MANGROVE
EMPLOYEE SELF-SERVICE
(ESS)
USERS MANUAL

Revised January 2015
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WHAT IS MANGROVE?

Mangrove is web-based system that KidsCare Therapy uses for a variety of purposes, including Payroll, Human Resources, Company Asset Tracking, PTO, Benefits, Performance Management, etc. Every KidsCare Therapy employee will have access to Mangrove specific to their role and need within the company.

This manual will display how to access the various functions available to all employees at KidsCare. This covers the Employee Self-Service (ESS) portal. The ESS portal is where each employee can go to see their own information as it pertains to their position with the company. The ESS portal also allows an employee to make changes to their own information. This manual will discuss all of the information that is available and what information each employee is expected to maintain on their own.

If you have any questions or concerns about the information in Mangrove, please contact Human Resources.
LOGGING INTO MANGROVE

Mangrove is a web-based application, therefore, you will need to open your web browser to access it. Please keep in mind that at the current time, Microsoft’s Internet Explorer and Mozilla’s Firefox are the only web browsers that are compatible with Mangrove. Use the following url to access Mangrove from your web browser.

https://online5.emangrove.com/sysforms/login.aspx

Once you access the Login screen, it will look like the image below. If this is the first time you are accessing the Login screen on this device, the KidsCare logo may not display. Once you have entered in the information explained below, the KidsCare logo will appear.

- Enter your employee number or KidsCare email address.
- Enter your password.
- If the Role field is blank, you will need to click on “Show Settings”. If the Role field says “Employee Enterprise”, you may click Login and you will be signed into Mangrove.

If the Role field was blank and you had to click on “Show Settings”, your login screen will change to allow you to change the settings. The login screen will appear similar to the image on the next page.
- Enter the Service ID (S0504).
- Enter Client (KIDSCARE).
- Click the checkbox to indicate acceptance of the Terms and Conditions.
- For smart phones and tablets only, a “Full Site” option will appear at the bottom of the screen. This option must be selected.
- Click the Update Roles button.

At this point, the Role field will be populated. If something other than “Employee Enterprise” appears in the Role field, click on the drop-down arrow in that field to display your list of Roles. Click on the “Employee Enterprise” role. You will also have to re-enter your employee number/email address and password before clicking on the Login button to login to Mangrove.

If this is the first time you are logging into Mangrove or if your password has expired, you will be prompted to immediately change your password. You will need to change your password before you are able to actually login to Mangrove. Your password must be 8-12 characters in length and include at least 1 upper case letter, 1 lower case letter, a number, and a special character (e.g., !, @, #, $, %, &,*).

If you have successfully logged into Mangrove your screen should look similar to the image on the next page.
This is the main screen for the Mangrove ESS. The remaining sections in this manual will explain how to use the different functions within Mangrove’s ESS. If you have any problems please contact Human Resources.
COMPANY PHONE LIST

The main work phone number for every employee of KidsCare Therapy can be found in Mangrove. To access this phone list, click on “Phone Book” which appears under the Workplace section on the left side of the screen.

Click on “Phone Book” to display the company phone list.

The company phone list that is available in Mangrove will appear similar to the image below. This will list all active employees, their main work phone number, their email address, location, department, and job title. If your phone number or any other information on this list is not accurate, please contact Human Resources to let them know about the discrepancy.
COMPANY DOCUMENTS

Mangrove provides a location to access many important company documents, for example, the Employee Handbook. The majority of these documents are related to Human Resources and your employment with KidsCare Therapy. To access these documents, click on “Policies and Docs” on the left side of the screen.

