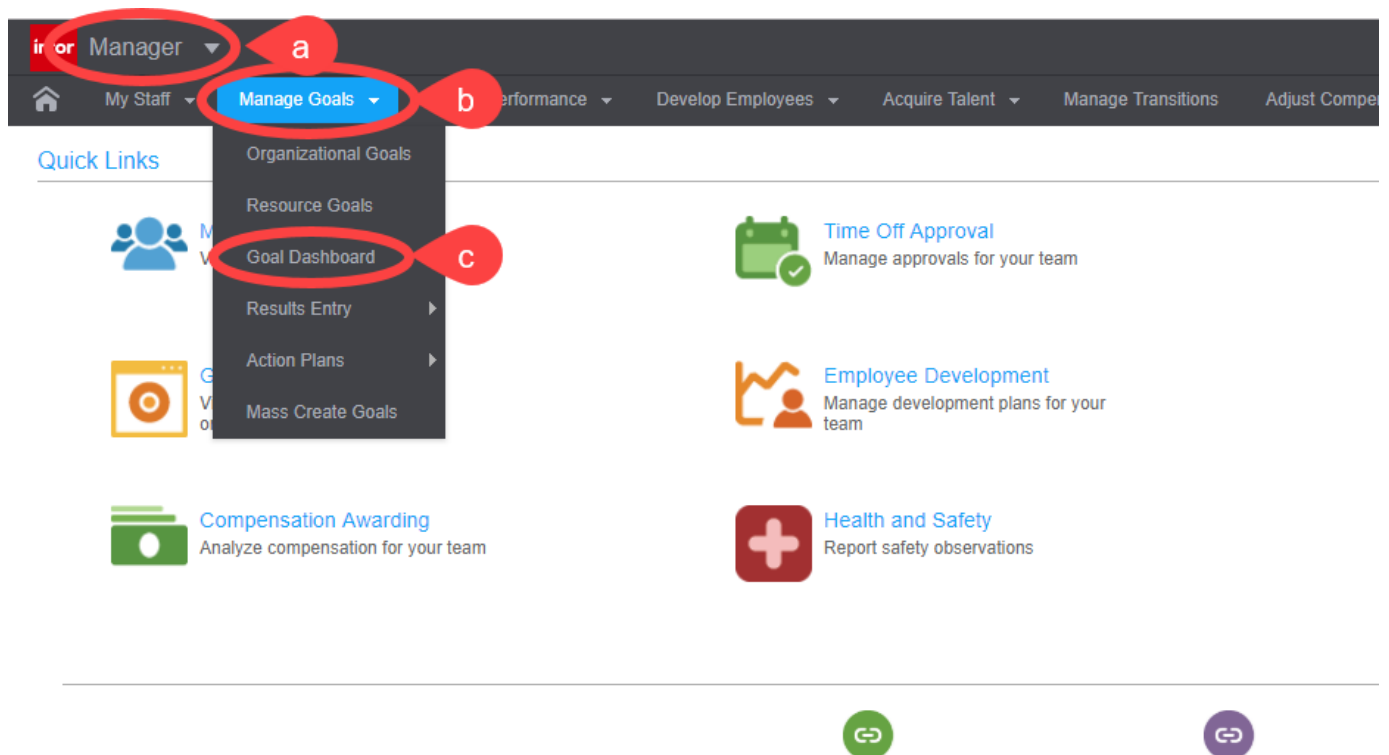


2) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.

ACTION:

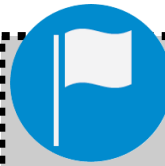
Review goals and approve or reject

1) Verify that you are in **Manager Space** by checking the top left corner of the screen **(a)**. Click **Manage Goals (b)** at the top of the screen and select **Goal Dashboard (c)** from the drop down menu.



2) On the Goals Dashboard, goals needing approval or acceptance will appear on the **Pending (a)** tab. Goals that need your approval will have a status of "Needs Approval" in the **Approval Status (b)** column. To review a goal before approval, double click on the goal to open it.

