



Public Service Performance Management Application (PSPM App) Quick Start Guide for Employees

The Fundamentals

1. The Public Service Performance Management Application (PSPM App) is an online software package that includes screens to capture information at each phase in the performance management cycle using standard tool bars, screen tabs, text fields and navigation buttons.
2. Public servants log in to register, enrol and use the PSPM App through an online gateway [TBS Applications Portal \(TAP\)](#).
3. TAP and the PSPM App are only available on TBS's intranet [Website](#).
4. For more information: Detailed step-by-step guidance on registering and using the application are provided in the [PSPM App User Guide for Executives, Managers and Supervisors](#) and the [PSPM App User Guide for Employees](#) available from

1. Before starting, you must have the following:

- Your myKEY filename and password. (It is an ".epf" file).

myKey is the same information you use to access the Compensation Web Application (CWA), see #2 below for more information.

- Your PRI number.

If you do not have your myKEY or cannot log in, please refer to the [Online Registration and Credential Administration \(ORCA\)](#) or contact the [National Service Desk](#).

2. Registration and enrolling is a one-time activity:

Users log in using their myKEY filename and password.

- Click on the [TBS Applications Portal \(TAP\)](#).
- Click on PSPM App icon, on the left side of screen.
- On the following screen, select "Continue to Application" below.
- If necessary, click "Accept" to run JAVA, and then "Run".

JAVA MUST BE UP TO DATE AND ENABLED.

- Enter **myKEY file** and **password**.

To enter MyKey file name:

Select "Browse" and then select the appropriate ".epf" file. If necessary, select "Computer" from left column after selecting "Browse", then select your personal drive (with your name), then select the file titled "MyCLéMyKey", then select the file with the ".epf" ending and click "open".

- To complete the registration process, enter your PRI and date of birth, followed by given name and government email address

Ensure that you enter the accurate information corresponding to your pay file.

- Enrol in the PSPM App by self-identifying as employee, then click "Save"

3. Exit the PSPM app by simply closing the browser.

4. Send an email to your direct supervisor to let them know that you have successfully registered and enrolled in the PSPM App.

Your direct supervisor will go into the PSPM App and claim you as their direct report. The system will then send you an email.

5. When you receive the automatic email generated by the PSPM App asking you to confirm your manager or supervisor:

- Click on the link in the email.
- Log in using your myKEY and password.
- Identify your direct supervisor and select the button beside their surname, and click "Confirm".
- Sign out and wait until your direct supervisor creates a performance agreement for you in the application.