A variety of Human Resources related documents are displayed. All documents are categorized into different folders. You may expand or collapse the folders by clicking on the “+” or “-” symbols next to the folders. Click on any of these documents and a window will appear asking you if you want to save or view the document.
Many KidsCare Therapy employees are assigned company assets to use in their daily job. These assets are company property and need to be tracked in order to maintain a current inventory of all of our company equipment. This also enables us to know what property needs to be returned if and when an employee decides to leave KidsCare Therapy. All IT assets are assigned by the IT department. All other assets in the Dallas office are assigned by Human Resources and all other assets in the Fort Worth office are assigned by the Fort Worth Office Manager and any other designated office personnel.

After clicking on the Assets Menu, the Employee Asset Statement will be displayed. An example of this screen is below. An asset that is listed without a Sched. Return Date is one that is typically assigned to an employee for the length of their employment with KidsCare Therapy. An asset that does have a Sched. Return Date is a piece of equipment that has been temporarily given to the employee to do their job and is expected to be returned on the date indicated.
## Employee Asset Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Make and Model</th>
<th>Serial Number</th>
<th>Date Delivered</th>
<th>Sched. Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galaxy Tab Keyboard - 7.0</td>
<td></td>
<td></td>
<td>2/14/2014 12:08:00 AM</td>
<td></td>
</tr>
<tr>
<td>Ice Cream Scoops of Fun</td>
<td></td>
<td></td>
<td>2/14/2014 12:09:00 AM</td>
<td>3/1/2014 12:09:00 AM</td>
</tr>
<tr>
<td>Samsung Galaxy Tab 7.0</td>
<td></td>
<td></td>
<td>2/14/2014 12:09:00 AM</td>
<td></td>
</tr>
<tr>
<td>The Invisible Employee</td>
<td></td>
<td></td>
<td>2/14/2014 12:09:00 AM</td>
<td></td>
</tr>
</tbody>
</table>
PAYCHECKS

All paychecks since January 2012 are available in Mangrove. This is where any employee can go to view a specific paycheck stub since January 2012. Click on “Payroll” on the left side of the screen and the Payroll menu will appear below the word “Payroll”. Click on “Pay Checks” to view the list of pay checks that you have received during your time with KidsCare Therapy.
After clicking on “Pay Checks” the Check View screen appears. This will list all paychecks you have received while at KidsCare Therapy since January 2012. The checks are sorted in the order of most recent to the oldest. Find the check date that you want to look at and then click “View Stub” for that particular check date. This will cause your check stub for that check date to appear.

Click on “View Stub” to view that particular paycheck stub.
The Paycheck Stub View screen will appear next. This screen will similar to the one below. There will be a printer icon on this screen that will enable you to print your check stub if you choose.

Should you have any questions about your paycheck, please contact Human Resources.
PAID TIME OFF (PTO)

All eligible employees accrue Paid Time Off (PTO) while they are working at KidsCare Therapy. This PTO accrues each and every pay period. Mangrove’s ESS provides a place for all employees to view their current PTO balances as well as being the methodology for requesting all PTO. To view your PTO balances or request PTO, click on the “Payroll” menu and then select “Time Off”. This will cause the Time Off Summary screen to appear.

Click on “Time Off”
Once on the Time Off Summary screen, the current year will be displayed. If there are not any Time Off requests for that year, only the current Time Off balances will display on the screen. See the example below. The Benefit column displays the type of plan these numbers represent. The different options that appear in this column are as follows:

- **DIR_PTO** – this is the PTO plan for all Directors and above.
- **HRLY_PTO** – this is the PTO plan for all Hourly Administrative employees.
- **MGR_PTO** – this is the PTO plan for all Managers.
- **NMND_PTO** – this is the PTO plan for all Exempt-Salaried Administrative employees that are not Managers.
- **PDF** – this is the Professional Development Fund for all eligible Therapists.
- **THERAPY_FT** – this is the PTO plan for all eligible Therapists.
- **WORK_HOME** – this is the Work From Home plan for all eligible Administrative employees.

