

TALENT MANAGEMENT

QUICK REFERENCE GUIDE - MANAGER

HOW TO CHANGE REVIEW PERIOD DATES

How To Change Appraisal Review Period Dates

Before changes can be made to an appraisal's review period dates, you must first determine **what the status** is of the appraisal.

- 1. After you log into MAP, a list of your employee's will be listed on the left.
- 2. Click on the employee name you want to change the review period dates for.
- 3. There will be three tabs displayed for each respective employees' appraisals: Active, Finalized, and Historical.

	My Staff All Active									
			Active Finalized Hist	orical						
	Search	Q,	Save Continue Appraisa	al Finalize						A
	NINE, TRAIN		Appraisal	Due D	Status	Appraisal Owner	Period	Period	Estimated %	Φ,
\rightarrow	TEST POSITION 9		New Appraisal Form - No	7/31/2016	In Progress	FOUR, TRAIN	7/1/2015	6/30/2016	20 %	

- 4. If the appraisal is on the Active tab
 - a. On the right portion of the screen, **click** on the appraisal you want to change.
 - b. Click on Period Begin or Period End to modify the date.

Active	Finalized Historical							
Save	Continue Appraisal Finalize							
Appra	iisal	Due Date	Status	Appraisal Owner	Period Begin	Period End	Estimated % Complete	۵,
New A	Appraisal Form - Non Supervisor	7/31/2016	In Progress	FOUR, TRAIN	7/1/2015	6/30/2016 📋	21%	

c. Type in a new date or click the calendar icon beside the date and select the correct date. (Date MUST be in MM/DD/YYYY format)

Due Date			Sta	atus			Аррг
7/31/2016 (• •		Ju	ly 20	16		ф
	SU	мо	TU	WE	тн	FR	SA
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
				Toda	/		



d. When all the dates have been changed, the appraisal will have an **orange diamond** beside the appraisal name.



e. Click the Save button above the Appraisal to save the changes.



f. Your date changes will now be saved and the following message will display.



5. If the appraisal is on the Finalized tab

- a. If the appraisal is on the Finalized tab and the status is "Submitted For Acknowledgment," you will need to contact your MAP Proxy (if known) or Agency Human Resources Department.
- b. If the appraisal status is "Finalized", the appraisal can be reverted back to "In Progress." However, if the appraisal is reverted back to "In Progress", the Supervisor will need to start the acknowledgment process from the beginning, and the appraisal must be submitted to the Upline Manager.
 - i. On the left portion of the screen, **click** on employee name under My Staff.

ii.	Click on the Finalize	d tab.							
	My Staff All Active								
	5 🗇 C		Active Finalized listo	orical					
	Search	Q,	\smile						
	NINE, TRAIN		Appraisal	Due D	Status	Appraisal Owner	Overall Rating	Meetin	. 4
\rightarrow	TEST POSITION 9		New Appraisal Form - Sup	7/31/2016	Submitted For Acknowle	FOUR, TRAIN	Meets Expectations		
· · · ·			New Appraisal Form - Sup	1/31/2016 \$	Submitted For Acknowle	FOUR, TRAIN	Meets Expectations		



iii. On the right portion of the screen, **double-click** on the appraisal you want to change.

_	0										
	My Staff All Active										
	5 🖬 C		Active	Finalized	Historica	al					
	Search	Q,									
	NINE, TRAIN		Appra	isal		Due Date	Status	Appraisal Owner	Overall Rating	Meetin	Ф,
	TEST POSITION 9		New A	Appraisal Form	n - Superv	7/31/2016	Submitted For Acknowledg	FOUR, TRAIN	Meets Expectations		
		→	New A	Appraisal Form	n - Superv	1/31/2016	Finalized	FOUR, TRAIN	Meets Expectations		

iv. Click the Revert To In Progress button.

infor Manage	ər
Home My Sta	aff Review Performance 👻 Take Notes Find Talent 👻 Inbasket
TRAIN NINE-	Performance Appraisal: New Appraisal Form - Supervisor
Revert To In Pro	ogress Obtify Resource Update Overall Rating Submit To Employee
	TRAIN NINE - TSTPOS9
	Performance Review Period:: 7/1/2015 - 6/30/2016
	Please Complete By:: 7/31/2016
	Overall Rating:: Meets Expectations
	Estimated % Complete:: 100 %
	Appraisal Owner: 4 TRAIN FOUR
To make changes	to a finalized appraisal, click Revert To In Progress. To send the appraisal to the upline manager for acknowledgment, click Submit to Upline Manager.
Competencies & S	Standards Attachments Take Notes Consolidated Appraisal Self Appraisal Historical Appraisals

- v. The appraisal will now be found on the **Active tab** where the dates can be changed using the instructions listed above.
- 6. If the appraisal is on the Historical tab, the Appraisal Review Period Dates can no longer be changed.
- 7. To log out of MAP, click the Arrow next to your name in the upper right hand corner and then select Sign Out.



If you have any questions regarding MAP, please contact your Human Resources Department.