MyPath

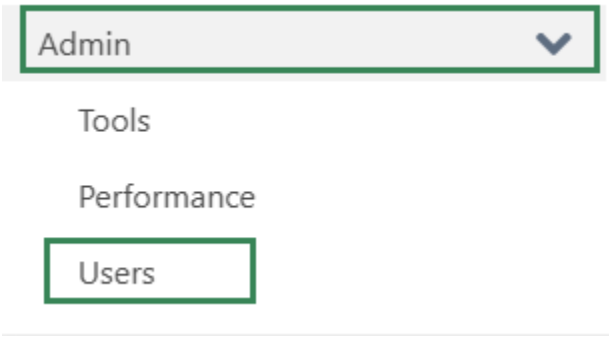
How to View HR/CMS Data in MyPath

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.

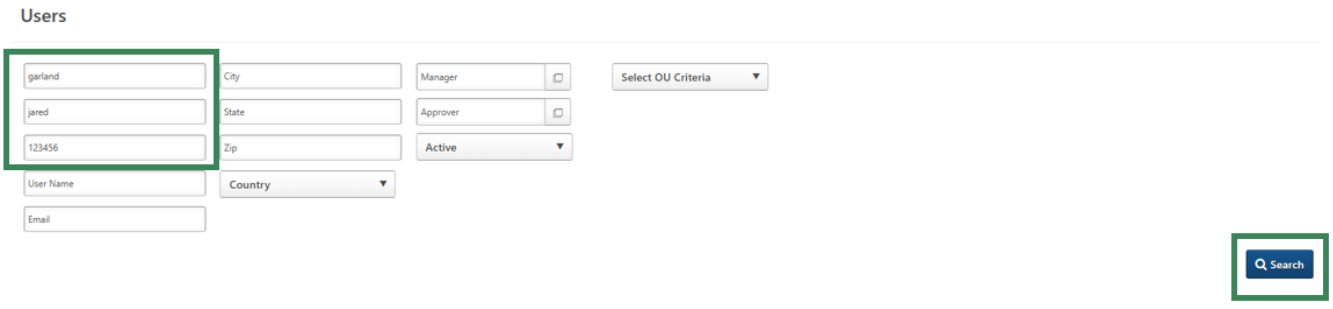
Option 1: Agency Coordinators with Direct Reports

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.

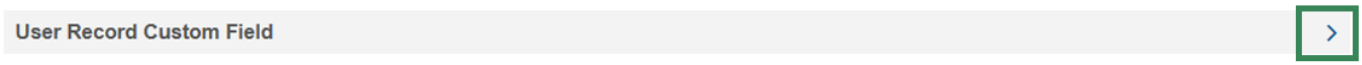


STEP 3. Next, you'll be brought to the **Users** screen where you can input any information to find the person in question such as first name, last name, employee ID, and so on and so forth. *Tip:* Employee ID is best to yield only one search result. Click the **Search** button when you've entered your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



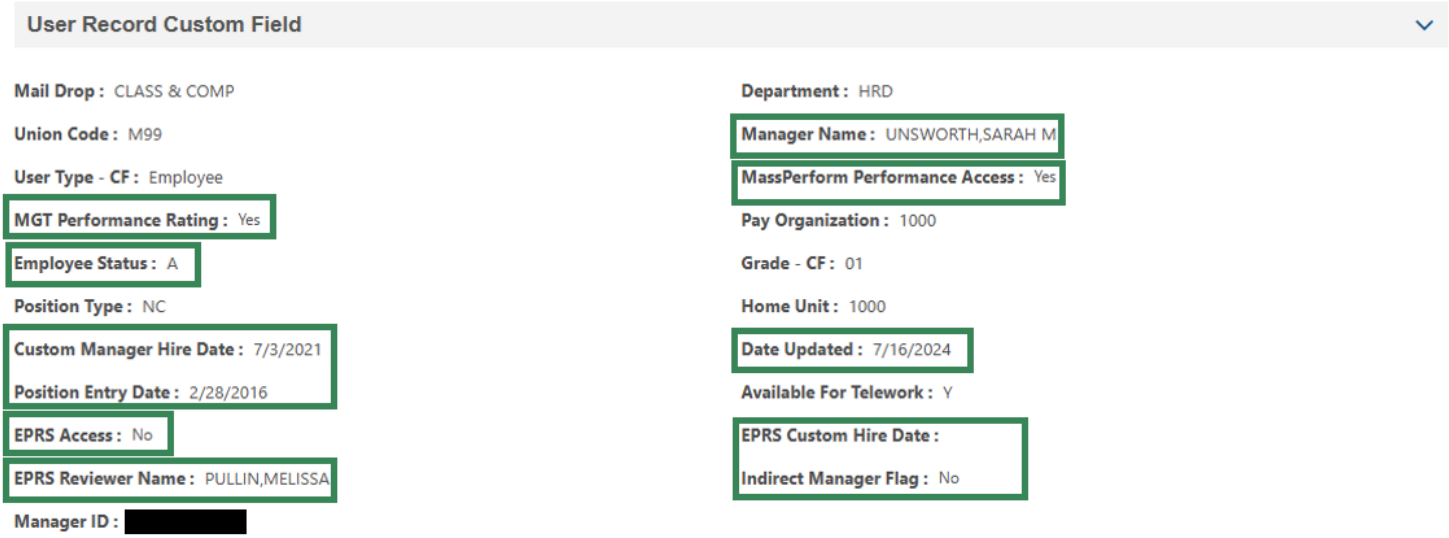
STEP 4. A search results table will appear below the **Search** button. On the left under the **User** column heading, click the name of the person you are searching for. Their **User Record** page will appear.