Amount of Time Off that is currently available. For PDF, this amount is actually a dollar amount, not hours.
If there are any time off requests for the year displayed, they will appear on this screen. An example of what these requests look like appears below. All time off requests are displayed according to the pay period week they occur in. This screen will also show if your immediate supervisor has approved your Time Off request. If a check mark appears in the “Approved?” box, your immediate supervisor has approved this Time Off request.

To request time off, click on the “Request Time Off” button. This will cause the Time Off Request screen to appear. You can also click on the words “View Time Off Request for this week” to have the Time Off Request screen appear.

The current week will always display when you have clicked the “Request Time Off” button. If you clicked on the words “View Time Off Request for this week”, it will take you to that specific week.

If you are viewing an existing time off request, the screen will appear similar to the one below. Notice the “Save” button is grayed out. Once a request has been sent to your immediate supervisor, your supervisor will have to reject the time off approval or make any changes to the request for you.
To change the dates to the week you want to take time off in, you will need to change the year, month, and/or week ending fields as appropriate by clicking on the respective drop-down arrows. Once you have the week that you are requesting time off for is displayed, you can click on the drop-down arrow under the Hours column. This will allow you to select the Time Off plan that you are requesting for. Then tab over to the specific dates you are requesting time off for and enter hours for each day that you want time off. Please enter these in hourly increments (therapists enter the amount of PTO units you are requesting).

Once you have entered all your time, click the “Save” button and your time off request will be saved and an email notification will be sent to your immediate supervisor informing them of your request.
All eligible therapists that accrue Professional Development Funds (PDF) while they are working at KidsCare Therapy can view their PDF balances in the Mangrove ESS. The PDF accrues each and every pay period. While Mangrove’s ESS provides a place for all therapists to view their current PDF balances, it does not provide the ability to request reimbursement from this fund at this time. To request reimbursement, contact your Clinical Manager.

To view your PDF balance, follow the steps in the previous section discussing PTO. PDF balances are displayed on the same screens as PTO balances. The one difference is that even though the column heading states the number of hours, the amount in these columns for PDF represent dollar amounts and not hours. PDF accrues at a rate of $0.50 per visit for all eligible therapists.
TAXES (W-2 & W-4 Forms)

Mangrove’s ESS enables you to view your current tax withholdings at any given time. You may also change your tax withholdings at any time in Mangrove without having to submit a paper W-4 form.

W-2 forms are available in Mangrove for each year since the 2013 tax year. If you click on “W2”, your most recent W-2 form will display. You can select a different year’s W-2 and/or print a copy of your W-2 or save it as a pdf file.

Click on “View Tax Filing” to view your current Tax Withholding status.

Click on “W2” to view prior year W-2s forms.
When you select “View Tax Filing”, your current tax withholding status is displayed. This information will correspond to the latest paper W-4 form you have completed or it will match what you entered directly into Mangrove. If you would like to change your Tax Withholding amounts, click on the words “Update Filing” and you will be taken to the Withholding Status Change Wizard. This wizard will walk you through the process of changing your withholding amounts.

If you have any questions or concerns about the amounts displayed or the process to change them, please contact Human Resources. If you have any questions about the amounts you should select, please contact a financial professional. Human Resources personnel are not allowed to answer questions related to how much you should withhold since they are not certified financial professionals.

Click “Update Filing” to make any changes to your tax withholding status.
EMPLOYEE INFORMATION

For this section of information, you will need to click on the “Information” menu and then select “Employee Information”. This will display information such as address, phone number, email address, emergency contacts, direct deposit accounts, and renewable information. This is information that Human Resources keeps on file for all employees. It is important that you review this data periodically to ensure that is accurate.

Click on “Employee Information” to see a variety of information on file.
The Employee Information section will display the following information for an employee on a single screen. You may need to scroll down the screen to see all of the information available when accessing this screen. Each section of information will be discussed in detail on the subsequent pages and how to modify any of the information.

