ACES Online Supervisor Guide

Go to https://aces.sdbor.edu/.

- Use your SD Mines network username and password.

Creating ACE Form:

Click on your Supervisor tab at the top. Employees will be listed under ACE Forms to Create.

Click the Create a New Form.

Change Form Type to Annual Review (3- and 5-month forms used for new employees during the probationary period). Your supervisor will be listed as the Administrator (Next-Level Supervisor).

Click Create Form.
The next screen will look similar to the example; listing all Accountabilities (job duties), 22 Competencies, and Development Opportunities/Goals to the left, and full descriptions to the right.

Verify the Accountabilities are correct. These tasks were pulled from the employee’s online job description.

- The title is the overall task and the specific tasks are numbered just below the title.
- You will see that each overall task currently shows two sections “Supervisor form question and guide text” and “Employee form question and guide text.” These sections are exactly the same. This shows up separately to show what both the supervisor and employee will see. Once this ACE Form is approved, each person will only see their appropriate questions and text.

If any changes need to be made to the Accountabilities, contact Human Resources.
For the Competencies, Professionalism is already checked as it is required. Select 7-9 other Competencies.

Once you have verified the Accountabilities are correct and selected 8-10 Competencies, click Save and submit to HR.

HR will then review and approve the ACE Form.

Notification emails are sent when an Employee, Supervisor, Next-Level Supervisor and HR receives an ACE Form. This will occur at the beginning of the year when creating the annual form, and at the end of the year when ACE Forms are being routed for approval and signatures. Emails will look similar to this: (the @dsu.edu will be changing to @sdbor.edu)

There is a new form definition to review.

**Employee:** Feiler, Nancy L.
**Supervisor:** VanDaalen, Crystal L.
**Administrator:** Shuman, Kelli R.
**ACE Form:** Annual CY2018 – ME9590 HR Generalist I N. Feiler A000

[Review the form definition]
Activating Employee’s ACE Form:

Once approved by HR, click on the link provided in the email, or the Supervisor tab on the ACES website. The employee will be listed under ACE Forms in Development.

Click Activate Form.

Verify by clicking Activate this form.

The ACE Form will now be under Active ACE Forms under the Supervisor tab. The supervisor and employee now have access to the ACE Form to enter comments and ratings. The ACE Form is also available under the Home tab.

To enter comments and ratings, click on the hyperlink to open the employee’s ACE Form.
Entering Comments and Ratings to ACE Form:

For each Accountability and Competency, select the month from the dropdown box. The dropdown-month box will always default to the current calendar month.

Enter comments for the selected month. You do not need to add comments for each month, but there should be sufficient overall comments to support the annual rating.

Click Add Documentation.

At the end of the year, select the annual performance rating for each Accountability and Competency. The rating is for each Accountability or Competency for the entire year. Comments and ratings can be edited throughout the year; ratings should not to be selected until year end.

To move to another Accountability or Competency, either click on the link in the left column or “Previous” and “Next” buttons at the bottom of the page.
Entering Goals and Viewing ACE Form:

To enter Goals, click on Current or Next Evaluation Period and add comments.

Click Add Comment.

The Printable View function allows supervisor’s to print the employee’s ACE Form.

Click on Review and Submit to review all ratings and comments.
Reviewing and Submitting ACE Form:

The Review and Submit link will provide a summary of all ratings and number of comments entered.

To edit the ACE Form, click the link to the left of the rating or use the “Go Back” button.

Employee must submit their self-assessment to the supervisor before the supervisor can submit their ACE Form to next-level supervisor. Supervisor must have Employee self-assessment before sending on to Next-Level Supervisor for approval. To verify if the supervisor has received ACE Form from the employee, go to the Homepage.

If status shows “submitted to supervisor,” the Supervisor has received the employee Self-Assessment and can submit to the Next-Level Supervisor.
If you submit to Next-Level Supervisor before receiving the Employee self-assessment, you will receive a warning message: **Click Cancel.** If you submit in error, contact HR.

When you have received the Employee’s self-assessment and completed/reviewed the form, submit the completed ACE Form to the Next-Level Supervisor for review/approval. This should show the first and last name of the Next-Level Supervisor.

The Form Status can be seen on the Supervisor tab.

### Supervisor

<table>
<thead>
<tr>
<th>ACE forms being reviewed</th>
<th>Employee</th>
<th>ACE Form</th>
<th>Form Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DeVries, Lisa M.</td>
<td>Annual CY2017 – ME9526 HR Generalist</td>
<td>Submitted to administrator for review</td>
</tr>
</tbody>
</table>

### Supervisor and Employee Submission Notes:

**Late November/Early December:** Employees and Supervisors should both have comments and ratings in their ACE Forms.

- Employees submit self-assessment to their Supervisors prior to Supervisors completing annual review.
- Supervisors submit the initial ratings and supporting comments to the Next-Level Supervisor for review and comment.
Form Submission and Routing Process:

- Supervisor submits the ACE Form to the Next-Level Supervisor.
  - Next-Level Supervisor reviews both the Supervisor and Employee ratings and comments, and may:
    - Return the ACE Form to Supervisor with comments or suggested edits.
    - Approve the ACE Form. (submit to HR for review)
  - Once Approved by Next-Level Supervisor, HR reviews all ratings and comments, and may:
    - Return the ACE Form to Supervisor with comments or suggested edits.
    - Approve and release the ACE Form back to the Supervisor.
  - The Supervisor will receive notification email. Click “Release to Employee,” found under the Supervisor tab.

Verify the release of results by clicking Release to employee.

Review the ACE Form prior to the Employee’s Annual Review meeting by clicking on the ACE Form title. The Supervisor and Employee will then meet to discuss Employee’s annual review.
Final Review (completed after the Annual Review Meeting):

Employee and Supervisor will add additional comments and sign following the Employee’s Annual Review Meeting. If changes need to be made to the comments or ratings, contact HR.

Supervisor view before Employee has signed:

Supervisor view after Employee has signed:

Once the Employee has signed, Click on the ACE Form title for a final review.

Click the Accountability or Competency links to review Supervisor and Employee comments and ratings.

Click Review to see a summary of all ratings.

Click Additional Comments or Comments and signature to view Employee comments, add Supervisor comments, and sign.

Click Printable View to print Form.
View of individual Accountability or Competency with Supervisor and Employee Comments and Ratings:

View Supervisor and Employee Comments by clicking on the appropriate tab.

To move to another Accountability or Competency, either click on the link in the left column or “Previous” and “Next” buttons at the bottom of the page.

Click the hyperlinks to view current period and next period Development Opportunities /Goals.

The Review link or “Go Back” button takes the Supervisor back to the summary screen.

Click Additional Comments or Comments and signature to view Employee comments, add Supervisor comments, and sign.

The Printable View function allows Supervisor to print the employee’s ACE Form; includes Supervisor and Employee comments/ratings.
Final Comments and Signature:

Click Additional Comments or Comments and signature to view Employee comments, add Supervisor comments, and sign.

Following the Employee’s Annual Review Meeting, a minimum of one additional comment must be entered. (If desired, add comments before Employee’s Annual Review Meeting.)

Check the Acknowledge box.

Click Save and Sign. The ACE Form will now be pending the Next-Level Supervisor’s review and signature, and sent onto HR for finalization and reporting.

The Supervisor tab will show a Form Status of “Waiting on Administrator’s signature.”

Once the Next-Level Supervisor signs the Final ACE Form, it will move to Completed ACE Forms under the Supervisor tab.