

For Employees –

Acknowledge a Performance Plan

Complete these steps to acknowledge receipt of your approved Performance Plan:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column to view the *Update Performance Plan: Overview* page.
3. Select the **Continue** button to view the *Update Performance Plan: Review* page.
4. Under Job Objectives, select Show All Details to view a display of your Job Objectives.
5. Scroll down to Approvals and Acknowledgements.
6. Select the **Acknowledge Receipt** button. Employee Acknowledgement changes to ACKNOWLEDGED under Step 3 on the page, and the date of your acknowledgement is displayed.
7. Select one of the following buttons at the top or bottom of the page:
 - Select the **Return to Main Page** button to return to the *Performance Appraisal Application Main Page* and retain ownership of your Performance Plan.
 - Select the **Transfer to Rating Official** button to view the *Share Appraisal Details with Rating Official* page. Select one of the following buttons:
 - Select the **Cancel** button to stop the transfer.
 - Enter your notification message and select the **Transfer to Rating Official** button to finalize your transmission and receive a confirmation notice that your approved Performance Plan was transferred.
8. Select **Logout** at the top right side of the page to exit.

