

TCP Moderator Self Service

This guide will help you use TCP Moderator Self Service to moderate TCP ratings.

During the TCP assessment period, as a moderator you can view but cannot change assessment ratings. You will receive an e-mail when managers that report to you have submitted TCP ratings for their team.

Accessing the TCP Moderator responsibility:

If you are already an Oracle user, when you log in you will see the TCP responsibility 'KCC SSHR TCP Moderator (View Only)'.

If you are a new user, an Oracle account will be set up for you and you will be notified of the log in details.

If you have not been notified of your log in details, please log a call on the Service Now system requesting access to the Oracle Business Systems Application: TCP Moderator (View Only) responsibility.'

If you are a new user, you will be provided with a username and temporary password for HR Self Service. Enter these details in the log-on screen. You will then be required to set a new password, which must be at least 8 characters long, must contain letters and numbers and must not contain repeated characters.

Self Service TCP: Moderator:

1. Click on 'KCC SSHR TCP Moderator (View Only)' from the main menu and then click on 'Self Service TCP Appraisals'.
2. You will be taken to the 'Self Service TCP: Moderator' screen. Your details will be displayed at the top of the screen.
3. In the middle of the screen a table with your assignment/s will be displayed. If you have more than one role each assignment will be listed. Select the relevant assignment by clicking on the 'View TCP results' pencil icon.

Note. Information on the top 3 frequently asked questions about the TCP moderation process will be given at the bottom of this screen. For further information click on the 'More guidance' button, which will take you to the TCP page on KNet.

Moderation screen:

The staff that you are required to moderate appraisal ratings for will be listed in a table.

A maximum of 20 rows will be displayed. Above the top right of the table, a box confirms how many rows are available to view. If there are more than 20 you can look at more rows by selecting 'Next 20' or by selecting the range of rows required from the drop-down box.

If required you can order the table by 'Submitted by Manager?', 'OAN', 'Name' or 'Organisation' by clicking on the relevant heading. The table will then be listed in ascending/descending order for the selected heading.

You can use the 'Search' area to restrict the records that are displayed by entering certain search criteria. Refer to the 'Search area' section of this guide for further information.

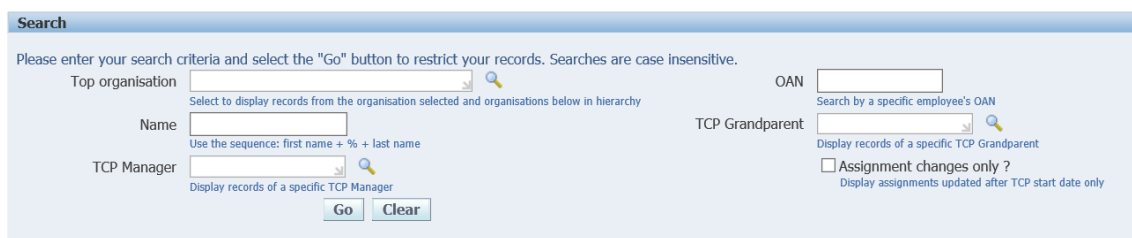
If a manager has not yet submitted their ratings, a red cross will be displayed in the 'Submitted by manager' column against their staff. When a manager has submitted their ratings, you will receive e-mail notification of this. In the moderator screen a green cross will be displayed against their staff.

The line manager who submitted the rating will be displayed.

If the employee is not eligible to receive a rating, 'Not Assessed' will be displayed in the 'Current Rating' column. In the 'N/A Reason' column the reason that the employee is classed as 'not assessed' will be shown.

If you want to check an individual record, click on the 'History' icon for the relevant employee's assignment. The 'Rating Change History' screen will open showing the changes that have been made to that record during the TCP process.

'Search' area:



You can use the 'Search' area to restrict the records that are displayed by entering certain search criteria.

You can search by selecting the:

- Top Organisation
- Employee Name

- Employee's OAN
- TCP Manager
- TCP Grandparent

If searching by the name of the employee, manager or grandparent manager, enter their forename followed by % and their surname e.g. John%Smith. You can also tick the 'Assignment changes only' box to only display assignments that have been updated after the TCP process start date.

Once you have chosen your search criteria you need to click on the 'Go' button. The relevant rows will then be displayed.

For example, a Director can select the 'Top organisation' and can then see the ratings for everyone in the Directorate. The information can be restricted by choosing a specific team or service so that only the information for those individuals is returned.

If you wish to remove your search criteria click on the 'Clear' button. The full number of rows will then be available again.

The system will only retrieve a maximum of 1,000 records at a time, so if necessary you will need to use the search criteria to limit your search.

Rating Distributions:

On the lower part of the screen pie charts display rating distributions based on the full time, part time and total rating of staff that are listed. There are also four rating distribution pie charts based on KR Grade (or equivalent salary) ranges of the staff that are listed.

Note: The charts show data relating to saved ratings only, so will change as managers save or submit the ratings for their staff

Make a change to an assessment rating after the TCP deadline:

Moderators ('Grandparents') can view but cannot change assessment ratings. If you require a change to be made to a rating, you will need to speak with the manager who entered the original rating as they will need to make this change via TCP Manager Self Service.

Running a moderation report:

You will be able to see the assessment ratings that have been submitted by your direct reports and, depending on your position in the organisation, those of their direct reports and so on.

To turn the data into a report, click on the 'Export Data to Excel' button.

If required, you can restrict the information that you export by using the 'Search' facility first (please see guidance above) and then click on the 'Export data to Excel' button.

A file download box will appear at the bottom of the screen and you will be asked to open or save the file. Click on 'Open'. You can then format the report as required. If you have exported all the information you can filter as required within the Excel spreadsheet.

It is not encouraged that you save the file, but if you do, you must ensure that it is named appropriately, is password protected and is stored in a secure location (i.e. not on a shared drive).

Help and Support:

Further information on the TCP process is available on the TCP KNet page.

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.

