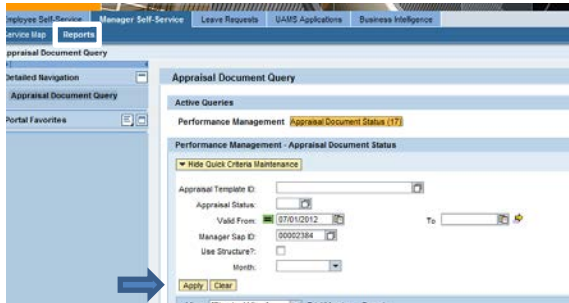


## Reports in MSS:

1. Log into ESS
2. Select MSS tab
3. In dark blue area click on *Reports*
4. Click on *Show Quick Criteria Maintenance*, the following table will show:



- Appraisal Template ID: Leave blank or choose template
- Appraisal Status: Choose status, i.e., in review, in process, completed
- Manager Sap ID: Enter SAP number or search using the icon on the right of the field
- Use Structure: Check this box if you want to search for all employees and managers who reside in the organizational structure under this manager
- Month: Choose "All Months" (at bottom of dropdown) or leave blank to see all employees
5. click on *APPLY*

The table will populate with employees who are in the organizational structure under the manager's SAP number you entered or all the employees under all the managers under the SAP number, if *USE STRUCTURE* was checked.

A variety of information is available in the table as seen below; however, you will need to scroll to the right to see all columns:

SAP ID	EE Name	Position Text	Appraisal Document Name	Manager	Review Date	Appraisal Status	Substatus
2384	Finne, Kimberlee L	Senior HR Director & HRIS Director	UAMS Performance Evaluation	Lond, Hosea W	07/22/1996	In Planning	

Start Date	End Date	Score	PSArea Text	EEGroup Text	Org Unit
01/01/2012	12/31/2012	0.000	Administrative	Active employee	V&D HR HRIS & Compensation