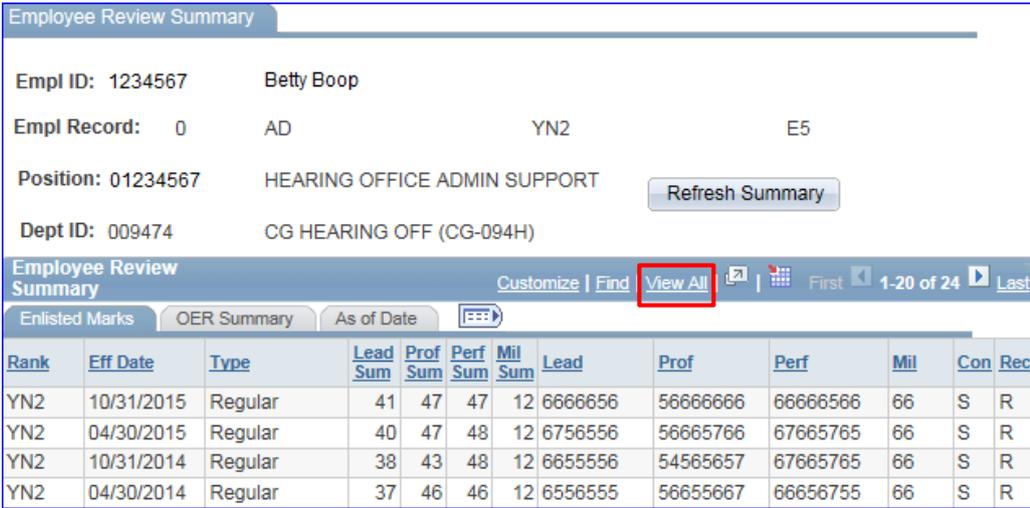


Self Service – Employee Review Summary

Introduction This guide provides the procedures for viewing a member’s Employee Review Summary in Direct Access.

Procedures See below.

Step	Action																																																																	
1	<p>Select Employee Review Summary from the View column in the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with three columns: Profile, Tasks, and View. The "View" column contains several links, with "Employee Review Summary" highlighted by a red rectangular box.</p>																																																																	
2	<p>The member’s Employee Review Summary will display. Click View All to view all of the member’s marks.</p>  <p>The screenshot shows the "Employee Review Summary" page for a member. It displays personal information, a "Refresh Summary" button, and a table of marks. The "View All" button in the top right of the table area is highlighted with a red box.</p> <table border="1" data-bbox="352 1630 1382 1798"> <thead> <tr> <th>Rank</th> <th>Eff Date</th> <th>Type</th> <th>Lead Sum</th> <th>Prof Sum</th> <th>Perf Sum</th> <th>Mil Sum</th> <th>Lead</th> <th>Prof</th> <th>Perf</th> <th>Mil</th> <th>Con</th> <th>Rec</th> </tr> </thead> <tbody> <tr> <td>YN2</td> <td>10/31/2015</td> <td>Regular</td> <td>41</td> <td>47</td> <td>47</td> <td>12</td> <td>6666656</td> <td>56666666</td> <td>66666566</td> <td>66</td> <td>S</td> <td>R</td> </tr> <tr> <td>YN2</td> <td>04/30/2015</td> <td>Regular</td> <td>40</td> <td>47</td> <td>48</td> <td>12</td> <td>6756556</td> <td>56665766</td> <td>67665765</td> <td>66</td> <td>S</td> <td>R</td> </tr> <tr> <td>YN2</td> <td>10/31/2014</td> <td>Regular</td> <td>38</td> <td>43</td> <td>48</td> <td>12</td> <td>6655556</td> <td>54565657</td> <td>67665765</td> <td>66</td> <td>S</td> <td>R</td> </tr> <tr> <td>YN2</td> <td>04/30/2014</td> <td>Regular</td> <td>37</td> <td>46</td> <td>46</td> <td>12</td> <td>6556555</td> <td>56655667</td> <td>66656755</td> <td>66</td> <td>S</td> <td>R</td> </tr> </tbody> </table>	Rank	Eff Date	Type	Lead Sum	Prof Sum	Perf Sum	Mil Sum	Lead	Prof	Perf	Mil	Con	Rec	YN2	10/31/2015	Regular	41	47	47	12	6666656	56666666	66666566	66	S	R	YN2	04/30/2015	Regular	40	47	48	12	6756556	56665766	67665765	66	S	R	YN2	10/31/2014	Regular	38	43	48	12	6655556	54565657	67665765	66	S	R	YN2	04/30/2014	Regular	37	46	46	12	6556555	56655667	66656755	66	S	R
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