

# Accessing Performance Management Documents

Performance Management documents can be accessed from the MyUW portal or from directly within the Human Resource System, a link to the document is also included in all system generated emails.

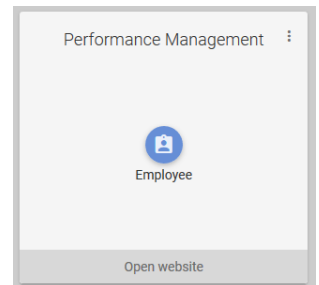
**Follow institution and manager recommendations for using this tool as part of the performance management process.**

## From the Portal

1. Performance Management documents are accessible through the MyUW portal at <https://my.wisconsin.edu/>.

**NOTE:** For additional information about accessing the portal, click [here](#).

2. Click on the icon on the **Performance Management** tile.
  - **Employee** icon takes employees to their personal documents
  - **Manager** icon takes managers to see a list of documents of their direct reports



## Employee Access to Documents from within the Human Resource System (HRS)

If already in the system (entering or approving time, updating personal information, etc.), performance management documents can be accessed without navigating back to the portal.

1. Click the **Home** icon in the upper right corner of the page.
2. Click the **Performance** tile.

## Manager Access to Team Documents from within the Human Resource System (HRS)

If already in the system (entering or approving time, updating personal information, etc.), your team performance management documents can be accessed without navigating back to the portal.

1. Click the **Home** icon in the upper right corner of the page.
2. Click the **Employee Self Service** drop down, in the top middle of the page.
3. Select **Manager Self Service**.
4. Click **Team Performance**.

