

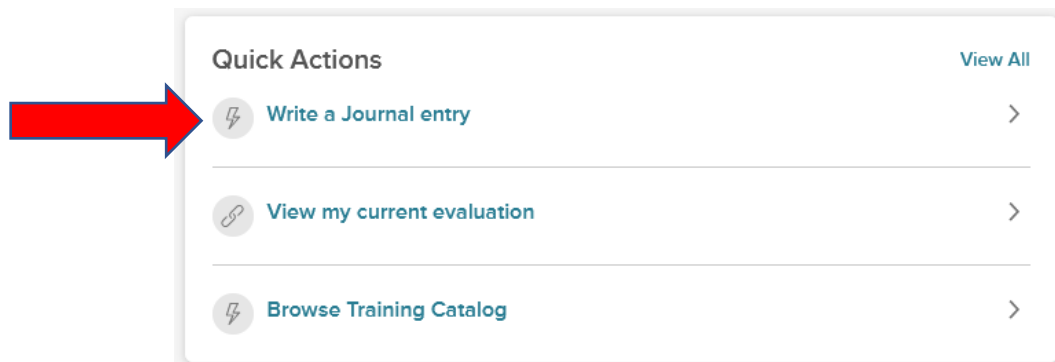
Performance Management EMPLOYEE & SUPERVISOR Using Journal Entries

Purpose:

- Journal Entries can be used to keep notes throughout the year about yourself as the employee or about the employees that report to you if you are a supervisor
- As an employee, Journal Entries can be private or shared with your supervisor and are available for review when completing your evaluation
- As a supervisor, Journal Entries that you enter for your employees can be private or shared with the employee and are also available for review when completing the employee's end-of-year evaluation

Process:

1. Log into your YC portal
2. In your Employee Resources card select NEOED
3. **The first way** to add a Journal Entry is to click on Write a Journal Entry in the Quick Actions box from your Home Dash



4. Start typing your name or the name of your employee in the box labeled Who is this entry about?

A screenshot of the 'Write a Journal Entry' form. The title 'Write a Journal Entry' is at the top, with a 'Close' button. Below the title is a dropdown menu labeled 'Who is this entry about? *'. The dropdown has the placeholder text 'Start typing here to find an employee'. A large red arrow points to the dropdown menu.

5. Select the correct name from the list

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Write a Journal Entry

Close

Who is this entry about? *

edward

Name	Employee #	Agency	Division
Edward Employee	TE	Marketing	

6. Click into the text box and type in your entry. You can attach any relevant documents, add links, or add images by clicking on the appropriate icons at the top of the text box. NeoEd now also offers an AI Writing Assistant.

EE Edward Employee

New EntryPast Entries

B *i* U **A:** **≡** **≡** **≡** **¶** **↶** **📎** **🖼️**

"Edward has diligently been striving to achieve his objectives."

AI Writing Assistant

Check Spelling and Grammar

Shorten Text

Make Text More Professional

Elaborate Text

Rephrase Text

NEOGOV AI Disclaimer

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- If you want to share this message with the employee (if you are their supervisor), your supervisor, or your supervisor's supervisor, click in the appropriate box (you **don't** need to click in Employee box to have access to your own Journal Entry)

Who do you want to share this entry with?

- ☐ Employee
- ☐ Manager(s) ⓘ
- ☐ Manager's Manager

Discard Draft

Keep as Draft

Submit Journal Entry



- If you want to review past journal entries prior to saving this one, click on Past Entries

Who is this entry about?

EE Edward Employee (X) ▼

New Entry

Past Entries

Actions ▼

Current

33 entries



SL Sonya Liadis Created Today • Edited Today

Shared ▼ ...

"Edward has diligently been striving to achieve his objectives."

- When you are finished with the new Journal Entry, click on Submit Journal Entry at the bottom. If you are not ready to submit the entry, you can choose Keep as Draft and it will be saved for you to edit later, but not shared with anyone until you Submit.

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Who do you want to share this entry with?

