

REPUBLIC PLASTICS, Ltd.



## Accessing and Completing your Review in UKG

Beginning this year, we will be conducting annual reviews and ongoing performance management through UKG. During the review cycle, you will be asked to log in to your UKG account so that you can a) provide feedback and input as part of your review and b) sign and acknowledge the review once it is complete.

### **Completing the Employee Assessment for your review**

Your Supervisor will let you know when your review is ready for you to complete your portion. You will also get an email notification at the email address we have for you in UKG. Once it comes to you, there will be three stages to complete your review:

- 1) **Employee Assessment** – You will review how your Supervisor rated your performance and provide some simple feedback.
- 2) **Supervisor and Ops Manager approval** – Your Supervisor and Ops Manager will finalize and approve your review.
- 3) **Employee Acknowledgement** – The review comes back to you for your signature and acknowledgement.

Once your review is ready for you to complete your assessment, you will need to log in to your UKG account **through a web browser, not the mobile app**. If you are logging in from a computer, simply go to [ukg.republicplastics.com](http://ukg.republicplastics.com) and enter your user name and password (contact HR if you need help with this). If you are accessing from a web browser on a mobile device, you will still go to [ukg.republicplastics.com](http://ukg.republicplastics.com), but you will need to click on the View Desktop Version link **before you log in**. That will take you to the desktop version of UKG where you will be able to access your review.

UltiPro  
— by ULTIMATE SOFTWARE —

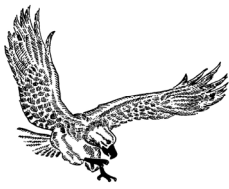
User name

Password

Log in

Forgot Your Password?

View Desktop Version

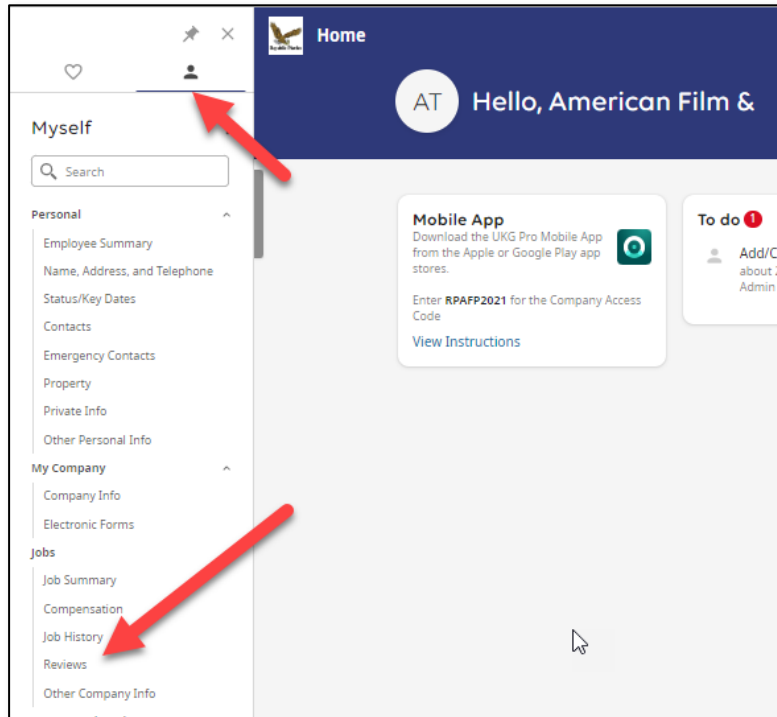
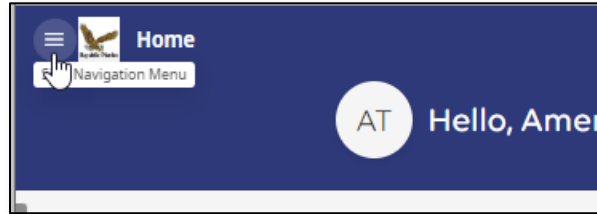


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From the home screen, you have two ways to access your review.

