

# How to: Upload Annual Performance Review

**Purpose:** Complete and upload annual performance evaluations for your direct reports  
**System Requirements:** BU username and Kerberos logon  
**Data/File Requirements:** Individual annual review for your direct reports saved as a .pdf. Each employee must have their own file saved for upload  
**Time Sensitivity:** High

Table of Contents/Overall Performance Review Steps:

Step 1	Step 2	Step 3
Complete current year performance evaluation	Complete one evaluation per direct report and save as .pdf	Upload to Onbase Performance Appraisal site

Step 1: Complete a Performance Eval for the Current Year

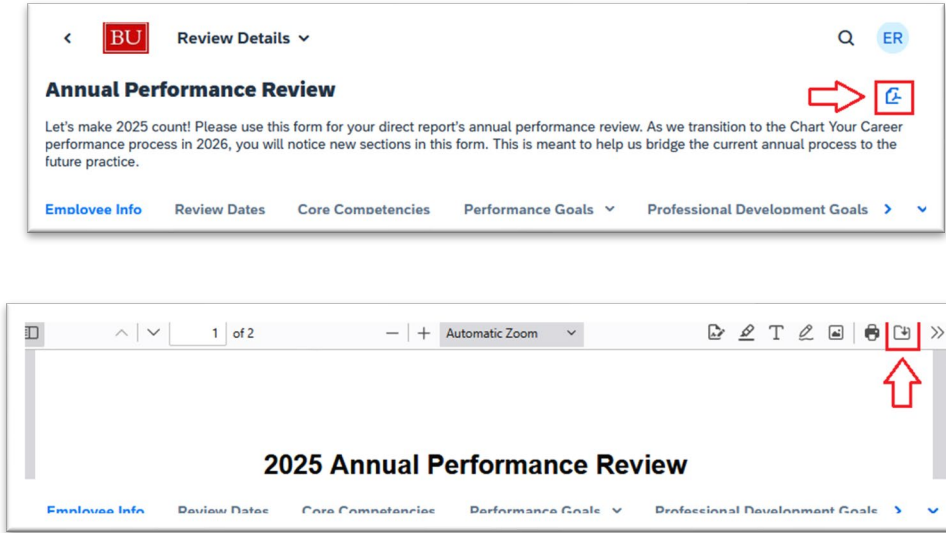
Performance evaluations can be filled out in the MyBUworks Portal: <https://www.bu.edu/mybuworks> through the Annual Performance Review tile/application.

Further resources on the Performance Review process can be found on the Chart Your Career site: <https://www.bu.edu/hr/manager-resources/chart-your-career/>

Step 2: Save Performance Eval as a .PDF

Once an employee’s review is complete, please export the evaluation as a .PDF by clicking the Download .PDF button at the top of the screen.

When the next screen opens click the Save icon to save a .PDF of the evaluation to your computer. When saving the file, the application will automatically name the downloaded file with the employee’s UID and name, please do not change the naming convention when saving to your computer.



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## Step 3: - Upload to Onbase Performance Appraisal site

Users can upload 2025 performance reviews for their employees directly into Onbase, the personnel record document management system, through a specialized portal. The steps to process the upload are below.

- Go to: <https://www.bu.edu/hr/manager-resources/performance-management/manager-resources-performance-management-unity-form/> and click the Performance Appraisal Submission Form link.

**Please note, when the default page loads it will display an “Overall Rating” score box. This will disappear once the information for a non-represented employee is filled in and the “Review Type” is updated to NREP. Please follow the directions below:**