<table>
<thead>
<tr>
<th>Workplace</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Benefits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payroll</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Performance</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Open Positions</th>
</tr>
</thead>
</table>

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**Employee Information**

**Email Address & Password**

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Demo</td>
<td>********</td>
</tr>
</tbody>
</table>

**Address & Phone**

<table>
<thead>
<tr>
<th>Name</th>
<th>Joe Demo</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Dallas</td>
</tr>
<tr>
<td>State</td>
<td>TX</td>
</tr>
<tr>
<td>Zip Code</td>
<td>75242</td>
</tr>
<tr>
<td>Home Phone</td>
<td>214-575-2500</td>
</tr>
<tr>
<td>Work Phone</td>
<td>214-575-2500</td>
</tr>
</tbody>
</table>

**Payroll Net Pays**

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000000-5353</td>
<td>Checking Deposit</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printed Check</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Certifications and Licenses**

**Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
<th>Emergency Contact</th>
<th>Dependent</th>
<th>Benefit Elig.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Demo</td>
<td>Write</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
EMAIL ADDRESS & PASSWORD

The first section of the Employee Information screen pertains to an employee’s KidsCare Therapy email address and their Mangrove password. An employee’s KidsCare Therapy email address will be displayed in this section. This email address is only to be changed by Human Resources. If the email address displayed for you is incorrect, please contact Human Resources immediately.

This is also where you can change your Mangrove password. Click on the word “Change” on the Password line and you will be prompted to enter a new password.

ADDRESS & PHONE

This screen displays the current home address, phone numbers, and KidsCare Therapy issued email address for all employees. If any of this information needs to be changed, click on the word “Edit”. Another screen will display enabling this information to be changed. When changes are saved, Human Resources is notified of the change.

One key piece of information on this screen is the Work Phone. This is the number that will display in the Mangrove Phone List of every employee at KidsCare Therapy. This is the phone number that is published to everyone at KidsCare Therapy and is considered the best way to reach you during the work day. This number needs to be accurate at all times. See page 7 for more information on the Phone List.
DIRECT DEPOSIT

This section displays all direct deposit information. All direct deposit accounts will display in the order that they are deposited from the employee’s pay check. The amount field will contain either a flat dollar amount or a percentage.

The example below shows two different accounts that are set up for this employee. The order in which your paycheck money is distributed is in the order the accounts appear on this screen. In this example, the first account is a checking account that has a flat $25 from their paycheck. After that $25 is deposited into the first account, 100% of the remaining amount is deposited into the second checking account. Any time a percentage is used, Mangrove will deposit the indicated percentage of the remaining amount into that account. This percentage is not based on the total amount of the paycheck, but on the amount left to be deposited. Since 100% of what was remaining was deposited into the second account, there is not any remaining amount to be put in a printed check. The printed check will always be the last option available.

To add or change direct deposit information, click on the “Edit” icon. This will display the account information and enable it to be changed or a new account to be added. An example of the Direct Deposit Changes screen appears on the next page.
On this screen, any additions or changes to your direct deposit accounts can be made. You must indicate whether an account is a checking or a savings account. Next you will indicate a percentage or a flat dollar amount to be deposited. Keep in mind that when you choose a percentage, it is always a percentage of the remaining amount of the check that will be deposited in that account. The financial institution’s routing number and your account number will be entered next. The routing number and account number must be accurate or else your paycheck will not be deposited into your account.

Always leave the value in the Physical Check Payment field as “100”. Never enter an amount other than “100” in this field.

This screen only enables you to set up three (3) direct deposit accounts. If you need to set up more than 3 accounts, please contact Human Resources.

Once you have made your changes, click the “Save” button to save your changes. Any direct deposit changes made after Monday on any week will not take effect until the following week’s paycheck.

An example of where your routing number and account number appear on your personal checks.
RENEWABLES

The Certifications and Licenses section is used to display all renewable requirements for each employee. These renewables each have an expiration date that lets the employee know when new documentation needs to be provided to Human Resources for each type of renewable. Mangrove also sends out automatic email notifications as the expiration dates approach.