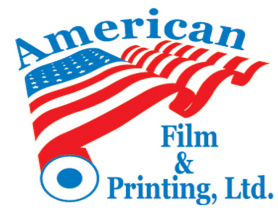
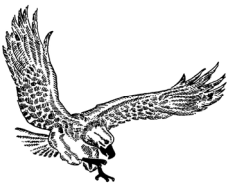
Option 1 - From your home page, go to Reviews under Jobs on the left hand side menu (if you don't see the menu, click on the three bars in the upper left corner). That will bring up a Reviews page where you can simply click on the link for your review under "In Progress".



**Reviews** print help

**In Progress**

Effective ↑	Review Name	Type	Job	Status	
<a href="#">03/15/2023</a>	2023 Annual Review - Hourly (test)	Annual Review	Administrative Assistant	Employee Assessment	



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**Option 2** – From your home page, on the To-Do tile, click the Add/Change Employee Review task. On the next screen, click on the Edit link in the upper right corner.

AT Hello, American Film &

**Mobile App**  
Download the UKG Pro Mobile App from the Apple or Google Play app stores.  
Enter **RPAFP2021** for the Company Access Code  
[View Instructions](#)

**To do** 1 [View All](#)

- Add/Change Employee Review**  
2 minutes ago  
American Film & Printing Test

[Direct Deposit](#)

[Name, Address, and Telephone](#)

### 2023 Annual Review

[View Details](#) [Edit](#)

Initiated for  
American Film & Printing Test

Initiated by  
Robert Chance

Initiated  
02/24/2023 7:59:49 AM

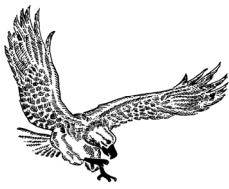
Last modified  
02/24/2023 7:59:49 AM

Apply  
Employee Assessment

Priority  
High

Approval status  
Employee Assessment

Update status



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Either option above will open the review summary page for your review where you can complete your Employee Assessment. From this page, you can do three things: review your ratings, provide comments and recommendations, and provide an overall comment.

### Review Summary

2023 Annual Review - Hourly (test)  
American Film & P. Test, Administrative Assistant [Employee Notes](#)  
Effective Date 03/15/2023

Welcome to this year's annual review. Performance management should be an ongoing process consisting of multiple touchpoints and conversations between employees and their respective supervisor. The annual review provides the employee and their supervisor to summarize their performance over the past year.

**Contributors**

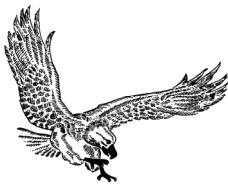
RPHR Test → American Film & P Test → Robert Chance

**Review sections**

	Manager Rating	
Competencies	3.91 - Good	<a href="#">Start</a>
Comments and Recommendations	N/A	<a href="#">Start</a>
Overall Comments	N/A	<a href="#">Start</a>
Final Score	3.91 - Good	

**Send**

Send to the next contributor. [Send](#)



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## Review your ratings

Click on the green Start button next to the Competencies section. Here, you can review how your Supervisor rated your performance in a number of areas. You have the option to comment on any of the ratings, but it is not required. Once you have reviewed and made any comments, click on Save & Close in the upper right corner.

2023 Annual Review - Hourly (test)

### American Film & P. Test - Competencies

SUPERVISORS ONLY - Rate each of the competencies below from 1 to 5. The overall rating is automatically calculated. Comment fields are optional.

EMPLOYEES - You do not need to complete this section.  
Rating Scale Five Point

1. ▾ **Accountability**

Feels responsible and accountable for their own performance in their position.

[Show details...](#)

[Notes](#)

American Film & P. Test, Employee

Add your comments

No comments are available.

RPHR Test, Manager

★★★★★  
5 - Outstanding

2. ▾ **Attendance**

Attends work regularly and on time; adheres to work schedule; complies with attendance, PTO, and leave policies.

2023 Annual Review

### American Film & P. Test - Competencies

SUPERVISORS ONLY - Rate each of the competencies below from 1 to 5. The overall rating is automatically calculated. Comment fields are optional.

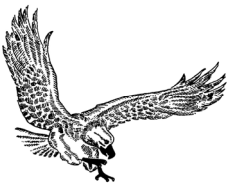
EMPLOYEES - You do not need to complete this section.  
Rating Scale Five Point

1. ▾ **Accountability**

Feels responsible and accountable for their own performance in their position.

