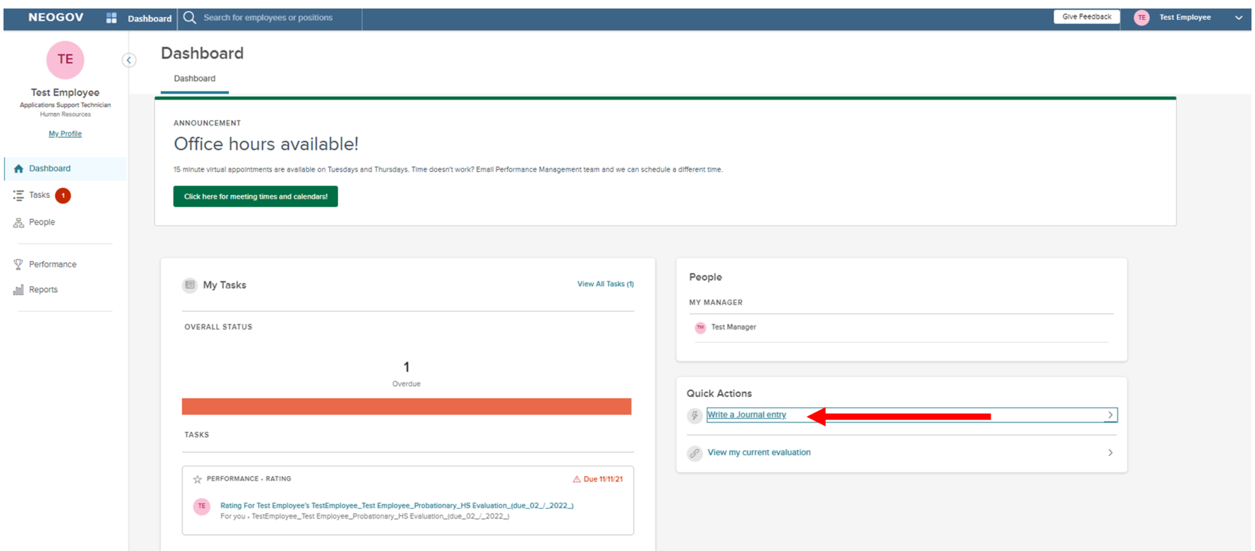
Creating and Managing Journal Entries for Nonsupervisory Employees

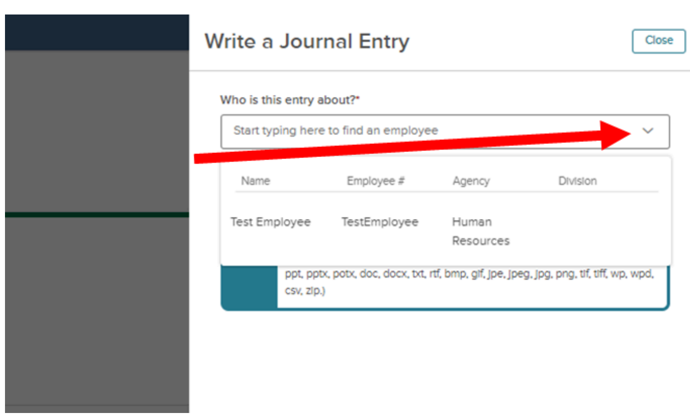
Creating Journal Entries

Journal Entries are an easy and effective way to take notes or track accomplishments throughout the year for yourself. These journal entries will be viewable when completing your self-evaluation and can be shared with your manager or kept private.

