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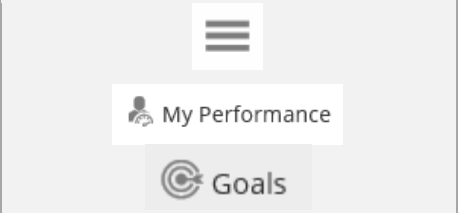
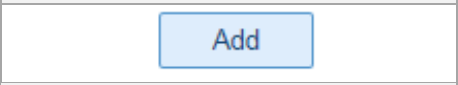
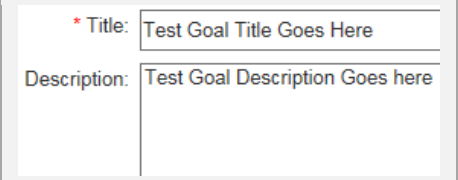
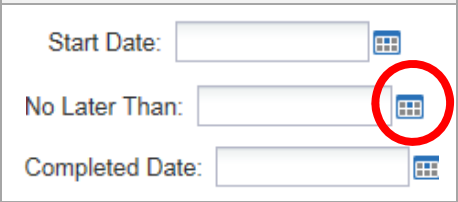
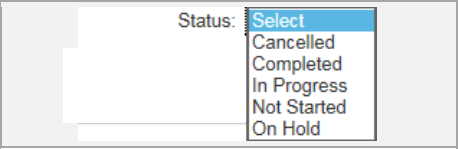
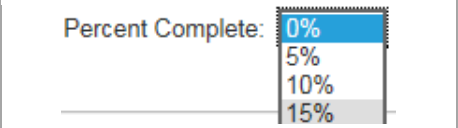
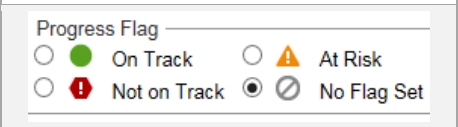
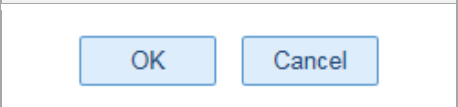
# Log into Halogen

[https://global.hgncloud.com/regents\\_uni\\_california/welcome.jsp](https://global.hgncloud.com/regents_uni_california/welcome.jsp)

## Quick Reference – Adding a Goal



Adding a goal in Halogen can be completed in a few steps. Goals can be entered by a manager or an employee. Follow the steps below. Some steps are optional and other steps can be edited later.

Step	Description	
1	After logging into Halogen: Click on The <b>Menu</b> Button Then <b>My Performance</b> Then click on <b>Goals</b>	
2	In the top right side of the screen <b>Click Add</b>	
3	Enter the <b>Title</b> of the Goal. <i>(if goals are similar from year to year adding a date/year can be helpful)</i>  Enter the <b>Description</b> of the Goal. <i>(this can be pasted in from another document)</i>	
4	Enter the <b>Start Date</b> of the Goals by clicking the calendar icon  Enter the <b>No Later Than</b> date, when the goal should be completed  When goal is actually completed a <b>Completed Date</b> can be added.	
5	Choose the current <b>Status</b> of the goal.	
6	Choose the current <b>Percent Complete</b> of the goal.	
7	<b>Progress Flags</b> can be added by you or your manager. These are manually added. They are a visual reminder of status.	
8	<b>OK</b> will save the goal.  <b>Cancel</b> will delete everything you just entered.	

## Quick Reference – Editing a Goal



Editing a goal in Halogen can be completed by an employee or a manager.  
Follow the steps below.

Step	Description	
1	After logging into Halogen: Click on The <b>Menu</b> Button Then <b>My Performance</b> Then click on <b>Goals</b>	
2	From the <b>Employee Goal</b> list find the goal you want to edit.  Click <b>+</b> for a snapshot of the goal or click the <b>Goal Title</b> to open and edit the goal	
3	The <b>Title</b> of the goal can be edited. The <b>Description</b> of the goal can be edited.	
4	The <b>Start Date</b> , <b>No Later Than</b> and <b>Completed Date</b> can be edited by clicking the calendar icon to the right of the date field.	
6	<b>Status</b> of the goal can be updated.	
7	<b>Percent Complete</b> of the goal can be updated.	
8	<b>Progress Flags</b> can be edited to note current progress	
9	Notes can be edited or added to, at anytime.  Click <b>Add a Note</b> to add a new note. Click the <b>X</b> to delete a note or Click the  to edit a note. <i>(you cannot edit/delete a note your manager added)</i>	
10	<b>OK</b> will save the edits to the goal. <b>Cancel</b> will delete everything you just entered.	

## Halogen Screen Shot - Home Page



The first screen you see when logging into Halogen is the Home Page screen. The Home Page screen allows you to quickly see upcoming tasks and your most recent activities. The key features of this window are noted below.

