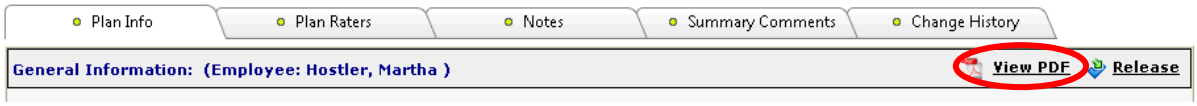
Releasing the Performance Plan to the Employee (initial release after plan creation)

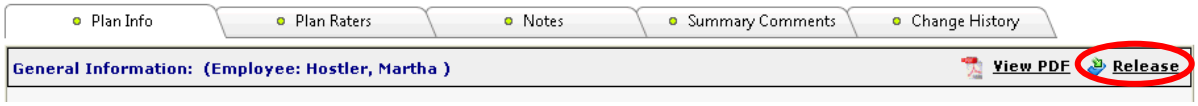
Once you have entered an employee's performance plan into the ePerformance system, the plan must be initially released to the employee for his/her review. The steps below are identified for you to release the plan(s) to your employee(s).

1. **Log into ePerformance.**
2. **From the "My Tasks & Employees" module and "My Employees" tab, click the "Open" icon for the plan of the desired employee.**

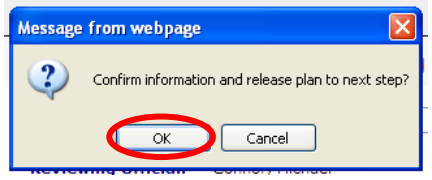
3. **Click on the "View PDF" link to view the entire plan in PDF format; close when finished viewing.**



4. **Click on the "Release" Link.**



5. **Click "OK" in the confirmation window.**



6. **Repeat steps 2 through 5 for any remaining employees; then log out of ePerformance.**

The employee(s) will review their plan(s); and then the plan(s) will come back to you, and you will receive an e-mail notification to either make edits (if agreed upon by you and the employee) or to release the plan to the Reviewing Official for acknowledgement/signature (first required signature). After the Reviewing Official signs, you will receive an e-mail indicating that the plan is ready for your acknowledgment/signature (second required signature). The employee's signature is the third (and last) required signature on the performance plan.