The Online PE System contains a Goal Plan that houses your Major Job Responsibilities (MJRs), Essential Functions and Job Standards. To review your MJRs, follow the login and navigation instructions below.

Access the UK Online PE System via [myUK](#)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From myUK, click on the <strong>Employee Self Service</strong> Tab</td>
</tr>
<tr>
<td>2</td>
<td>Click on the <strong>Performance Management</strong> link</td>
</tr>
<tr>
<td>3</td>
<td>Click on the <strong>Performance Goals and Evaluations</strong> link</td>
</tr>
</tbody>
</table>

This link takes you out of myUK and directly to the SuccessFactors website for online PEs.
**UK Online PE System – MJR Review**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> If the Log In screen does not appear after clicking the link in myUK, you can access the PE website directly by clicking here.</td>
<td></td>
</tr>
</tbody>
</table>

Once the site displays, you may also add this website address to your internet browser’s trusted sites for easier access in the future.

4. Complete the Log In fields:
   - **Company ID:** UKY (case sensitive)
   - **Username:** Link Blue / myUK User ID
   - **Password:** The first time you log in your password will be your Link Blue / myUK User ID.
   - You will use your ID as your password on your first log in only.

5. During your initial log in you will be prompted to:
   - Change your password
   - Select and answer Security Questions
   - This allows you to use the Forgot Password? option for password resets.

**Important note for first-time SuccessFactors PE logins:** Use your UK linkblue USERNAME in BOTH the username AND password fields the first time you log in. This will allow you to log in to SuccessFactors and select a new password, exclusively for use with the SuccessFactors PE system. Your linkblue password will NOT work for your first-time login.

If you need assistance with your password, please email: rs_supervision@uky.edu.
Reviewing your Major Job Responsibilities (MJR) - Getting to Your Goal Plan from the Home Page

To access your Goal Plan:
- Use the Navigation Menu by clicking on Home, then selecting Goals
- Click on any of the MJR links in the My Goals Tile

OR

My Goals

2013 University Goal Plan
- Engineering Services/Project Management
- Preventative Maintenance
- Controls Design
- Investigation and Analysis of Electrical Disturbances and Failures
- Operations & Other Duties as Assigned

Goal Plan Layout

<table>
<thead>
<tr>
<th># Major Job Responsibility</th>
<th>Essential Function</th>
<th>Last Modified</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Engineering Services/Project Management</td>
<td>Essential Function 1</td>
<td>09/12/2013</td>
<td>40.0%</td>
</tr>
</tbody>
</table>

Each MJR will have its own section.
The corresponding Essential Functions will be listed.
Each MJR has a weight.

If any of your MJRs, Essential Functions, or Weights are incorrect, speak with your supervisor to initiate the update process.

Use the scroll bar to see all of your MJRs.

Need to request updates or corrections to your Major Job Responsibilities? Please identify needed changes for your supervisor as soon as possible. At the appropriate level, area leaders should follow change request instructions for either Hospital/Corporate office OR College of Medicine/Ambulatory Service areas.