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.



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:

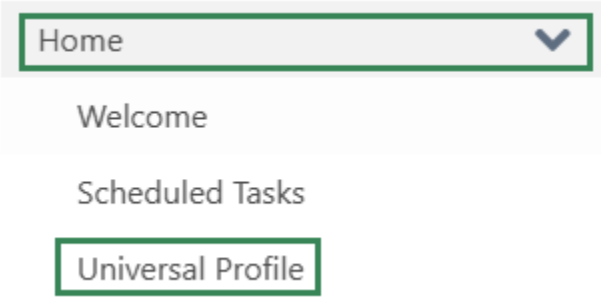
- **Manager Name** shows the employee's manager's name. If no name is shown or the information is incorrect, the "reports to" needs to be updated in HR/CMS.
- **MassPerform Performance Access** shows whether they have access to MassPerform (i.e., they are a manager or employee participating in the MassPerform 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 1st of that fiscal year, they are ineligible for that year's performance review cycle.*
- **EPRS Access**
- **EPRS Reviewer Name**



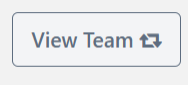
Option 2: Agency Coordinators Without Direct Reports

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.



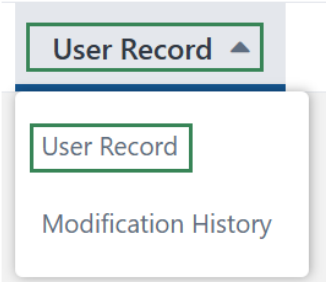
STEP 3. Next, you'll be brought to your **Bio** page. Click the **View Team** button located on the top right.

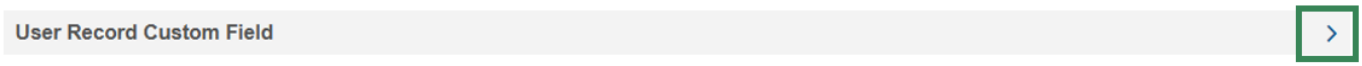


STEP 4. The **View Team** side panel will appear on the left side of the screen with a list of employee names and a search field. Above the search field is a drop-down menu button that will display either **My Agency/Secretariat for EPRS** or **My Agency/Secretariat for MassPerform**. Click the applicable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





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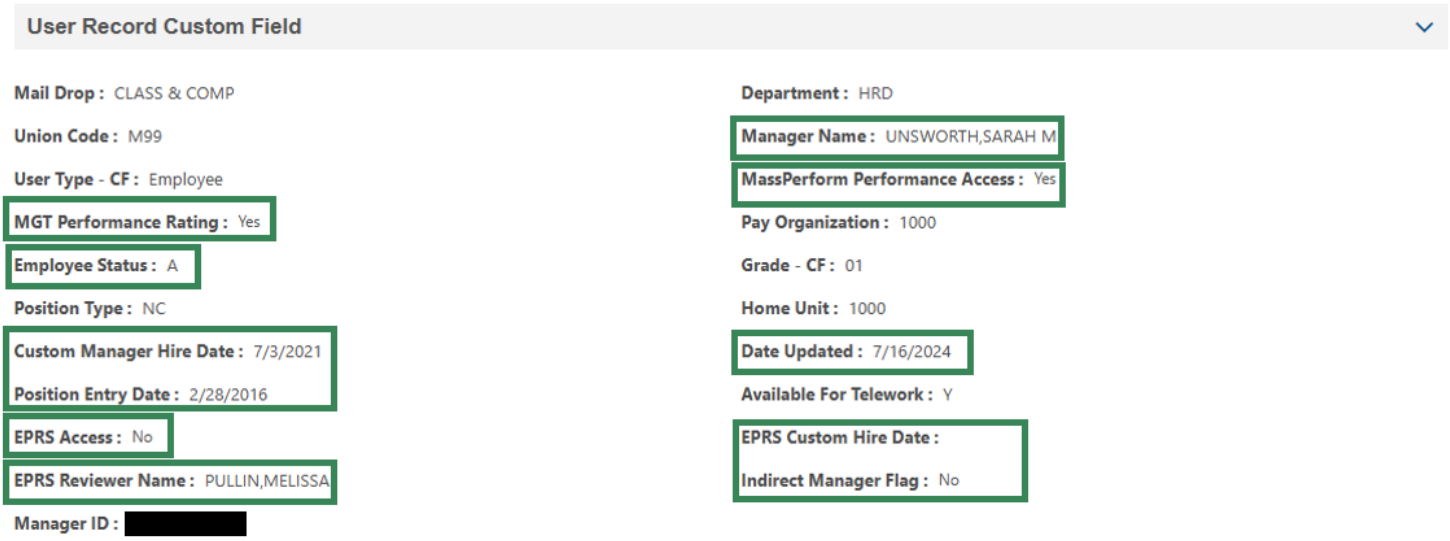
- View the employee's manager's name and ensure they have a manager.
- View whether they can provide a performance rating (i.e., they have management direct reports).
- View whether they have performance access (ACES flag turned on).
- View the last date the information was updated in MyPath.
- View 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 1st of that fiscal year, they are ineligible for that year's performance review cycle.*