

Lander University EPMS Employee Planning StageInstructions

As the Employee:

- 1. Login to Bearcat Web.
- 2. Go to the Employee menu.
- 3. Click on EPMS Online.
- 4. Click on View your Planning Document.

# @LANDER	*	٩	Adam Garrett
Lander University EPMS			
Supervisor			
Create employee planning document			
Rate employee evaluation document			
Revewier			
Review employee planning document			
Review employee evaluation document			
Employee			
View your planning document			
View your evaluation document			
EPMS Admin			
Set Employees Roles			
Edit EPMS Document			

5. Scroll through and read the planning document created by the Supervisor (Rater) and approved by the Reviewer. Once reviewed, scroll to the bottom of the document, click the check box and submit.