

Rating Official Job Aid for the GS ePerformance Module

Creating Mid-Cycle Changes

During the performance period and following employee acknowledgement of their performance plan, the Rating Official may determine that an update to the performance plan is required. Changes can be made exclusive of the final 90 days of the rating period. For example, the Rating Official may add, remove or edit a critical element, goal, weight, or contributing factor. Each change to a performance plan must be acknowledged by the Reviewing Official, Rating Official and Employee (in that order). Although the Rating Official actually makes the changes to the employee's plan, the Rating Official is the second person to acknowledge the changes in ePerformance. Follow these steps to create changes to an employee's performance plan.

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

The screenshot shows the top navigation bar with 'My Performance Plans', 'My Tasks & Employees', 'Information', 'Help', and 'Logout'. Below the navigation bar, there are three tabs: 'My Tasks', 'My Employees', and 'Inactive Plans'. The 'My Tasks' tab is selected and circled in red. Below the tabs is a table titled 'My Tasks:' with a 'Refresh' button. The table has columns: 'Emp ID', 'Last Name', 'First Name', 'Plan', 'Current Task', 'Next Step', 'Pro? Changes', and 'Actions'. The first row shows Emp ID 201228894, Last Name Hostler, First Name Martha, Plan GS, Current Task Rater - Prepare Progress Review 1, Next Step To Emp - Ack Progress Review 1, Pro? Changes N, and Actions icons.

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

This screenshot is identical to the previous one, but the 'Open' icon (a small square with a plus sign) in the 'Actions' column of the first row is circled in red.

4. Open the desired element to be modified and make the change(s), ensuring each change is saved; and repeating for any other elements that need change(s).

The screenshot shows a table titled 'Plan Elements:' with buttons for 'Refresh', 'Select Elements', and 'Add Element'. The table has columns: 'ID', 'Title', 'Rating', 'Weight', 'Required?', 'Critical?', and 'Actions'. The first three rows are: ID 2613, Title Element #1, Rating, Single (X1), Required? N, Critical? Y; ID 2614, Title Element #2, Rating, Single (X1), Required? N, Critical? Y; ID 2615, Title Element #3, Rating, Single (X1), Required? N, Critical? Y. The 'Open' icon in the 'Actions' column of the first row is circled in red.

Note: For each change made to the performance plan, the Reviewing Official will receive an email notifying them of the change. If only one change is made, the Reviewing Official will receive one e-mail. If there were multiple changes are made within a 15-minute time period, the Reviewing Official may only receive one e-mail listing a summary of all plan changes.

5. Log out of ePerformance