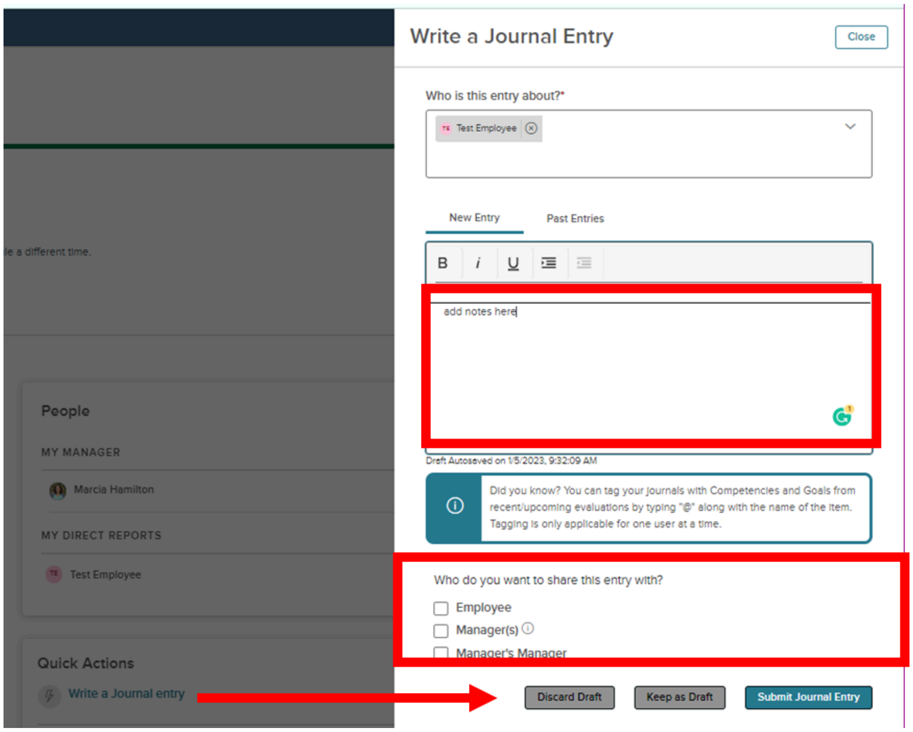
1. Create a Journal Entry from your Dashboard by clicking on Write a Journal entry from your Quick Actions menu.



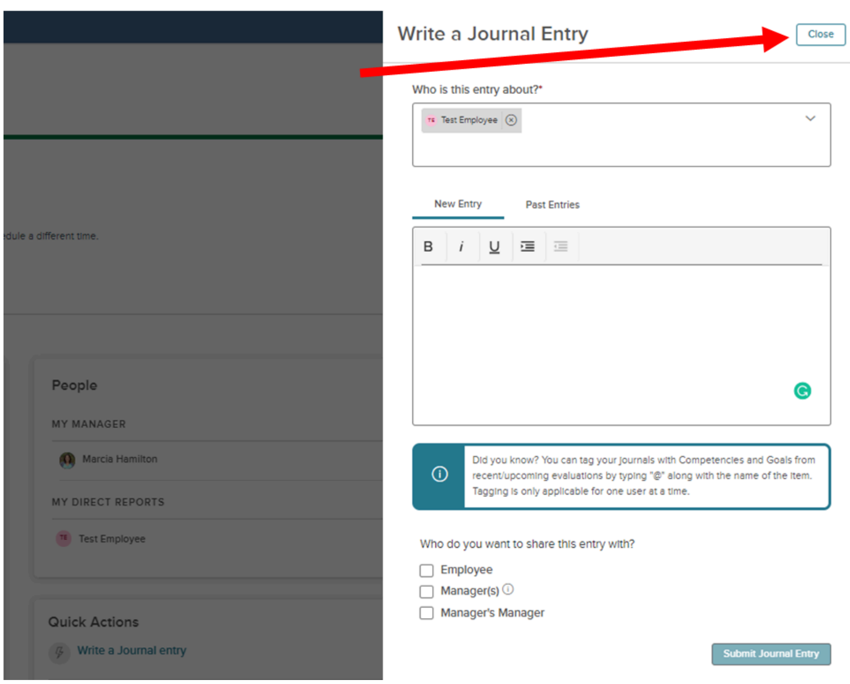
2. A fly-out window will appear, type or click in the text box to select your name.



