## - INSTRUCTIONS TO CHANGE THE DATES FOR A CURRENT PERFORMANCE PLAN

🔁 Rating Official/Higher Level Reviewer - Windows Internet Explorer	×
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Need Help?	
Warning: The Performance Appraisal Application is designated for sensitive unclassified	
release of classified information is a violation of law and may lead to prosecution.	
From the Main Dage, you can create undate and view employee Defermance Dianey change the Dating Official and/or Linder Level Deviewery view and print part or an entire	
plan after it is created; close a plan, and track the status of a plan.	
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.	
To create a Performance Plan: To complete other actions described above:	
Select 'Choose a Plan Type'     Select an option from the Action column	
<ul> <li>Select 'Appraisal Plan Type'</li> <li>Select the 'Go' button</li> </ul>	
Important: To become familiar with the columns, select the 'Need Help?' link.	
Plans/Appraisals in Progress	
Show Me All Appraisals Appraisal Year ALL	
Records Displayed 10	
Name Owner Official Name Year ID Date Type Status Status Action	
Michele 181792 NG Approved Plan Approved Update Go	

- The supervisor must have current ownership of the plan
- On the far right, Action should be "Update". If not, verify current ownership
- Click on the "Go" button on the far right next to the employee's name

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Employee Information			
Employee Name			
Show Employee Details			
Plan Interim Reviews Annual Annraical Other Assessments Reports (Forms Manag	ne Guest Partis	inants	
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments Job Object	ctive Re-Appro	Invals	
Plan Details			
This screen provides information about the status of your employee's performance plan			Need Help?
This select provides information about the status of your employee's performance plan.			<u>Necuricip:</u>
Update the Appraisal Type and Appraisal Dates, if necessary.			
<b>Important Note:</b> The Appraisal Period Start Date represents the start of your employee's performan such as the pay grade and step will be populated on the appraisal form based on this date. For additi	ance evaluation tional quidance	period under this plan. Certai select the 'Need Help?' link.	in information
Change the Rating Official and/or Higher Level Reviewer	2		
Transfer the Performance Plan to your employee.			
To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Highe	er Level Reviev	ver' button.	
When done, select the 'Next' button or the 'Mission Goals' tab			
when done, select the next batton of the phiston douls tab.	Change	Rating Official or Higher L	evel Reviewer
* Appraisal Type Annual Appraisal - NG  Performance Plan	Approval Date	23-Nov-2011	
* Appraisal Period Start Date 01-Oct-2011	t Modified Date Created Bv	09-May-2012 Thomas, Michele	
* Appraisal Period End Date 30-Sep-2012	,		
* Appraisal Effective Date 01-Oct-2012			
Rating Official Name Thomas, Michele Higher Level Reviewer			
-			
			NEXT>
			•
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- -Select the calendar icon to the right of "Appraisal Period End Date"
- Go to June 2014 and select the date (30 Jun) and select "OK"
- Select the calendar icon to the right of "Appraisal Effective Date"
- Go to July 2014 and select the date (1 Jul) and select "OK"
- Select the "next" tab.

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A Warning The standard No	Appraisal Period End Date is 30-SEP-YYYY. The Appraisal Period End Date for	this Performance Pla	an is 30-Jun-2014. Is this cor	rect?
Do you wish to co	ntinue?			
			No	Yes
	ICE My Biz ICE PAA V3 FAQ Home Logout Prefe	rences		
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-This warning message is verifying you are changing the appraisal period end date.

- Select "Yes"

Appraisal Details - Windows Internet Explorer			_ 5
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Employee Information			
Show Employee Details			
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Plan Details Mission Goals Job Objectives	Approvals & Acknowledgments Job Objective I	Re-Approvals	
Plan Details			
This screen provides information about the status of yo	ur employee's performance plan.		Need Help?
• Update the Appraisal Type and Appraisal Dates, if	necessary.		
Important Note: The Appraisal Period Start Dat	e represents the start of your employee's performance (	evaluation period under this plan. C	Certain information
such as the pay grade and step will be populated o	on the appraisal form based on this date. For additional	guidance select the 'Need Help?' lin	nk.
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Transfer the Performance Flair to your employee.			
To change a Rating Official, Higher Level Reviewer or b	oth, select the 'Change Rating Official and/or Higher Le	vel Reviewer' button.	
When done, select the 'Next' button or the 'Mission Goal	s' tab.		
		Change Rating Official or High	er Level Reviewer
* Appraisal Type Annual Appra	isal - NG  Performance Plan Appr	oval Date 23-Nov-2011	
* Appraisal Period Start Date 01-Oct-2013		Created By Thomas, Michele	
* Appraisal Period End Date 30-Jun-2014			
* Appraisal Effective Date 01-Jul-2014			
Rating Official Name Higher Level Reviewer	le		
Rating Official Name Thomas, Miche Higher Level Reviewer	le I		
Rating Official Name <b>Thomas, Miche</b> Higher Level Reviewer	le '		NEXT>
Rating Official Name Thomas, Miche Higher Level Reviewer	le T		NEXT>

-The "Plan Details" screen will refresh with the new dates