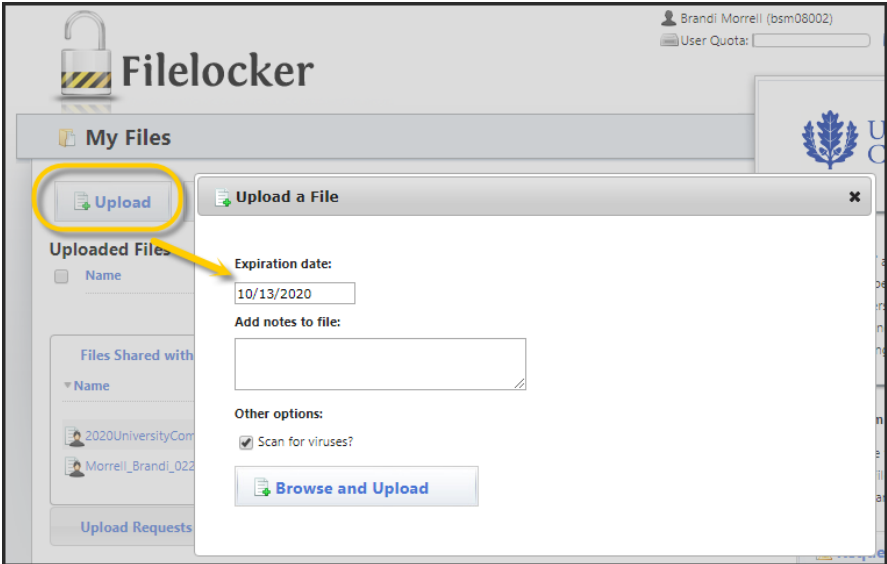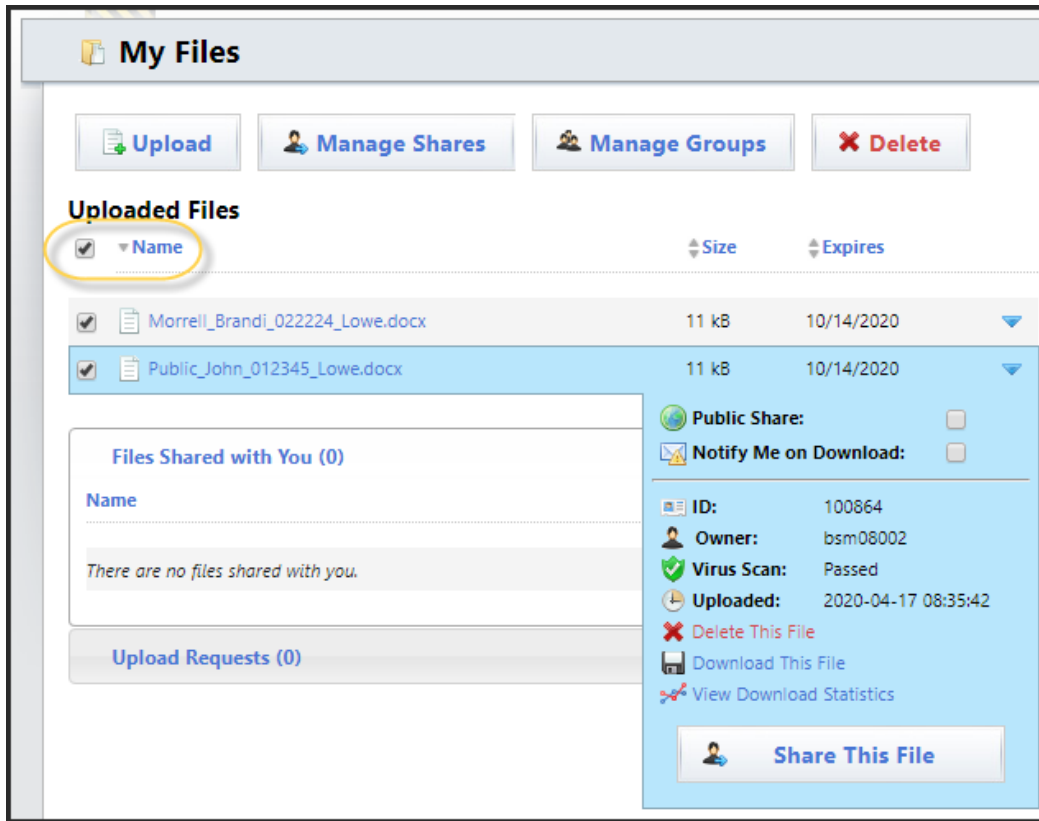Departments will supply all Management and Confidential Performance Evaluations (PE) collected to Human Resources (HR) for filing in Official Personnel Files using **Filelocker** Secure File Transfer. Please find below the instructions for supplying the P.E.'s to HR using Filelocker.