1


2

UNIVERSITY  
OF  
CALIFORNIA

JB Hi, John F Blake ▾

The screenshot shows the Halogen Home Page interface. At the top left, there is a menu icon (1) and a home button (2). The top right shows the user's name and profile picture. The main content area is divided into several sections:

- Tasks (2) | All Tasks |**: A section with a gear icon. It contains two task cards:
  - Card 1 (3): "Write your self-appraisal - Update Goals before you open" with a "1 day overdue" status bar. It is for the "2017-2018 Year End Process".
  - Card 2: "Add final comment & sign-off your appraisal" with a due date of "5/19/2018". It is also for the "2017-2018 Year End Process".
- Bookmarks**: A section with a gear icon containing three links:
  - UCCP Performance Appraisal Process
  - UCCP Halogen Training Resources
  - UCCP Halogen Support Email
  - UC Learning Center
- Feed** (5): A section with a gear icon showing a list of recent activities:
  - Goal: "Updated by Lance W Page Office Supplies Order 2017-2018" (Not Available, 11/21/2017)
  - Goal: "Updated by Lance W Page Goal #2 2017/18" (10/18/2017)
  - Goal: "Updated by Lance W Page Goal #1 2017/18" (10/18/2017)
  - Appraisal: "Completed by Lance W Page FY 2016/2017 UCCP Annual Performance Review"

Feature	Description
1	Use the <b>Menu</b> Button to Access: My Performance, Goals and Past Evaluations
2	The <b>Home</b> Button returns you to the home page
3	<b>My Tasks</b> area displays the most recent tasks that you have been assigned. Click the task to open it. Click <b>All Tasks</b> to view all tasks assigned to you
4	<b>Bookmarks</b> are links to: the performance page, training resources and Eappraisal Email
5	<b>Feed</b> displays the most recent activities that have been performed in your account. This could be by you or your manager. Click  to edit what appears in your feed

## Halogen Screen Shot - My Performance - Goals Window



My Performance is a centralized portal allowing you to access your employee records, such as

- Goals
- Development plans
- Profile
- Past evaluations
- Saved documents
- Feedback

The key features of this window are noted below.

The screenshot shows the 'My Performance' interface with the 'Goals' tab selected. The navigation bar at the top includes Profile, Goals, Development Plans, Feedback, Evaluations, and Documents. The main content area is divided into several sections:

- Goals Section:** Includes 'Add', 'Delete', and 'Options' buttons.
- Status Filters:** A section for 'Show goals with these statuses:' with checkboxes for In Progress, On Hold, Cancelled, Not Started, and Completed.
- Linked Goals:** Includes checkboxes for Waiting Approval, Draft, and Not Approved.
- Date Filters:** A section for 'Filter on these dates:' with dropdowns for No Later Than, Modified Date, Created Date, Start Date, and Completed Date.
- Process Filter:** A checkbox for 'Filter by Process:' with a dropdown menu.
- Navigation:** A 'Refresh List' button and a pagination bar showing 'Page 1 of 2'.
- Table:** A table listing goals with columns for Employee Goal, % Complete, Entered By, Modified Date, and No Later Than.

Numbered callouts (1-8) point to these specific features in the interface.

Feature	Description
1	Use the Navigation Bar to go to the different areas of the site. <b>Note:</b> Using your browsers Back button could result in lost data.
2	The <b>Goals</b> section allows you to add, update or modify your goals.
3	The <b>Options</b> button (+/-) expands or closes the goals filters.
4	<b>Filters</b> allow you to modify the goals that appear below.
5	<b>Refresh List</b> updates task list after using filters.
6	<b>Navigation</b> allows you to move through pages of goals, print or export your goals.
7	<b>Goals status icon</b> , the + expands each goal and clicking the goal allows you to modify/update.
8	The right side displays goal progress, update information and dues dates.

## Halogen Screen Shot - My Performance – Goal Details



The Goal Details window is used to enter or modify a goal and can be accessed by:

- Clicking the ADD button from the goals window
- Clicking an existing goal

The key features of this window are noted below.

The screenshot shows the 'Goal Details' window for Employee: John F Blake. The window contains the following fields and features:

- 1**: Title field containing '2018 Office Supplies'.
- 2**: Weight field.
- 3**: Description field containing 'Goal: Decrease office supply expenses by 20% during the first half of the fiscal year' and a detailed list of milestones.
- 4**: Start Date (2018/03/01), No Later Than (2018/05/25), and Completed Date fields.
- 5**: Status dropdown menu with options: Cancelled, Completed, In Progress, Not Started, On Hold.
- 6**: Progress Flag section with radio buttons for On Track, At Risk, Not on Track, and No Flag Set.
- 7**: OK and Cancel buttons at the bottom right.

Feature	Description
1	<b>Title</b> will appear on the main goal page. <b>Description</b> section can be typed or pasted into the text box.
2	<b>Weighting</b> is not used at UCOP
3	<b>Dates</b> can be added to monitor progress. Reminders can be set to keep progress on track.
4	<b>Progress, Status and Percent complete</b> are tracked manually..
5	<b>Status</b> can be changed to In Progress/Cancelled/Completed/On Hold
6	<b>Comments</b> allow a notes to be added to the goal. Comments are like status updates. They can be deleted or edited. Comments pull into appraisals
7	Click <b>OK</b> to save your changes or <b>Cancel</b> if you elect to not save