## How to Re-Approve a Plan With Original Dates

In order to modify a plan and re-approve it with the original dates, follow the instructions below from Step 1. This should only be done if the Rating Official (RO) just fixed a typo in the performance elements or something that did not change the substantive content of the performance element.

If the plan is already in a "Modified" status and it needs to be re-approved with the original dates of approval, jump to step 11 on page 6 and follow the steps on how to re-approve the plan with the original dates.

1. From the RO's main MyPerformance screen, open the employee's performance plan by clicking the <Go> button next to "Update" on the drop down menu.

				MyPe	erformance Main	Page					
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- Navigate to the "Step 3: Performance Elements and Standards" tab
   On the row for Performance Element #2 (or any element), click on the <Update> button

T. Plan Details St	tep 2: Mission Goals Step 3: Performance Elements and Sta	andards Step 4: Approvals and Acknowledg	ments Step 5: Performance Eleme	nts and Standards Re-approvals	
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Select Add Perfo	mance Element button to add a new performance element and	standard(s)			
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- 4. When it opens, click in the "Performance Element and Standard(s)" box and take a period off the end of the last sentence, or if there is no period, take one character off a word.
- 5. Click on the <Save> button. The performance element status changes from "Approved" to "Pending".
- 6. Click in the "Performance Element and Standard(s)" box again and put the period back on the last sentence, or put the character back that you took off in a word.
- 7. Click on the <Save> button again.

Update Performance Element and	I Standard(s)						
* Indicates required field	Save Go Back to Performance Elements						
This screen allows you to update a performance element and standard(s).							
<ul> <li>Verify the Performance Element Title and start date; update the performance element and standard(s) in the text box below, or copy and paste from another document.</li> <li>Select Save button at top right corner to periodically save your work.</li> <li>Select Save and Add Another Performance Element button to save the performance element you worked on and another page will display to add another performance element.</li> <li>Select Go Back to Performance Elements button to go back to Step 3: Performance Elements and Standards.</li> <li>If you select Return to Performance Elements button without saving, a warning message will display.</li> </ul>							
For additional guidance, select Need Hel	p?						
Performance Element Number	2						
* Performance Element Title	Test of Element Number Two						
* Performance Element Start Date	01-Apr-2017 01-Apr						
Performance Element Status	Pending						
Date Last Modified	03-Jan-2017						
* Performance Element Type	Critical						
Performance Element and Standard(s							
This is a test of change a performanc (Limit to 1500 charaters)	e element to go through the re-approval process.						
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8. Click on the <Go Back to Performance Elements> button to return to the Step 3 tab.

Update Performance Element and	d Standard(s)								
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(Limit to 1500 charaters)	Spell Check Counter 80								
		Privacy Statement							

- 9. Performance Element 2 status now shows as "Pending" and there is now a "Step 5. Performance Elements and Standards Reapprovals" tab. (NOTE: If the plan has been modified before, the tab may read Step 6 or Step 7, but that is ok)
- 10. Click on the Step 5 Re-approval tab:

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Plan	Progress Review	/s Annual Appraisal	Narrative Statements	View/Print Form	Manage Guest Participants				
Step 1	: Plan Details	Step 2: Mission Goals	Step 3: Performance Eler	ments and Standard	ds Step 4: Approvals and Acknowledgmen	ts Step 5: Performance Elements ar	nd Standards Re-approvals		
							Choose an Action	Go	
Emplo	yee Information								
Emplo ⊳Sho	Employee Name ARM Duzzuj, Xsojpuh R b Show Employee Details								
This s to view	creen allows you w the SMART cri	to add or update a perf eria.	formance element and view	approved performanc	ce elements for your employee. Performance	elements should be written using the	SMART criteria. Select Need more	information? link	
Step (	3: Performance E	lements and Standards							
For a	Select Delete in Select Delete in Select Save an Select Save an	an under the Details Action con under the Details Det d Continue button at the d Go Back button at the e, select <b>Need Help?</b>	elete column to delete a peri elete column to delete a peri è bottom right corner to mov è bottom right corner to go ba	formance element. e to Step 4: Approval ack to Step 2: Mission	Is and Acknowledgements. n Goals.				
						Add Performa	ance Element 🛛 💢 🞜 🕞 🏟		
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Þ	4 🗸	Test of Eleme	ent Number Four		Approved	Critical	Update	m	
Þ	5 🗸	Test of Elem	ent Number Five		Approved	Critical	Update	Î	
							Save and Go Back	Save and <u>Continue</u>	
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11. In the middle of the screen, click on the <Start> button for "Step 1: Rating Official – Request or Document Higher Level Review" to start the re-approval process.

	DoD Perfo Appraisal	ormance M Program	anageme	nt				MyBiz+	~	Logout
Plan Progress Reviews	s Annual Appraisal	Narrative Statements	View/Print Form	Manage Guest Participa	ants					
Step 1: Plan Details St	Step 2: Mission Goals	Step 3: Performance Ele	ments and Standards	Step 4: Approvals and	Acknowledgments Ste	p 5: Performance Elements ar	nd Standards Re-approva	IIS		
							Choose an Action			Go
Employee Information										
Employee Name <b>ARN</b>	<b>M Duzzuj, Xsojpuh R</b> ils									
This screen allows you to	to start the re-approval	process or view re-approv	val information and sta	atus of the employee's pe	erformance plan.					
Step 5: Performance Ele	ements and Standards F	Re-approvals								
<ul> <li>Select Show All I</li> <li>Select Show link</li> <li>Select Start butto</li> <li>Select Save and</li> </ul>	Details link to see re-ap k to see re-approvals an ton under Action column d Go Back button at the	provals and acknowledgi d acknowledgment inform of the step that needs to bottom right corner to me	ment information (date nation for each step a o be completed. ove to Step 4: Approva	es, method, etc.) and Hid nd Hide link to collapse s als and Acknowledgments	e All Details link to collapse tep. s.	e all steps.				
For additional guidance,	, select Need Help?									
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Show All Details   Hide Al	II Details									
Details Tasks					Status	Action				
Step 1: Rating Of	Official - Request or Doc	ument Higher Level Revi	ew (if required)		Not Started	Start	-			
Step 2: Higher Le	evel Reviewer - Review	(if required)			Not Started	Not Started				
Step 3: Rating Of	Official - Document Com	munication to Employee			Not Started	Start				
Step 4: Rating Of	Official - Document Empl	oyee Acknowledgment			Not Started	Step 3 must be completed				
									Save and	Go <u>B</u> ack
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									Privac	y Statement

