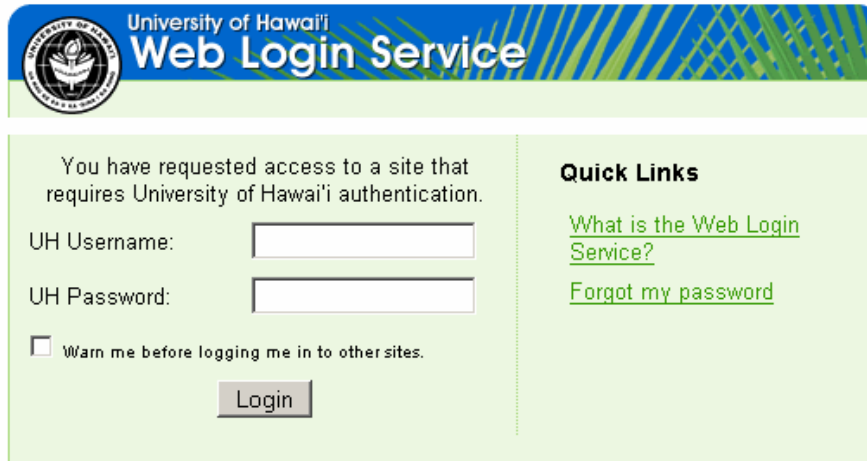


Electronic PAS Forms Printing
O:\ssa\procedures\steve\PAS.doc
Date: 09/04/07

Web Site: <https://www.pers.hawaii.edu/hrm/pas/>

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.



University of Hawaii
Web Login Service

You have requested access to a site that requires University of Hawaii authentication.

UH Username:

UH Password:

Warn me before logging me in to other sites.

Login

Quick Links

[What is the Web Login Service?](#)

[Forgot my password](#)

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Introduction – Background documentation

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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, workers/supervisors for a given month, or a specific worker/supervisor by uh number.

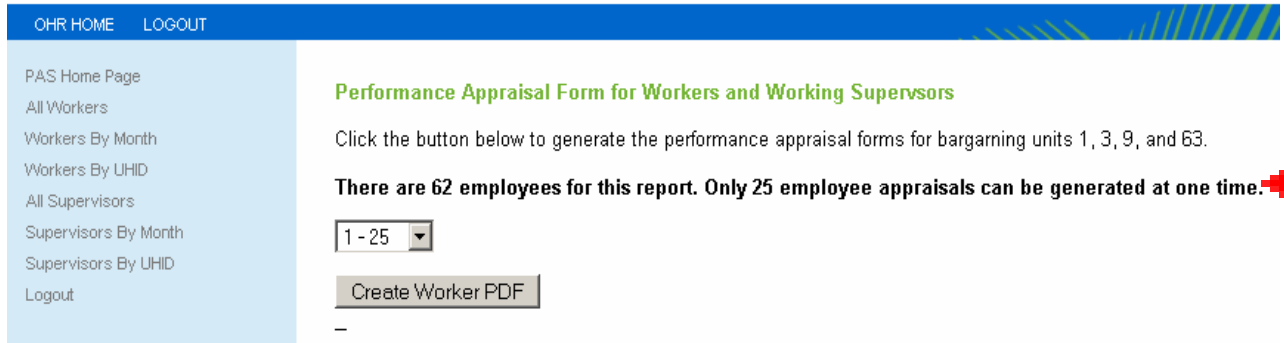
The revised Supervisory Manual for the Performance Appraisal System (PAS), PAS forms, and PAS Summary for Employees are available for viewing/printing. The revisions to the PAS for civil service employees became effective July 1, 2001.

- [Supervisory Manual](#)
NOTE: Download this version of the Supervisory Manual.
- [Frequently Asked Questions & Answers](#)
NOTE: Download this version of the Questions and Answers.
- [Link to DHRD for PAS forms](#)
NOTE: Do not download the Supervisory Manual at this DHRD web site.
- [PAS Summary for Employees](#)
- [Supplemental Agreement - UPW Grievance 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.

