

## How to View HR/CMS Data in MyPath

The following steps guide an Agency Coordinator in viewing their agency's employees' custom hire date, performance eligibility, and more in MyPath without needing proxy access or HR/CMS access. Based on your reporting structure, there are two methods to access this information. Option 1 is for Agency Coordinators with direct reports. Option 2 is for Agency Coordinators without direct reports.

## **Option 1: Agency Coordinators with Direct Reports**

- STEP 1. Sign in to your MyPath account at mass.csod.com (Login is your employee ID).
- **STEP 2.** From the homepage, locate the **Show Navigation Menu** button in the top right corner of the screen. Expand the **Admin** button and click the **User** button from the expanded list.

Admin	~
Tools	
Performance	
Users	

STEP 3. Next, you'll be brought to the Users screen where you can input any information to find the person in question such as first name, last name, employee ID, and so on and so forth. *Tip:* Employee ID is best to yield only one search result. Click the Search button when you've entered your search criteria.

garland     City     Manager     Select OU Criteria       jared     Sate     Approver       122456     Zp     Active       User Name     Country	parland     Chy     Manager     Select OU Criteria       jared     Sate     Approver       123456     Zp     Active       Uber Name     Country     Imager	Users					
ared State Approver	ared State Approver 22456 Zp Active her Name Country mail	parland	City	Manager 🗆	Select OU Criteria		
123456 Zp Active V User Name Country V	123456 Zp Active ▼ User Name Country ▼ Email	jared	State	Approver 🗆			
User Name Country T	User Name Country Tenai	123456	Zip	Active •			
	Email	User Name	Country <b>v</b>				

**STEP 4.** A search results table will appear below the **Search** button. On the left under the **User** column heading, click the name of the person you are searching for. Their **User Record** page will appear.



STEP 5. Scroll down to the User Record Custom Field heading and click the corresponding Click Here to See More Options expand arrow to the right of it.

User Record Custom Field	>	
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- **STEP 6.** Now that the **User Record Custom Field** information is expanded, here you can review key information to troubleshoot various questions. Highlighted below are the items most pertinent to assisting your agency:
  - **Manager Name** shows the employee's manager's name. If no name is shown or the information is incorrect, the "reports to" needs to be updated in HR/CMS.
  - **MassPerform Performance Access** shows whether they have access to MassPerform (i.e., they are a manager or employee participating in the MassPerform program or are a reviewer).
  - MGT Performance Rating shows whether they have performance access (ACES flag turned on).
  - Date Updated shows the last date the information was updated in MyPath.
  - Employee Status tells you the employee's status (i.e., active, suspended, leave, or paid leave).
  - Custom Manager Hire Date tells you when the manager entered the system.
    - This is important because it shows you if the employee is an on or off-cycle hire. As a reminder, if someone is hired on/after January 1<sup>st</sup> of that fiscal year, they are ineligible for that year's performance review cycle.
  - EPRS Access
  - EPRS Reviewer Name

User Record Custom Field	~
Mail Drop: CLASS & COMP Union Code: M99	Department : HRD Manager Name : UNSWORTH, SARAH M
User Type - CF: Employee MGT Performance Rating: Yes	MassPerform Performance Access : Yes Pay Organization : 1000
Employee Status : A Position Type : NC	Grade - CF: 01 Home Unit: 1000
Custom Manager Hire Date : 7/3/2021 Position Entry Date : 2/28/2016	Date Updated: 7/16/2024 Available For Telework: Y
EPRS Access : No EPRS Reviewer Name : PULLIN, MELISSA	EPRS Custom Hire Date : Indirect Manager Flag : No
Manager ID :	

## **Option 2: Agency Coordinators Without Direct Reports**

- STEP 1. Sign in to your MyPath account at mass.csod.com (Login is your employee ID).
- STEP 2. From the homepage, locate the Show Navigation Menu button in the top right corner of the screen. Expand the Home button and click the Universal Profile button from the expanded list.

Home	~
Welcome	
Scheduled Tasks	
Universal Profile	

STEP 3. Next, you'll be brought to your Bio page. Click the View Team button located on the top right.

View Team 🗗	

STEP 4. The View Team side panel will appear on the left side of the screen with a list of employee names and a search field. Above the search field is a drop-down menu button that will display either My Agency/Secretariat for EPRS or My Agency/Secretariat for MassPerform. Click the applicable button depending on your role and the respective performance program.



- **STEP 5.** Use the search field to look for a specific employee or scroll through the list of employees displayed. Select the employee's name link whose HR/CMS data you wish to view.
- STEP 6. You will be brought to their **Bio** page. Click the **User Record** drop-down menu button at the top of the screen next to Bio, Transcript, Actions, and Snapshot. Click the **User Record** button from the expanded menu list.

User Record 🔺		
User Record		
Modification History		

- **STEP 6.** Now that the **User Record Custom Field** information is expanded, here you can review key information to troubleshoot various questions. Highlighted below are the items most pertinent to assisting your agency:
  - View the employee's manager's name and ensure they have a manager.
  - View whether they can provide a performance rating (i.e., they have management direct reports).
  - View whether they have performance access (ACES flag turned on).
  - View the last date the information was updated in MyPath.
  - View the employee status (i.e., active, suspended, leave, or paid leave).
  - View the custom manager hire date.
    - This is important because it shows you if the employee is an on or off-cycle hire. As a reminder, if someone is hired on/after January 1<sup>st</sup> of that fiscal year, they are ineligible for that year's performance review cycle.

User Record Custom Field	~
Mail Drop: CLASS & COMP	Department : HRD
Union Code: M99	Manager Name: UNSWORTH, SARAH M
User Type - CF: Employee	MassPerform Performance Access : Yes
MGT Performance Rating : Yes	Pay Organization: 1000
Employee Status : A	Grade - CF: 01
Position Type: NC	Home Unit: 1000
Custom Manager Hire Date: 7/3/2021	Date Updated: 7/16/2024
Position Entry Date: 2/28/2016	Available For Telework : Y
EPRS Access : No	EPRS Custom Hire Date :
EPRS Reviewer Name : PULLIN, MELISSA	Indirect Manager Flag: No
Manager ID :	

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