Pending Active On Hold Inactive Historical							
Approve All Goals Reject All Goals Approve Goal Reject Goal							
Name	Goal	Type	Category	St...	Du...	Approval Status	
MARTINEZ, MISSY	Be Happy	DEVELOPMENT19	DENVER PLAN ELEMENTS	7/1/20	6/30/20	Needs Approval	
MARTINEZ, MISSY	Rule your Life	NEW-INITIATIVE19	DENVER PLAN ELEMENTS	7/1/20	6/30/20	Needs Approval	
MARTINEZ, MISSY	Sample Goal	NEXT-PHASE19	DENVER PLAN ELEMENTS	7/1/20	6/30/20	Needs Approval	



Please Note

On the goal dashboard, there are several tabs:

- The **Pending** tab shows goals that need review and approval or acceptance by an employee.
- The **Active** tab shows current approved or accepted goals.
- The **On Hold** tab shows goals that are on hold.
- The **Inactive** tab shows inactive goals.
- The **Historical** tab shows completed goals.

3) From the goal window, review the Goal, Type, Year, Weight, Description, Expected Results, and SMART fields. Make any changes necessary and click **Save**.

EMILY ELLIOTT - Goal: Be Happy

Save

Suggest New Goal

Approve Goal

Reject Goal

Print Action Plan

Action Plan by Period

Details

Comments

Goal: * Be Happy

Status: Pending

Type: * DEVELOPMENT18

Developmental

Category: DENVER PLAN ELEMENTS

Please Note



If any changes are made to the goal, your employee will receive an email letting them know that changes have been made. Be sure to have a conversation about the changes with your employee.



Make a Choice

- To approve an employee's goal: Continue with [Step 5-6](#)
- To reject an employee's goal: Skip to [Steps 7-8](#).

4) To Approve an Employee's Goal: Click **Approve Goal**.

EMILY ELLIOTT - Goal: Be Happy

Save Suggest New Goal **Approve Goal** Reject Goal Print Action Plan Action Plan By Period

Details

Comments
Aligned Goals
Rating Criteria

Goal: * Be Happy Status: Pending
Type: * DEVELOPMENT18 Developmental Category: DENVER PLAN ELEMENTS
Year:
Start Date: 7/1/2018 Due Date: 6/30/2019
Weight: * 20.00 %
Progress:
Description
H2 H3 normal B I U
Description of the goal...

5) A message will briefly appear at the top of your screen indicating that the "Approve Goal Completed Successfully". Don't blink or you might miss it!

inf i Approve Goal Completed Successfully
The following action 'Approve Goal' completed



Which Outcome to Expect

- The employee will receive a notification email that the goal has been approved.
- The goal will now appear on the **Active** tab of the goal dashboard.



Optional

- To return to the goal dashboard to review and approve other goals, click your browser's back button.

6) **To Reject an Employee's Goal:** If the goal needs to be changed substantially by the employee and resubmitted to you for approval, click **Reject Goal**.

EMILY ELLIOTT - Goal: Be Happy

Save Suggest New Goal Approve Goal **Reject Goal** Print Action

Details

Comments
Aligned Goals
Rating Criteria

Goal: Be Happy Status: Pending
Type: DEVELOPMENT18 Developmental Category: DENVER PLAN ELEMENTS
Year:
Start Date: 7/1/2018 Due Date: 6/30/2019
Weight: 20.00 %
Progress:
Description
H2 H3 normal B I U
Description of the goal...

7) From the **Reject Goals** window, enter **comments (a)** to describe why you are rejecting the goal and the changes that are needed before the goal can be resubmitted for approval. Click **OK (b)**.

Reject Goals For EMILY ELLIOTT

Comment:
H2 H3 normal B I U
Explain why the goal was rejected and what changes are needed before the goal is resubmitted for approval. |
OK Cancel

9) A message will briefly appear at the top of your screen indicating that the "Reject Goal Completed Successfully". Don't blink or you might miss it!

The following action 'Reject Goal' completed

Home My Staff Manage Goals Review Performance Develop Employees Acquire Talent Adjust Compensation Take Notes To Do



Which Outcome to Expect

- The employee will get an email that their goal has been rejected.
- The goal is no longer available for the Manager's review.
- The employee can now revise the goal and resubmit it for approval.



Optional

- To return to the goal dashboard to review and approve or reject other goals, click your browser's back button.