- ☐ Employee
- ☐ Manager(s) ⓘ
- ☐ Manager's Manager

Discard Draft

Keep as Draft

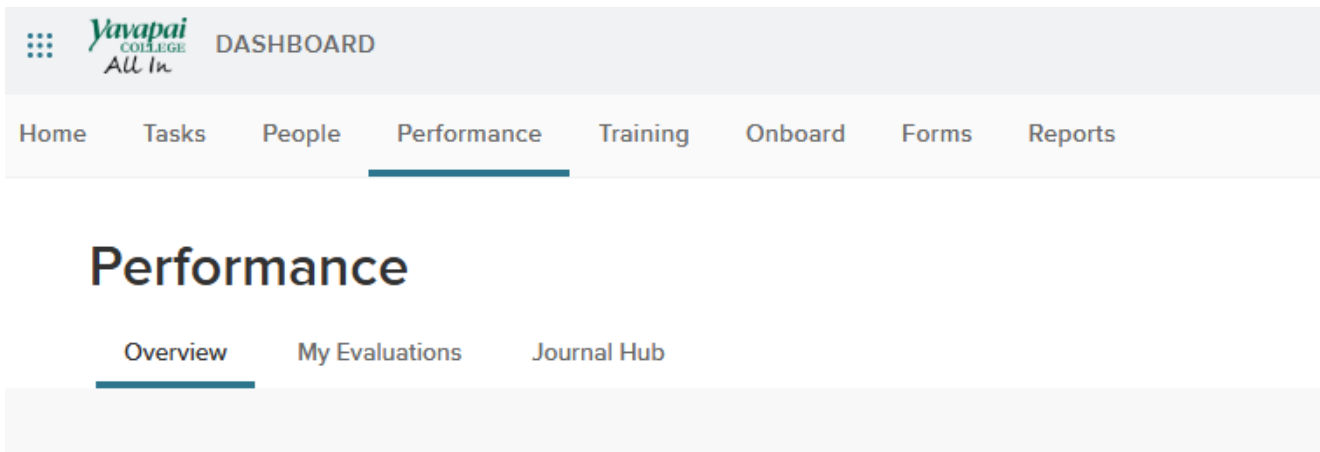
Submit Journal Entry

10. Click on Close at the top right of the fly-out

Write a Journal Entry

Close

11. **The second way** is to select Performance from your top menu



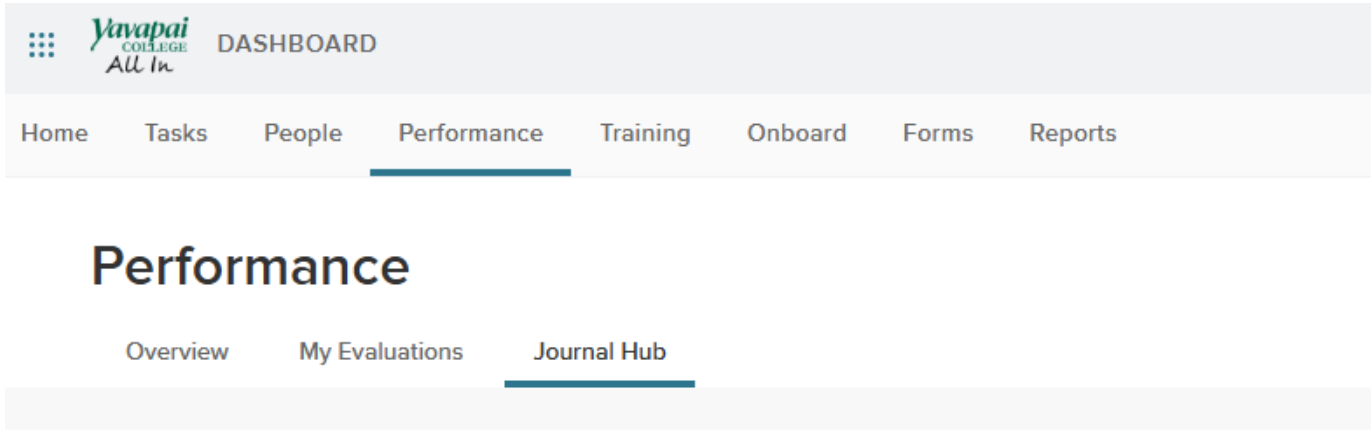
12. From the Performance screen, you will always see the Journal Entry button whether you are in Overview, My Evaluations or Journal Hub

