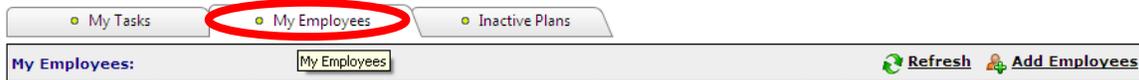


Reviewing Official Job Aid for the GS ePerformance Module

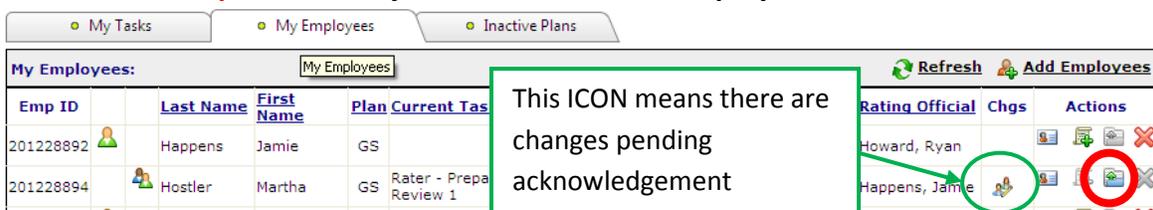
Acknowledging the Mid-Cycle Change for an Employee

Once changes have been made to a performance plan, those changes must be acknowledged by the Reviewing Official, Rating Official, and Employee, in that order. ePerformance will send an email when it's time to acknowledge changes to an employee's plan. To perform the Reviewing Official acknowledgement, take the following steps:

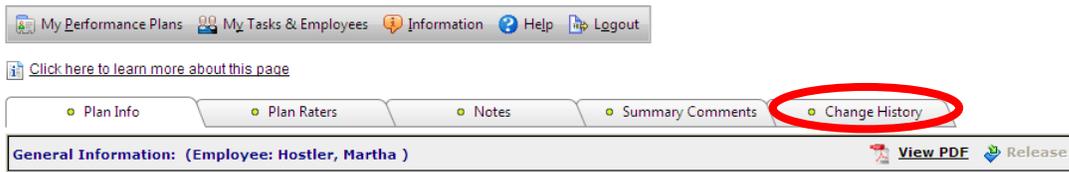
1. Log into ePerformance.
2. The **"My Tasks & Employees"** module opens to the **"My Tasks"** tab.
3. Select the **"My Employees"** tab.



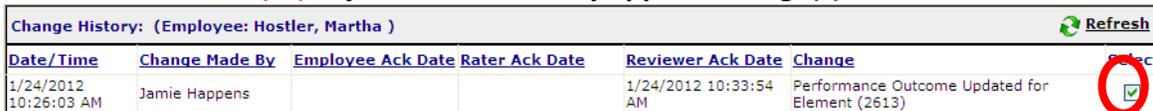
4. Select the **"Open"** icon, adjacent to the desired employee.



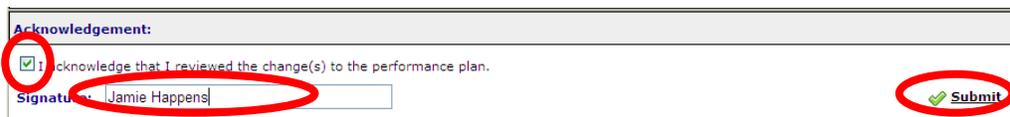
5. Select the **"Change History"** tab.



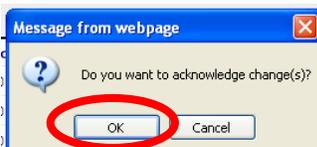
6. Select the check box(es) adjacent to the newly applied change(s).



7. Select the check box adjacent to the text: "I acknowledge that I reviewed the change(s) to the performance plan." Type your name in the Signature field, then click **"Submit."** The acknowledged changes remain in the system; they are not printed on the appraisal form.



8. Select **"OK"** in the confirmation window.



9. Log out of ePerformance.