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/](https://my.wisconsin.edu/).  
   **NOTE:** For additional information about accessing the portal, click [here](https://my.wisconsin.edu/).

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.