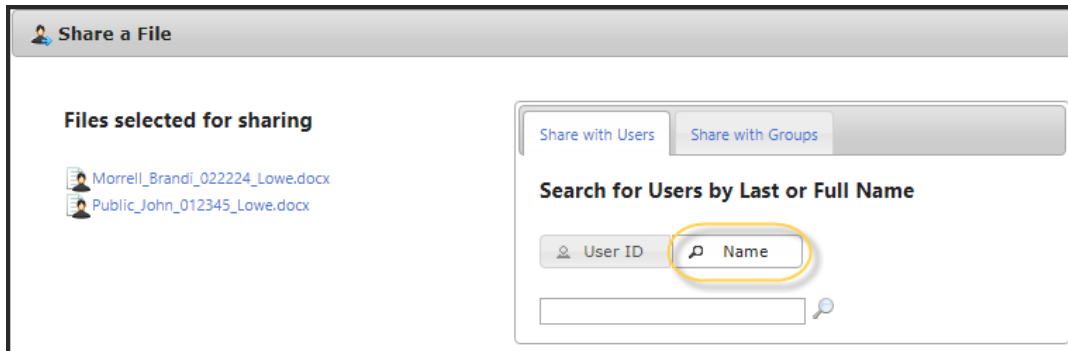
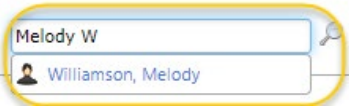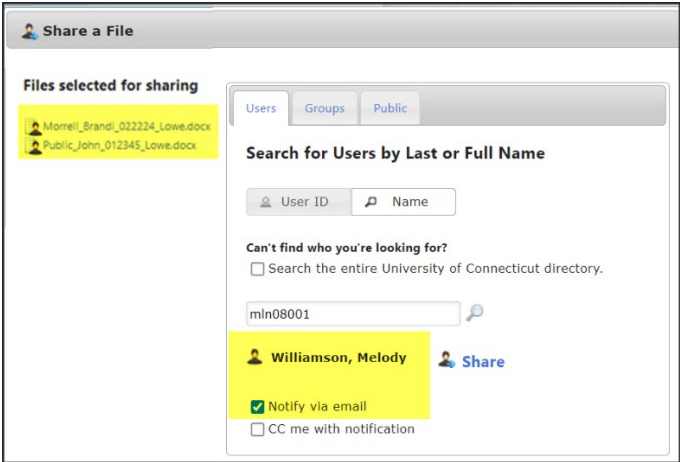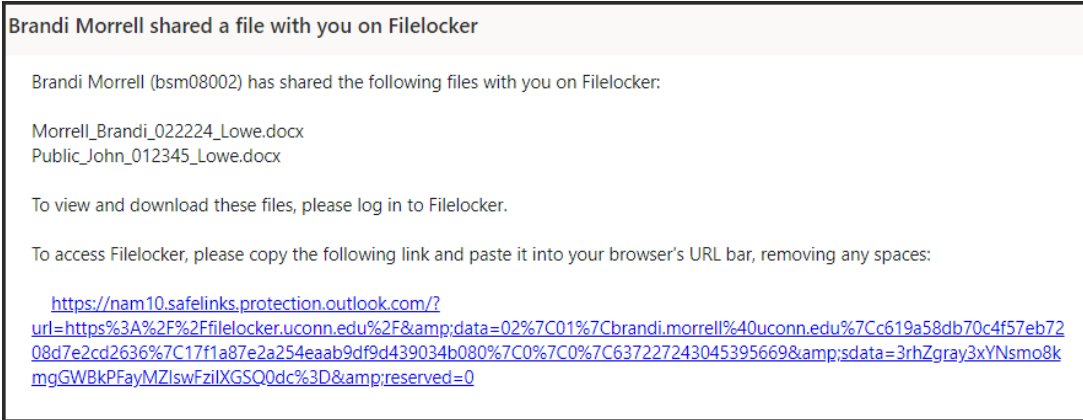| Steps to Upload Files to Filelocker and Share with Human Resources	
Step	**Action**
Step 1:	**Note:** <u>Only the employee evaluation word docs should be uploaded.</u> Email strings with review statements are retained in the supervisory records and not uploaded to filelocker. Save all files as Word documents (PE only) with the following naming convention: **Emplast_Empfirst_6digitEmp#_MainProcessorLastNm** *(Example:* Public_John_012345_Lowe)
Step 2:	Navigate and log into Filelocker: https://filelocker.uconn.edu/
Step 3:	Click the ![Upload] button located near the top of the *My Files* page. **Note:** When the pop-up box appears, *Expiration Date* and *Scan for viruses* will default.
Step 4:	Click the ![Browse and Upload] button to select a file from your computer to upload to Filelocker.
Step 5:	Track/record each evaluation that you both receive **and** upload to Filelocker. (Upload each file one time - **DO NOT** re-upload the same file multiple times.[1]) Continue *Steps 3 – 4* until all files received are uploaded. **Note:** Files can be uploaded into Filelocker and shared as you receive them. The uploaded files are saved in Filelocker until their expiration date (default of 6 months). HR kindly requests that you upload files once confident they are "final", rather than waiting to load them all at once.

Step 6:	Click the checkbox to the left of **Name** at the top to select all.
Step 7:	Click the **Manage Shares** button**.**
Step 8:	Click the **Name** button to lookup user by Full Name.

Step 9:	Type ***Melody Williamson*** in the lookup field, and select *Melody Williamson* from the dropdown list. ![Melody W lookup field with "Williamson, Melody" in dropdown] ***Note:*** *Melody Williamson* displays below the lookup field, and *Notify via email* is checked by default. The files to share are also listed on the left (as highlighted below).
