

Employee Job Aid for the GS ePerformance Module

Acknowledging 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 employee's plan is required. After the Rating Official makes the changes, those changes require acknowledgement in ePerformance by the Reviewing Official, Rating Official, and Employee, in that order (these acknowledgements do not get printed on the form). The employee receives an email when it's time to acknowledge the changes. If there is an unacknowledged change by any party, the plan cannot be released to the next step in the performance review process until all changes have been acknowledged. Follow these instructions to acknowledge changes.

1. Log into ePerformance.
2. The default view for nonsupervisory personnel is their active plan.

My Performance Plans Information Help Logout

Click here to learn more about this page

Active Plans Previous Plans

Active Performance Plans: Rating Official's Plan Create Plan Refresh

Plan ID	Start Date	End Date	Plan Plan Status	Current Task	Rating Official	Open
1279	10/01/2011	09/30/2012	GS ACTIVE	Rater - Prepare Progress Review 1	Happens, Jamie	

Plan has one or more unacknowledged changes. Plan ID: 1279

3. Select the "Open" icon.

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Plan has one or more unacknowledged changes. Plan ID: 1279

4. Click on the "Change History" Tab.

Plan Info Plan Raters Notes Summary Comments Change History

Change History: (Employee: Hostler, Martha) Refresh

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 10:38:42 AM	1/24/2012 10:33:54 AM	Performance Outcome Updated for Element (2613)	<input checked="" type="checkbox"/>

5. Select the check box(es) next to the change(s).

Change History: (Employee: Hostler, Martha) Refresh

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 10:38:42 AM	1/24/2012 10:33:54 AM	Performance Outcome Updated for Element (2613)	<input checked="" type="checkbox"/>

6. Check the acknowledgement box, type in your complete name, then click "Submit."

Acknowledgement:

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

Signature:

7. Click "OK" in the confirmation box.

Message from webpage

Do you want to acknowledge change(s)?

OK Cancel

8. Log out of ePerformance.