3. Add any comments in the text box, then select who you would like to be able to see the Journal Entry - if you do not check any boxes, it will remain private and only you will be able to view it. Next click the Submit button.



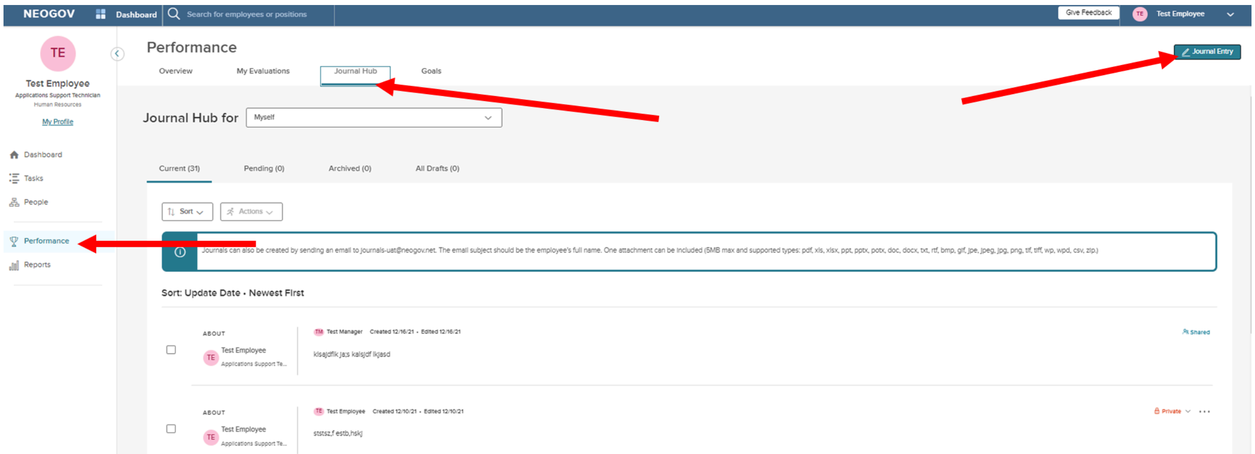
4. If you don’t have any other Journal Entries to add, click Close to return to the Dashboard.



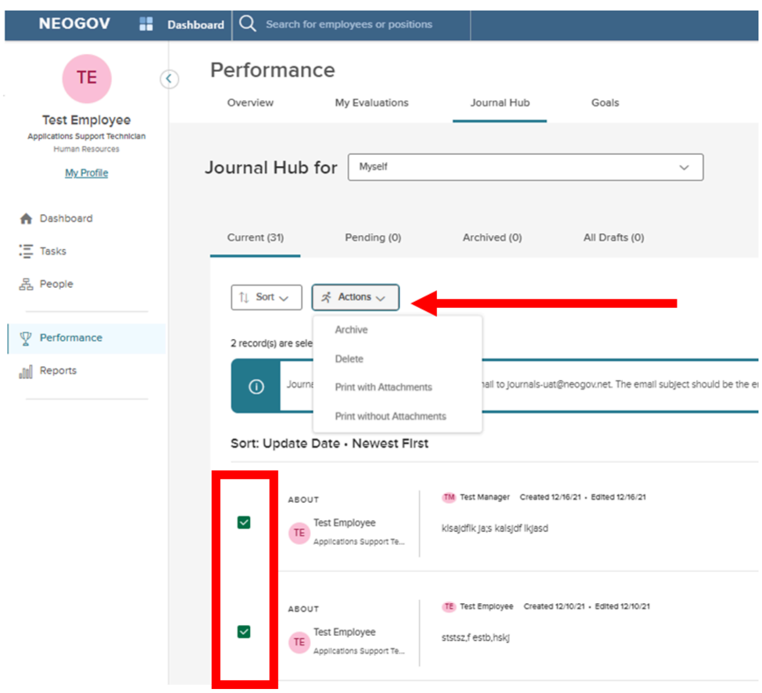
Accessing the Journal Hub

The Journal Hub allows you to access all journal entries for yourself and your direct reports.

