

Reviewing Official Job Aid for the GS ePerformance Module

Acknowledging Plan Creation for an Employee

In the plan development workflow, the Rating Official and Employee jointly develop the Employee's performance plan. Once the plan has been developed, the Rating Official routes the plan to the Reviewing Official for review and acknowledgement. The Reviewing Official's acknowledgement is the first signature applied to the plan, then it is signed by the Rating Official, then the Employee. ePerformance sends an automated email to the Reviewing Official when it's time to review and acknowledge the plan. Take the following steps:

1. Log into ePerformance.
2. The "My Tasks & Employees" module opens to the "My Tasks" tab.

Emp ID	Last Name	First Name	Plan	Current Task	Next Step	Pro? Changes	Actions
201228894	Hostler	Martha	GS	Reviewer - Review Initial Plan	To Rater - Acknowledge Initial Plan	N	

3. Select the "Open" icon, adjacent to the desired employee.

Emp ID	Last Name	First Name	Plan	Current Task	Next Step	Pro? Changes	Actions
201228894	Hostler	Martha	GS	Reviewer - Review Initial Plan	To Rater - Acknowledge Initial Plan	N	

4. View the plan PDF by clicking on the "View PDF" link.

General Information: (Employee: Hostler, Martha) [View PDF](#) [Release](#)

OR

ID	Title	Rating	Weight	Required?	Critical?	Actions
2619	Element #1		Single (X1)	N	Y	
2620	Element #2		Single (X1)	N	Y	
2621	Element #3		Single (X1)	N	Y	

5. Open each element by clicking on the "Open Element" icon adjacent to each critical element.
6. If the plan is satisfactory, scroll to the bottom, select the check box adjacent to the text: "Signatures certify that the critical elements in this plan were discussed with the employee." Type your name in the Signature field. Select the "Submit" button.

Acknowledgement:

Signatures certify that the critical elements in this plan were discussed with the employee.

Signature:

[Submit](#)

Message from webpage

Confirm information and release plan to next step?

[OK](#) [Cancel](#)

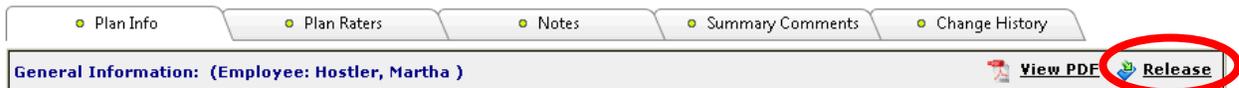
7. Click "OK."

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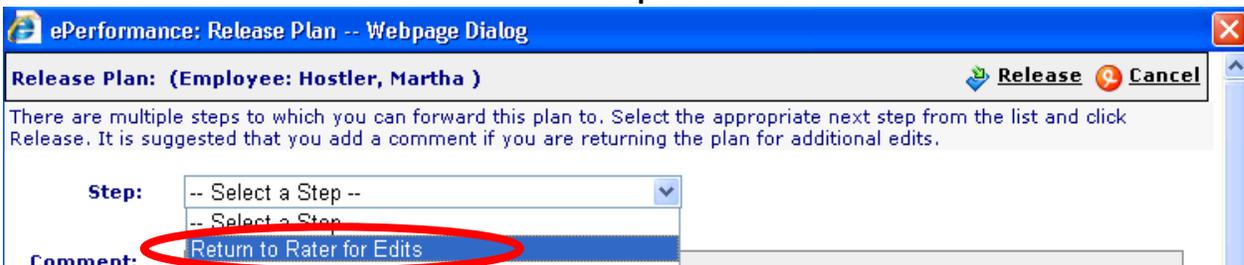
Acknowledging Plan Creation for an Employee (Continued)

Note: After the plan is electronically signed by the Reviewing Official, ePerformance returns the user to the “My Tasks” tab. If that same employee’s plan is re-opened from the “My Employees” tab, the acknowledgement field is enabled again. The purpose of this acknowledgement is for the Reviewing Official to sign the employee’s plan **in the absence of the Rating Official**. **Unless the Rating Official is not available due to extended leave, travel, reassignment, DO NOT ACKNOWLEDGE THE PLAN A SECOND TIME.**

8. If the plan is not satisfactory, return it to the Rating Official by selecting the “Release” link.



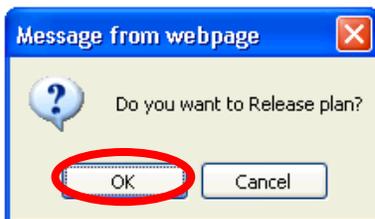
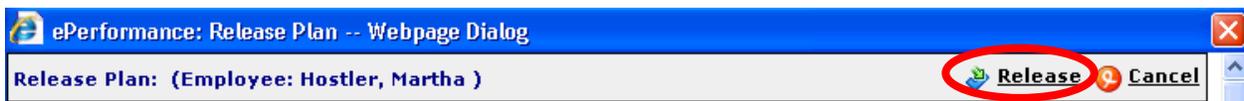
9. Then select “Return to Rater for Edits” from the pull down list.



10. Identify the needed changes in the “Comment” Field.



11. Click on the “Release” link again.



12. Click on “OK.”

13. Log out of ePerformance.