Logon using your UH username and UH password. Only those Administrative and Personnel Officers designated as primary or secondary in the contact tree will be authorized to print PAS forms.

Electronic PAS Forms Printing
O:\ssa\procedures\steve\PAS.doc
Date: 09/04/07

Web Site: https://www.pers.hawaii.edu/hrn/pas/

Introduction – Background documentation

Employee Performance Appraisal

There are two separate appraisals. One for bargaining units 2 and 4 (Supervisors). The other for bargaining units 1, 3, 9, and 63 (Workers).

Click on the links on the left to print the performance appraisals for your employees. You may print all the workers/supervisors, worker/supervisor for a given month, or a specific worker/supervisor by uh number.

The revised Supervisor Manual for the Performance Appraisal System (PAS), PAS forms, and PAS Summary for Employees are available for viewing/printing. The revisions to the PAS for civil service employees became effective July 1, 2001.

- Supervisor Manual
  NOTE: Download this version of the Supervisor Manual.
- Frequently Asked Questions & Answers
  NOTE: Download this version of the Questions and Answers.
- Link to DHRO for PAS forms
  NOTE: Do not download the Supervisor Manual at this DHRO web site
- PAS Summary for Employees
- Supplemental Agreement - UPMU Governance Resolution
For Workers and Working Supervisors - Print PAS forms for all BU 1, 3, 9 and 64 employees (25 employees at a time) regardless of month in alphabetical last name sort order and outputs in Adobe/Acrobat format. Total number of employees to be printed will be displayed.

Print the forms via Adobe/Acrobat. Press “OK” in Adobe/Acrobat pop-up window.
Workers By Month - Print BU 1, 3, 9 and 64 employees for a specific month (step movement or PE date).

Workers by UHID - Print a specific BU 1, 3, 9 and 64 employees employee by UH Number

All Supervisors - Print all BU 2 and 4 employees (25 employees at a time) regardless of month
**Supervisors By Month** - Print BU 2 and 4 employees for a specific month (step movement or PE date)

**Office of Human Resources**

- **PAS Home Page**
- **All Workers**
- **Workers By Month**
- **Workers By UHID**
- **All Supervisors**
- **Supervisors By Month**
- **Supervisors By UHID**
- **Logout**

**Performance Appraisal Form for Supervisors**

Select the month below.

- **September**

**Continue**

**Supervisors by UHID** - Print a specific BU 2 and 4 employees employee by UH Number

**Office of Human Resources**

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- **Workers By Month**
- **Workers By UHID**
- **All Supervisors**
- **Supervisors By Month**
- **Supervisors By UHID**
- **Logout**

**Performance Appraisal Form for Supervisors**

Enter the UH number of the employee below.

**Continue**

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- **Workers By UHID**
- **All Supervisors**
- **Supervisors By Month**
- **Supervisors By UHID**
- **Logout**

**You have successfully logged out.**