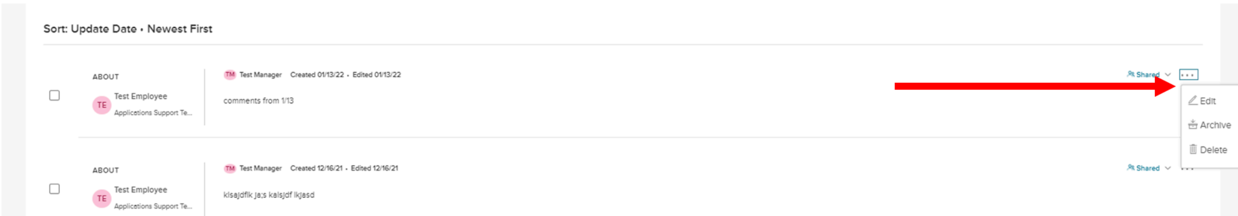
1. From your Dashboard, click on “Performance” from the left-hand menu, then Journal Hub on the top menu bar tabs. You can either search for an employee to manage journal entries or create a journal entry from this page.



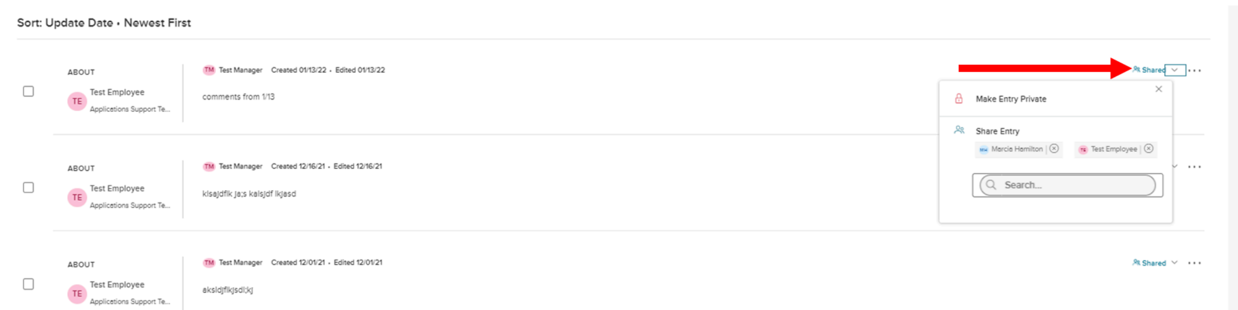
2. Check the boxes to the left of the journal entries, then click on the drop-down Actions menu to bulk archive, delete, and print with or without attachments.



3. If you need to edit a journal entry, click on the 3 dots on the right of the Journal Entry (you can also individually archive or delete)



4. Click on Shared or Private to the right of the journal entry to add or remove who can view a journal entry. If it says Private, it is only visible to the person that created the journal entry.



Creating a Journal Entry via email

Managers and employees can create a journal entry by sending an email (from the County email address associated with their NeoGov account) to **journals@neogov.net**. If the email is not sent from the County email address associated with the NeoGov account, the entry will not be saved.

To utilize this feature staff should:

1. Draft an email to **journals@neogov.net**
2. The email's subject/title should only include the name of the employee for whom the Journal Entry is being created. The spelling of the employee's name must match the spelling of it in Perform.
3. Whatever is written in the body of the email automatically creates as a Journal Entry once the email is sent
4. Enter the phrase "End Journal" after the last sentence in the email.
    a. This prevents any signature lines from being added to the Journal Entry once created
    b. "End Journal" is not visible in the Journal Entry once it is created

TIP: There can only be one (1) attachment in the email, which becomes a part of the Journal Entry once created in the system.

NOTE: You cannot enter multiple employee names in the subject/title of the email. Only one employee name can be added per email.