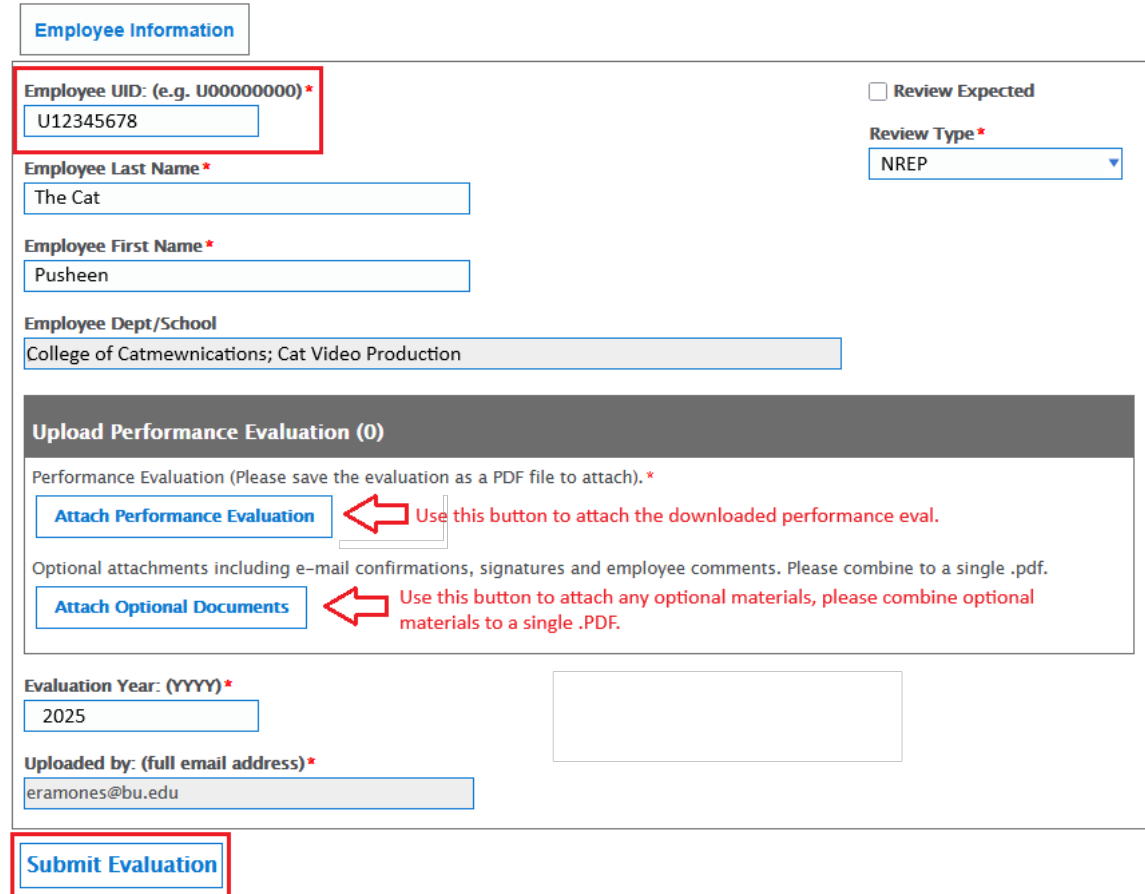
- Once the form loads, fill out “Employee UID” field and press enter. If the UID was entered correctly then the following fields will be populated with the employee’s info:
  - Employee Last and First Name
  - Employee Dept/School
  - Evaluation Year
  - Review Type, select NREP for non-union/non-represented employees
  - Uploaded by
- Please check the data after autofill, if it looks correct\* continue by:
  - Attaching the performance evaluation saved in step #2
  - Attaching **optional** documentation such as e-mail confirmations that a review was completed, signatures and employee comments.
  - Click “Submit Evaluation”.

\*If data does not populate or is incorrect for the UID entered please contact HRIS (Human Resources Information Systems) at [hrrsys@bu.edu](mailto:hrrsys@bu.edu) for assistance. Please note, depending on the timing of the employee’s hire (or other data changes) a user might be required to key the listed fields as the autofilled information is representative of data from when the system was opened for the current cycle.

Once you click submit you will see a confirmation screen. You may close the page if you have no further uploads. If you do have more uploads refresh the browser or click the highlighted link in the text.

Please submit only one finalized review per employee/UID.

## Performance Appraisal Submission Form



The screenshot shows the 'Performance Appraisal Submission Form' with the following fields and instructions:

- Employee Information** (highlighted in blue):
  - Employee UID: (e.g. U00000000) \* (highlighted in red): U12345678
  - Employee Last Name \*: The Cat
  - Employee First Name \*: Pusheen
  - Employee Dept/School: College of Catmewnications; Cat Video Production
- Review Expected
- Review Type \*: NREP (dropdown menu)
- Upload Performance Evaluation (0)** (highlighted in grey):
  - Performance Evaluation (Please save the evaluation as a PDF file to attach).\*
  - Attach Performance Evaluation (button with red arrow pointing to it): Use this button to attach the downloaded performance eval.
  - Optional attachments including e-mail confirmations, signatures and employee comments. Please combine to a single .pdf.
  - Attach Optional Documents (button with red arrow pointing to it): Use this button to attach any optional materials, please combine optional materials to a single .PDF.
- Evaluation Year: (YYYY) \*: 2025
- Uploaded by: (full email address) \*: eramones@bu.edu
- Submit Evaluation (button highlighted in red)

### After Submission:

Thank you for submitting the form. To submit an additional Performance Evaluation, refresh this page or click for a new [Performance Evaluation Submission](#).