Journal Entry

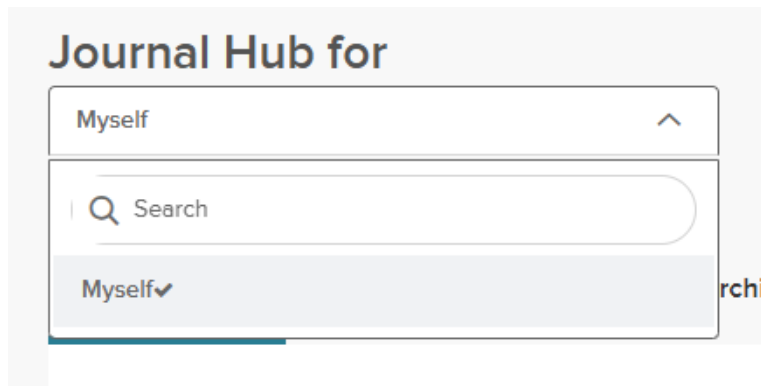
13. Click on Journal Entry and follow steps 4 to 10 above.

14. To review all Journal Entries (your own and your employees') from your NeoEd Dashboard, click on Performance from the top menu then Journal Hub.

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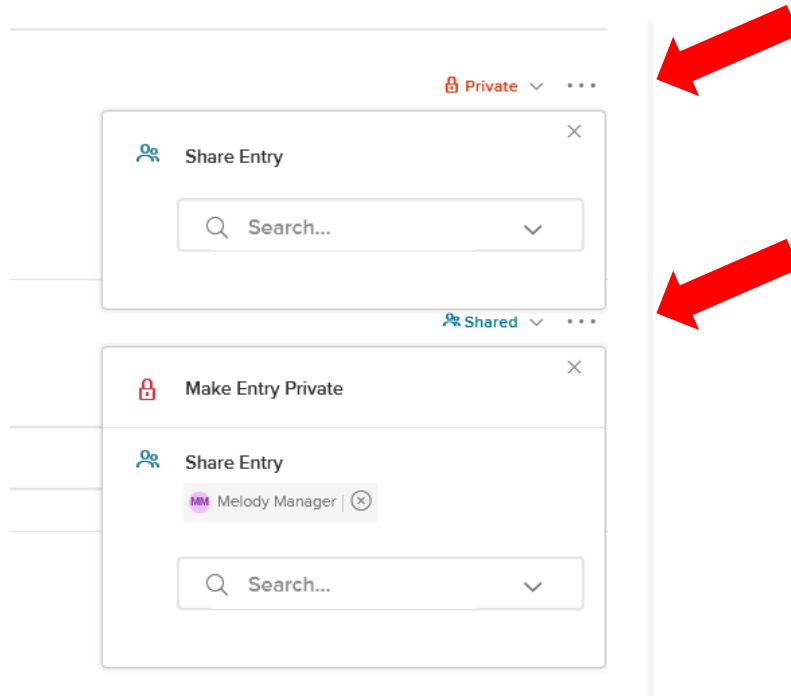


15. This page defaults to your own Journal Hub. If you are a supervisor, you can search for your employee(s) in the drop-down menu to see their Journal Entries



16. From here you can share any entries that you have made with your employee (if you are a supervisor), with your supervisor, or with supervisor's supervisor, even after you have saved the Journal Entry, by clicking the Private or Share drop-down to the right of each entry and entering the person's name.

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17. You can also edit, archive, or delete Journal Entries by clicking on the ellipsis (3 dots) to the right of the entry and making the appropriate selection from the drop-down menu.