Step 10:	Click the ![Share button] button to the right of Melody's name. ![Share a File dialog showing Files selected for sharing: Morrell_Brandi_022224_Lowe.docx, Public_John_012345_Lowe.docx. Users/Groups/Public tabs. Search for Users by Last or Full Name. User ID / Name. Can't find who you're looking for? Search the entire University of Connecticut directory. mln08001. Williamson, Melody – Share. Notify via email checked. CC me with notification.] ***Note:*** Once you click *Share*, the email is sent to Melody. You will not receive a notification or message indicating it sent.
Step 11:	**Process complete.** ***Note:*** Melody will receive an email notification from Filelocker with the shared file names listed and a link to access the files (sample below). ![Email: Brandi Morrell shared a file with you on Filelocker. Brandi Morrell (bsm08002) has shared the following files with you on Filelocker: Morrell_Brandi_022224_Lowe.docx, Public_John_012345_Lowe.docx. To view and download these files, please log in to Filelocker. To access Filelocker, please copy the following link and paste it into your browser's URL bar, removing any spaces: https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffilelocker.uconn.edu%2F&data=02%7C01%7Cbrandi.morrell%40uconn.edu%7Cc619a58db70c4f57eb7208d7e2cd2636%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637227243045395669&sdata=3rhZgray3xYNsmo8kmgGWBkPFayMZIswFziIXGSQ0dc%3D&reserved=0]

[1]**Important Note:** Final PEs should only be uploaded once. Please DO NOT re-upload the same files. **If** you receive a corrected file after already uploading the original:
1. Upload and share revised file
2. Email melody.williamson@uconn.edu **immediately**, informing her you have uploaded a revised file for one shared earlier and include the file name.