

Performance Reviews in UKG

Employee – Signing and Completing your Performance Review

Log into UKG on a desktop:

- If you have logged in before, use your user name and password that have already been set up
- If you have not logged in, follow the directions below:



1. Enter UKG by visiting [https:// onenterprises.com/login](https://onenterprises.com/login).



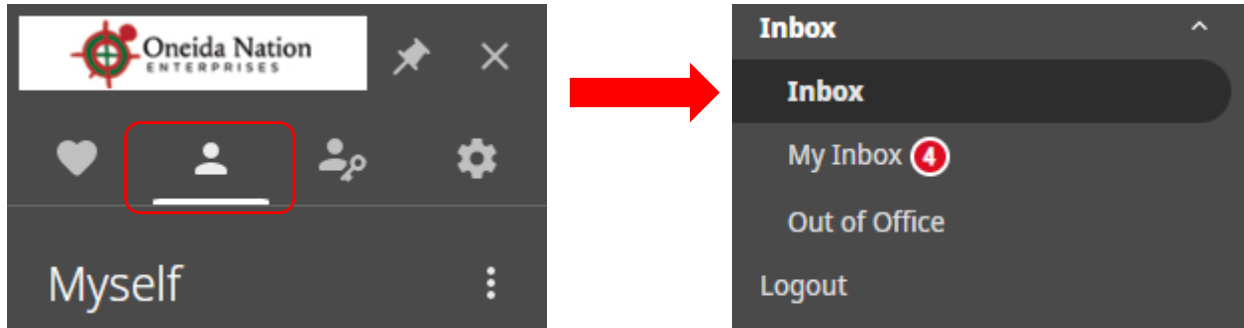
2. Enter username and password
 - a. **Username:** Employee ID Number + On (example – 123456on)
 - b. **Password:** Employee Birthday (mmddyyyy)



3. You will be prompted to update your password and setup challenge questions.

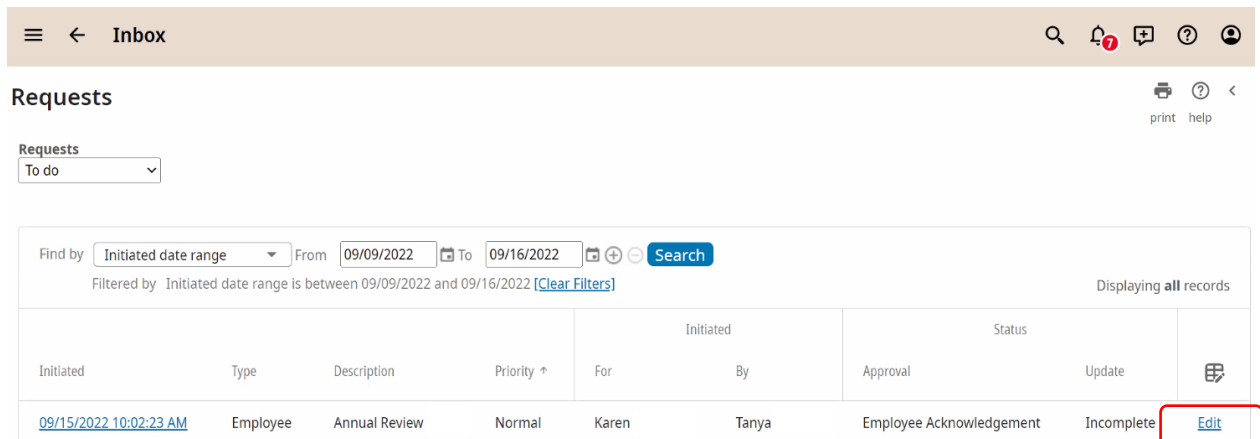
How to Access

Once you are logged in, navigate to your **Inbox** located in the menu on the left hand side of the screen. Click **Myself** and then scroll to the bottom.



In Inbox

You will see your Review is available to “**Edit**”



The screenshot shows the 'Inbox' page with a 'Requests' section. A dropdown menu is set to 'To do'. Below it is a search filter for 'Initiated date range' from 09/09/2022 to 09/16/2022. A table of requests is displayed with the following data:

Initiated	Type	Description	Priority ↑	For	By	Approval	Status	Update
09/15/2022 10:02:23 AM	Employee	Annual Review	Normal	Karen	Tanya	Employee Acknowledgement	Incomplete	Edit

Click **Edit**

You will be brought to your **Review Summary** page where you can view the Review Sections

Review Summary

← | 🖨️ | ?
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Annual Review Test

Karen

[Employee Notes](#)

Effective Date 09/15/2022

Complete all requested information.

Contributors

Tanya



Karyn



Carolee



Karen

Review sections

	Manager Rating	
Competencies	4.63 - Highly Effective	View
Overall Comments	N/A	View
Final Score	4.63 - Highly Effective	

If you wish to view those sections again, you may do so or you can scroll down to **Sign & Complete** the review.

Review Summary

← | 🖨️ | ?
back | print | help

Sign & Complete

Send to the next contributor.

[Sign & Complete](#)

ATTENTION!

If an employee disagrees with any of the information contained in this document, he or she can submit a written statement explaining his or her position, which will be maintained as part of his or her employee personnel file.

Acknowledgement

I have reviewed this document. My signature indicates that I have been advised of my performance status.

Final Comments

You will be prompted with another box to ensure you are ready to sign your view, click **OK**.

Are you sure you want to Sign & Complete this review?
Signing and completing this review will prevent further changes.

OK Cancel

Review Summary


Sign & Complete

Send to the next contributor.

Sign & Complete

ATTENTION!
If an employee disagrees with any of the information contained in this document, he or she can submit a written statement explaining his or her position, which will be maintained as part of his or her employee personnel file.
Acknowledgement

I have reviewed this document. My signature indicates that I have been advised of my performance status.

Final Comments 

Your review is now signed and in your employee record. You can access this at any time by going to **Myself > Jobs > Reviews**