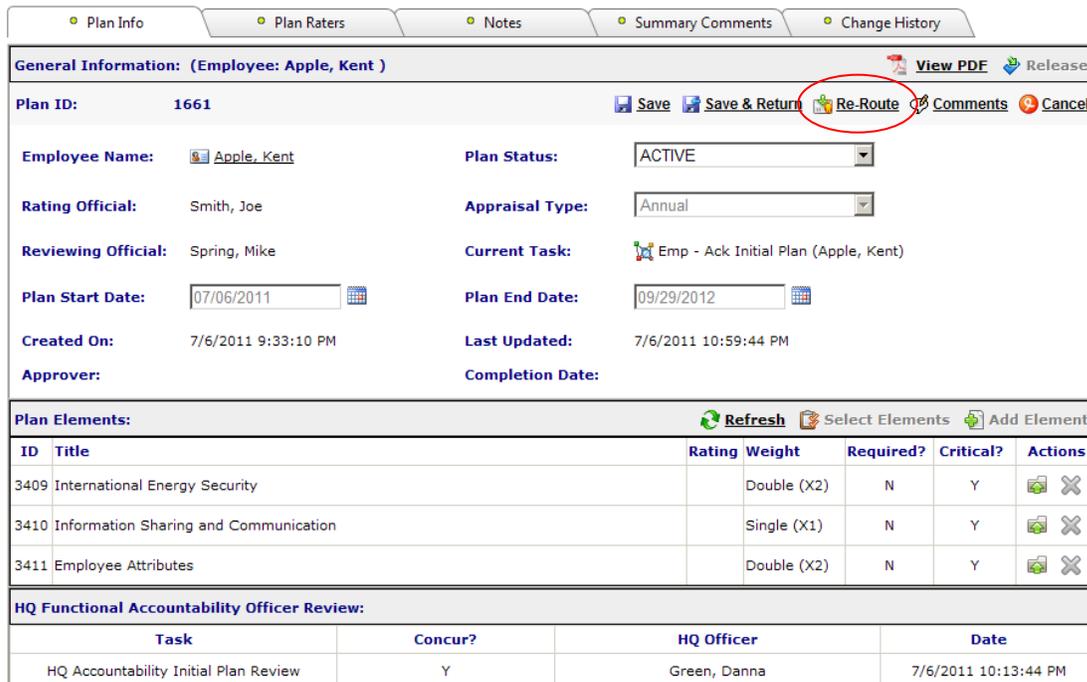


Re-route an Employee Performance Plan (In the Event an Employee is Unable or Unwilling to Sign)

At any task pending employee action, the Rating Official may re-route the performance plan to the next task, or the former task. Occasionally, an employee is either unable or unwilling to sign and acknowledge their plan at one of the required acknowledgement instances. The System provides the capability for the Rating Official to bypass the employee’s acknowledgement and the PDF of the employee’s Performance Plan will display either “Employee Unable to Sign” or “Employee Declined to Sign” in the Employee Signature field, depending on the reason for signature bypass.

1. From the *My Tasks & Employee* module – *My Tasks* tab, select the  **Open Plan** icon adjacent to the employee for whom you wish to bypass an acknowledgment and signature.

The Employee Plan opens to the Plan Info tab. The acknowledgement field is not displayed as the current task owner is the employee who is either unable or unwilling to acknowledge the plan’s creation.



The screenshot shows the 'Plan Info' tab of an employee performance plan for 'Apple, Kent' (Plan ID: 1661). The 'Re-Route' button is circled in red. Below the main form is a table of 'Plan Elements' and an 'HQ Functional Accountability Officer Review' table.

ID	Title	Rating	Weight	Required?	Critical?	Actions
3409	International Energy Security		Double (X2)	N	Y	
3410	Information Sharing and Communication		Single (X1)	N	Y	
3411	Employee Attributes		Double (X2)	N	Y	

Task	Concur?	HQ Officer	Date
HQ Accountability Initial Plan Review	Y	Green, Danna	7/6/2011 10:13:44 PM

2. Select the **Re-Route** link.

The Re-Route Plan window displays; containing a drop down menu of possible re-route paths as well as a comment field for entering a reason why you are re-routing the plan.

ePerformance: Re-Route Plan -- Webpage Dialog

Re-Route Plan: (Employee: Apple, Kent) Re-Route Cancel

Re-Route to:

Comment:
 Rater - Ack Initial Plan -- (Previous Task)
 Rater - Prepare Progress Review 1 -- (Next Task)

3. Select the *Next Task* from the Re-Route drop-down menu.

The Reason Code drop-down menu is displayed.

Note: To pull the plan back to the former task (in the event that the rater wishes to edit the plan and re-release to the employee), select the former task, from the re-route to drop down menu.

ePerformance: Re-Route Plan -- Webpage Dialog

Re-Route Plan: (Employee: Apple, Kent) Re-Route Cancel

Re-Route to:

Reason Code:

Comment:

4. Select the appropriate Reason Code, enter a comment, and select the *Re-Route* link.

A confirmation message displays; Do you wish to Re-Route Plan?

5. Select the *OK* button.

You are returned to the My Tasks and Employees – My Employees tab. The PDF is updated to reflect the rater’s indication of employee non-acknowledgement.

My Performance Plans My Tasks & Employees Information Help Logout

[Click here to learn more about this page](#)

My Tasks My Employees Inactive Plans

My Employees: Refresh Add Employees

Emp ID	Last Name	First Name	Plan	Current Task	Next Step	Pro?	Rating Official	Chgs	Actions
717910008	Apple	Kent	GS	Rater - Prepare Progress Review 1	Determine if Mid-Cycle Changes	N	Smith, Joe		
717910007	Jenkins	Sally	GS	Rater - Prepare Final Review	To Reviewer - Review Final Review	N	Smith, Joe		
717910005	Johnson	Inga	SES	Employee - Review Progress Review	Send Plan to Rater	N	Smith, Joe		
717910006	Mount	James	SES	Employee - Review Progress Review	Send Plan to Rater	N	Smith, Joe		
717910010	Simson	Tracy	SES	Emp - Provide Final Review Narrative	To Rater - Provide Final Review	N	Smith, Joe		
717910009	Winter	Simon	GS	Rater - Prepare Final Review	To Reviewer - Review Final Review	N	Smith, Joe		