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Performance Appraisal Form for Workers and Working Supervisors

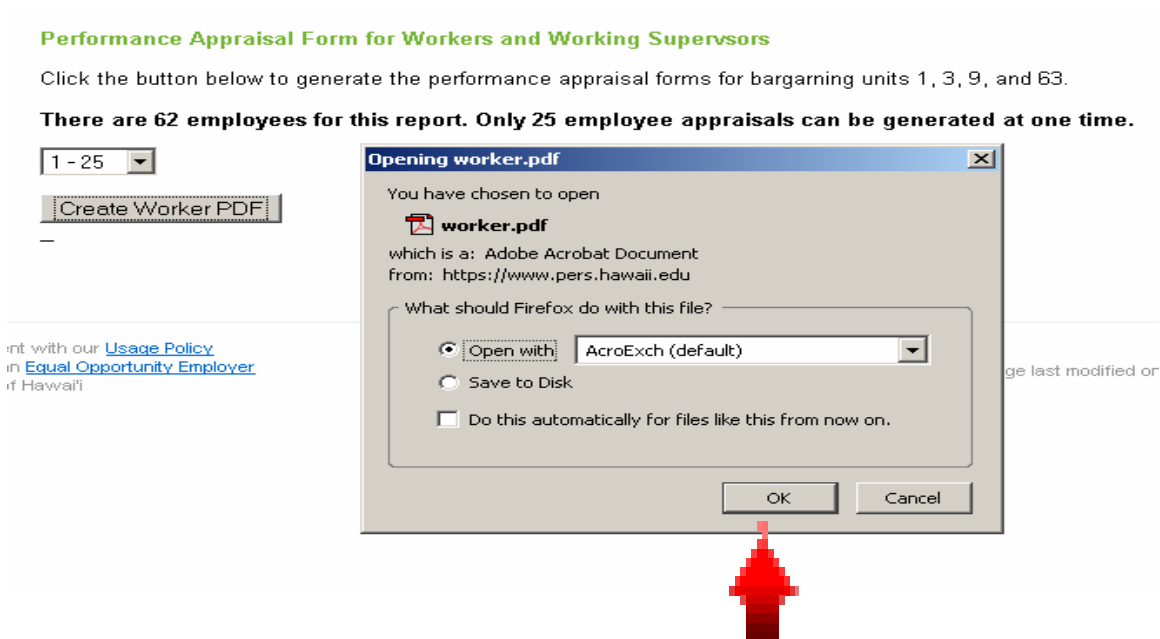
Click the button below to generate the performance appraisal forms for bargaining units 1, 3, 9, and 63.

There are 62 employees for this report. Only 25 employee appraisals can be generated at one time.

1 - 25

Create Worker PDF

Print the forms via Adobe/Acrobat. Press “OK” in Adobe/Acrobat pop-up window.



Performance Appraisal Form for Workers and Working Supervisors

Click the button below to generate the performance appraisal forms for bargaining units 1, 3, 9, and 63.

There are 62 employees for this report. Only 25 employee appraisals can be generated at one time.

1 - 25

Create Worker PDF

Opening worker.pdf

You have chosen to open

worker.pdf

which is a: Adobe Acrobat Document
from: https://www.pers.hawaii.edu

What should Firefox do with this file?

Open with AcroExch (default)

Save to Disk

Do this automatically for files like this from now on.

OK Cancel

nt with our [Usage Policy](#)
in [Equal Opportunity Employer](#)
of Hawaii!

ge last modified or

Workers By Month - Print BU 1, 3, 9 and 64 employees for a specific month (step movement or PE date).

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Performance Appraisal Form for Workers and Working Supervisors

Select the month below.

September ▾

Continue

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

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Performance Appraisal Form for Workers and Working Supervisors

Enter the UH number of the employee below.

Continue

All Supervisors - Print all BU 2 and 4 employees (25 employees at a time) regardless of month

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Performance Appraisal Form for Supervisors

Click the button below to generate the performance appraisal forms for bargaining units 2 and 4.

Create Supervisor PDF

Supervisors By Month - Print BU 2 and 4 employees for a specific month (step movement or PE date)

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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

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Performance Appraisal Form for Supervisors

Enter the UH number of the employee below.

Continue

Logout

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You have successfully logged out.