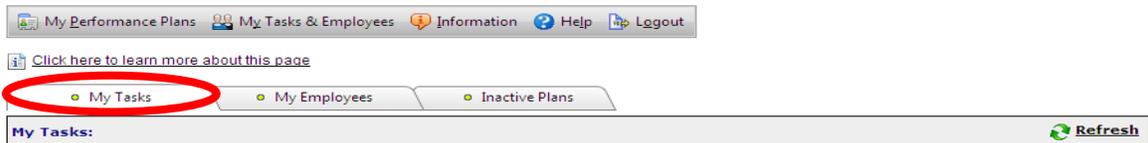


Rating Official Job Aid for the GS ePerformance Module

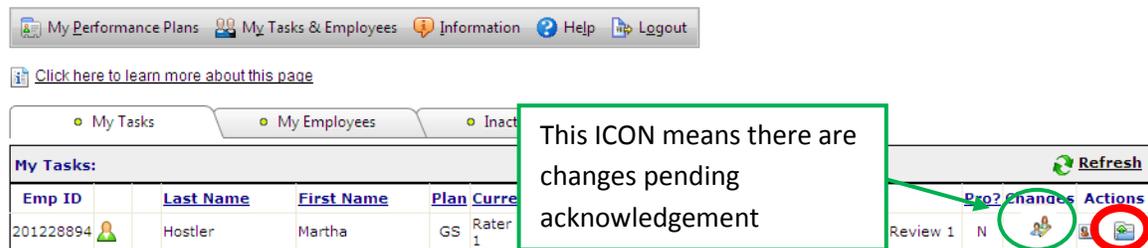
Acknowledging the Mid-Cycle Change for an Employee

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 to you when it is time for the Rating Official acknowledgement; then take the following steps:

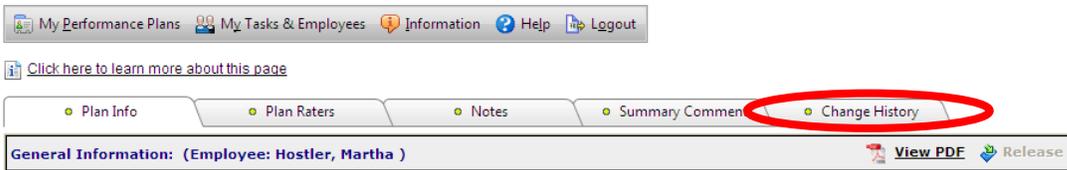
1. Log into ePerformance.
2. The “My Tasks & Employees” module opens to the “My Tasks” tab.



3. Select the “Open” icon, adjacent to the desired employee.



4. Select the “Change History” tab.



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

Date/Time	Change Made By	Employee Ack Date	Rater Ack Date	Reviewer Ack Date	Change	Select
1/24/2012 10:26:03 AM	Jamie Happens			1/24/2012 10:33:54 AM	Performance Outcome Updated for Element (2613)	<input checked="" type="checkbox"/>

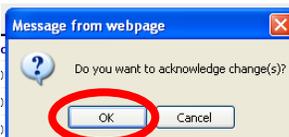
6. Select the check box adjacent to the text: “I acknowledge that I reviewed the change(s) to the performance plan.” Type your name in the Signature field. Select the “Submit” button. The acknowledgements remain in the system; they are not printed on the appraisal form.

Acknowledgement:

I acknowledge that I reviewed the change(s) to the performance plan.

Signature:

7. Select “OK” in the confirmation window.



8. Log out of ePerformance.