# MyPath》   MassPerf⌕rm

How to View HRCMS Data in MassPerform

The following steps guide an Agency Coordinator in viewing their agency's employees' custom hire date, ACES eligibility, and more in MassPerform without needing proxy access or HRCMS access.

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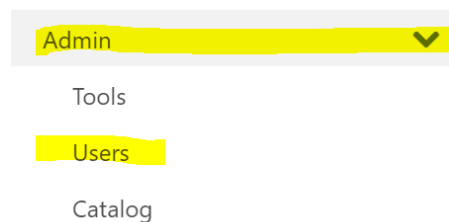
STEP 3. Next, you'll be brought to the **Users** screen where you can input any information to find the person in question such as first name, last name, employee ID, and so on and so forth. Tip: employee ID is best to yield only one search result. Click the **Search** button when you've entered your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

User Record Custom Field	⌄

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 1st 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	**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 :** 7/12/2023
Position Entry Date : 2/28/2016	**Available For Telework :** Y