Do not modify or add any information to this screen. All changes to renewables need to be sent directly to the Human Resources department.

The “Type” field is a code for each type of renewable. Here is a list of codes and what each code represents.

- 90_DAY – 90-day performance review.
- ASHA – state-issued ASHA certification.
- AUTOINS – personal auto insurance.
- BACKCHECK – annual background check.
- CPR – certification demonstrating CPR ability.
- DL – personal driver’s license.
- NBCOT – National Board for Certification in OT.
- PERFREVIEW – annual performance review.
- PROFILIC – professional license obtained by employee.
- QUIZ_ETHIC – online DRA Ethics quiz that each employee must take annually.
- TBTEST – annual statement regarding any potential exposure to tuberculosis.

The Expiration Date for all renewables are located in this column.
EMERGENCY CONTACTS

This displays the information for all of an employee’s emergency contacts and eligible dependents. It is extremely important that this information always contains the most accurate and up-to-date contact information. We never know when an emergency might occur, so we want to always be prepared for that eventuality.

To update information for an existing contact, click on the word “Edit” next to the name of the contact that needs to be modified. To add a new emergency contact, click the green plus sign. In both cases, a new screen will pop up enabling you to enter the necessary information.

All dependents that are covered under the company benefit plans will also be listed here. If they are listed under the contacts, but are not an emergency contact, the Emergency Contact column will display the word “No” next to their name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
<th>Emergency Contact</th>
<th>Dependent</th>
<th>Benefit Elig.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzie Demo</td>
<td>Wife</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Click on the word “Edit” to make changes to an existing contact or click the green plus sign to add a new contact.
PERFORMANCE REVIEWS

All performance reviews are done within Mangrove. There are not any paper forms used to complete a performance review other than to sign off on the completed review in Mangrove that is printed for the sake of the employee’s and the manager’s signature. This is the area where the employee’s self-evaluation is completed.

To access the performance review, click on “Performance” in the side menu.

Click “Performance” to access performance review options.
Once “Performance” is clicked, two options appear below, “Employee Review” and “Conduct Review”. Click on “Employee Review” first to complete the rating section of the performance review. Click on “Conduct Review” to complete the employee questionnaire portion of the performance review.

Click “Employee Review” to access the self-evaluation section of the performance review.

Click “Conduct Review” to access the questionnaire section of the performance review.
Once “Employee Review” is clicked, the Employee Reviews window displays. Here you will click “View Performance Plan” to proceed. The example below displays the Therapist performance review. If this was for an Admin employee, the word Therapist would be replaced with Admin.

Click “View Performance Plan” to continue along with the performance review process.
Click on the type of review that is in blue letters. The example below shows “Therapist Review” and is how it will appear for therapists. The actual wording for each Admin employee will differ based upon the position they are being reviewed for. This will take you to the actual review itself.

Click “Therapist Review” or whatever words are in blue lettering to enter your performance review.
The actual review will then appear in a separate window. The review shown below is an example of a therapist review. Each employee’s performance review will have several categories that the employee is being evaluated on. These categories will differ depending upon the position that the performance review is for. The title of each category is displayed under the Performance Goal column.

Each category has a numerical rating associated with it. Some ratings are on a 3-point scale, while others may be on a 5-point scale. In addition to the point scale, each category is given a weighted value depending on the importance of that particular category for the job being performed. The weight values are displayed in the Weight column.

To enter a rating for each category or to see additional information about that category, click on the Edit icon next to each Performance Goal/Category.