Competency Weight: 9%

save reset cancel save & close print help



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### Provide your feedback

Click the green Start button next to the Comments and Recommendations section. We do want employees to complete the Comments and Recommendations section as it is their opportunity to provide feedback to you and the company. Here, you will be able to comment on how your Supervisor described your strengths. You will also be able to provide the Company feedback on how we can help you achieve your goals and objections and how the Company can improve. Once you have answered these open ended questions, click Save & Close at the top.

2023 Annual Review

**American Film & P. Test - Comments and Recommendations**

EMPLOYEES - Briefly provide your view and feedback regarding the questions below.

SUPERVISORS - Provide your answers for the first question only.

1. ▾ **Strengths of Associate**

American Film & P Test, Employee

I think I am a good worker

RPHR Test, Manager *No comments are available.*

2. ▾ **What can the Company do to help you achieve your goals and objectives?**

American Film & P Test, Employee

Help me with stuff

RPHR Test, Manager *No comments are available.*

3. ▾ **In what areas do you feel the Company can improve?**

American Film & P Test, Employee

Do more good stuff

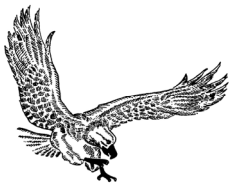
save reset cancel save & close print help >

2023 Annual Review

**American Film & P. Test - Comments and Recommendations**

EMPLOYEES - Briefly provide your view and feedback regarding the questions below.

save reset **cancel** save & close print help >



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## Overall Comments

Click the green Start button next to the Overall Comments section. This section is for any additional comments or feedback you would like to provide and make sure are included in the review. Type in the applicable field and then hit Save & Close at the top.

2023 Annual Review

**American Film & P. Test - Overall Comments**

This field is for any additional feedback you wish to provide. It may be further clarification on specific competencies or it may be something unrelated that you just want to make sure is included. This comment will be viewable as part of the approved review.

Comment:

Add your comments

save reset cancel save & close print help

Once you have reviewed and/or completed all three sections, click on the green Send button at the bottom of the Review Summary page. That will send the review back to your Supervisor and Ops Manager for final approval. Note that if you did not provide comments in a section, the Start button next to that section will still be green, but you can still hit the Send button at the bottom.

2023 Annual Review

American Film & P. Test, Administrative Assistant [Employee Notes](#)

Effective Date 03/15/2023

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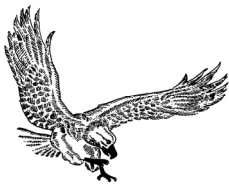
**Review sections**

Review sections	Manager Rating	
Competencies	—	<a href="#">Start</a>
Comments and Recommendations	N/A	<a href="#">Edit</a>
Overall Comments	N/A	<a href="#">Edit</a>
Final Score	—	

**Send**

Send to the next contributor.

[Send](#)



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## Supervisor and Ops Manager approval

Once you have completed your assessment and clicked the Send button, the review will go to your Supervisor and Ops Manager who will review your comment and make any final comments of their own. Your Supervisor will then send it back to you for your signature and acknowledgment.

## Sign and Acknowledge your review

Your Supervisor will let you know when your review is ready for your sign and acknowledge. You will also get an email letting you know that the review is ready at the email address we have for you in UKG. Log in and access your review the same way you did before. From the Review Summary page, you can click on View next to any of the review sections to see all of the ratings and comments provided by you, your Supervisor, and your Ops Manager. You can then add any final comments and then click on the green Sign & Complete button.

### Review Summary

2023 Annual Review  
American Film & P. Test, Administrative Assistant [Employee Notes](#)  
Effective Date 03/15/2023

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**Review sections**

	Manager Rating	
Competencies	—	<a href="#">View</a>
Comments and Recommendations	N/A	<a href="#">View</a>
Overall Comments	N/A	<a href="#">View</a>
Final Score	—	

**Sign & Complete**

Send to the next contributor.

[Sign & Complete](#)

Acknowledgement

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

Final Comments