<table>
<thead>
<tr>
<th>Performance Goal</th>
<th>Assignment Description</th>
<th>Org. Objective</th>
<th>Progress</th>
<th>Rating</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Written and verbal communication is appropriate and timely (coordination notes, emails, and phone...)</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>Ethics &amp; Safety</td>
<td>Adheres to ethics, safety regulations, and infection control procedures.</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Demonstrates professional interpersonal skills with office staff and other therapists.</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>KPI - Consent Forms</td>
<td>Consent Forms completed and turned in by Monday following evaluation.</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>KPI - Eval and Recert Information</td>
<td>Evaluations/records contain all required information and are written according to KCT standards.</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>KPI - Evaluation Appropriateness</td>
<td>Evaluations: selection, administration, documentation, recommendations, POC all appropriate to...</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>KPI - Evaluations Completed</td>
<td>Evaluations completed and synched within 46 hours.</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>KPI - Intervention</td>
<td>Intervention: clearly articulates intervention process, chooses interventions that motivate and...</td>
<td>Therapist Annual Review</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
</tbody>
</table>
Once you have clicked the Edit icon, a window will appear showing more detailed information about that particular category or performance goal. On this window, you will click on the drop-down arrow for the Employee’s Assessment to enter your personal rating for this category. Any comments you would like to make can be entered in the Employee Comments box. Once you have completed your entries, click the Save button to save your information and close this window.

You will need to click the Edit icon for each category in your review and enter your rating for each one in order to finalize your self-evaluation.

The Assessment Legend displays a description for each rating level.

The title for each Category or Performance Goal.

The description of the Category or Performance Goal.

Click here to select a rating.

This is where Employee Comments are entered about each category.

Click “Save” to save your entries or “Cancel” to exit without saving.
After a rating is entered for a category and that entry is saved, you will be taken back to the Category Listing window. You will need to click on the Edit icon to enter all of your ratings and comments. You can go back in and edit any category you had previously saved.

Once you have entered a rating and saved it, you will see that rating score on this window. As you enter ratings in each category, Mangrove will tabulate an overall composite score for your performance review and display it near the bottom. The green-shirted employee icon will show the employee’s score. Once your manager has entered their ratings for you, their score will display next to the dark-shirted employee icon.

You can then enter some general comments for your review in the Employee Notes box. Once everything has been completed, click on the check box to affirm your electronic signature of everything you have entered. Then enter your first and last name as it appears in Mangrove and your Mangrove password. Once you click the Save/Approve button, you will completed the self-evaluation portion of your review.

Enter any comments about your Performance in this Employee Notes section.

Click “Save/Approve” to save and approve your Self-Evaluation or click “Cancel” to exit without saving.

Enter your first and last name as it appears in Mangrove and then enter your Mangrove password.

This displays the overall composite rating for your review.

Your ratings for each individual category are displayed in this column.
Once you click the Save/Approve button, you will be returned to the window below. You will again see your overall rating for your review. If your manager has completed their portion of the review, their score would be displayed here as well. The number in the Gap column displays the difference between the employee’s score and the manager’s score. Click the “Save” button if you are finished or click the “Cancel” button if you would like to return and complete this at a later time.

The employee’s overall rating will appear here. The manager’s score will appear here once completed.

The difference between the employee’s and the manager’s rating will displayed in the Gap column.

Click “Save” to save and return to main Mangrove screen.

Once you have clicked the “Save” button, the words “Goal profile(s) successfully saved.” will appear, highlighted in green. Click the “Save” button and you will exit this window and you will returned to the main Mangrove ESS window.
When you click the “Conduct Review” section, you will have the option to complete a short questionnaire about your time with KidsCare Therapy. Click on the words “Fill Out Questionnaire” that in blue lettering to enter the questionnaire.
The questionnaire will display several questions about your job during the period of evaluation. Please answer these questions in as much detail as possible. This information is valuable to overall performance of KidsCare Therapy and it is crucial that we have a complete understanding of your answers to each question.

Enter your answers in the box below each question. There will be a scroll bar along the right side of the screen which you can use to view any additional questions. Once you have answered all of the questions, click the “Finish” button to save all of your responses.

Enter answers to each question in the box below each question.

Click on the “Finish” button once all questions have been answered. An additional button appears after the final question.