- 12. This screen shows two options, Option A to transfer it to the HLR for their approval, or Option B to document the HLR's approval. **DO NOT CHOOSE** Option A.
- 13. Scroll down and use "**Option B**". Make sure the HLR name shown is correct, if not, it can be changed to the correct HLR who originally approved the plan by taking the name out and putting the correct name in.
- 14. In the block next to "Review Date" click on the calendar icon to use the calendar to select the PAST date the HLR ACTUALLY approved the plan. Make sure you select the right YEAR on when the calendar comes up.
- 15. Now, click on the drop down menu next to "Method of Review" and choose the method the RO used to get the HLR's approval. For example, did the HLR tell the RO Face-to-Face that they approved the plan, or was the approval given to the RO via telephone, etc.?
- 16. Finally, click the <Save> button to the right of the "Method of Review".

TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval. Option A - Transfer to the Higher Level Reviewer	
Name Title	
Neall, Barbara     Rating Official       Stapula, Priscilla Leigh     Higher Level Reviewer       𝒞 TIP Please select new HLR from list of values, if required.     Higher Level Reviewer	
Change Higher Level Reviewer Stapula, Priscilla Leigh 🚽 🔍	
Message to Higher Level Reviewer	
This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message. Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.	
Spell Check	
Notice: You are about to contact Stapula, Priscilla Leigh by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.	
Cancel Transfer to Higher Level Reviewer without E-mail Notification Transfer to Higher Level Reviewer with E-mail Notification	
Option B - Document the higher level review has taken place by entering the following information	
Higher Level Reviewer Stapula, Priscilia Leigh Method of Review Review Date Review Cancel Save	
Telephone Other	
Step 2: Higher Level Reviewer - Review (if required) Not Started Not Started	
Step 3: Rating Official - Document Communication to Employee Not Started Start	
Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed	
	Save and Go Back
	Privacy Stateme

- 17. Click on the <Start> button in the row for "Step 3: Rating Official Document Communication to Employee".
- 18. Again, use the calendar icon to select the past ACTUAL date the hard plan was communicated to the employee.
- 19. Then select the method by which it was communicated to the employee such as Face-to-Face, or by telephone, etc.
- 20. Now click on <Save and go to Step 4> button.

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Plan Vi	w/Print Form					
Step 1	Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards	Step 4: Approvals and Acknowledgments				
					Choose an Action	✓ Go
Emp	loyee Information					
Em	Invee Name ABM Hovos R.I. Ojosaj W					
►	Show Employee Details					
This	screen allows you to start the approval process or view approval information and status of th	he employee's performance plan.				
Step	4: Approvals and Acknowledgments					
	<ul> <li>Select Show All Details link to see approvals and acknowledgment information (dates, me Select b under Details column to see approvals and acknowledgment information for each</li> </ul>	ethod, etc.) and Hide All Details link to collapse all steps	i.			
	Select Sart button under Action column for the step that needs to be completed. Select Save and Go Back button at the bottom right corner to move to Step 3: Performan	the Elements and Standards				
For	dditional guidance, select Need Help?	ce clements and standards.				
1	2 B & - m					
Show	All Details   Hide All Details					
Deta	is Tasks		Status	Action		
►	Step 1: Rating Official - Request or Document Higher Level Review (if required)		Completed	Step 1 completed		
►	Step 2: Higher Level Reviewer - Review (if required)		Completed	Step 2 completed		
	Step 3: Rating Official - Document Communication to Employee		Not Started	Start		
				$\smile$		
	Communication Data 42	Den 2047				
	Communication Date 13-	ce to Face				
	Other			¥		
		Cancel Save a	nd Transfer to Employee for A	Acknowledgment Save and go to Step 4	J	
►	Step 4: Rating Official - Document Employee Acknowledgment		Not Started	Step 3 must be completed		
						and Co. Book
					3	ave and Go Back
						Privacy Stateme

- 21. Click on the <Start> button on the row for the "Step 4: Rating Official Document Employee Acknowledgement".
- 22. Select from the drop down menu the reason the RO is documenting the acknowledgement for the employee such as you can choose "Other" and type in the reason such as "Re-approval due to error" in the block next to the "Other Method", or you can choose "No System Access" if they don't have system access, or they are unable to sign, etc.
- 23. Then use the calendar icon next to the "Date" to select the PAST ACTUAL date the employee acknowledged the hard copy plan. Make sure you have the right YEAR when selecting a date from the calendar.
- 24. Then click the <Save> button in that section:

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Plan F	rogress Reviews Annual Appraisal Narrative Statements View/Print Form Manage	Suest Participants			
Step	: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards	Step 4: Approvals and Acknowledgments			
				Choose an Action	Y Go
Em	ployee Information				
Em	proyee Name ARM Happytom, Nyxsoup R. Show Employee Details				
Thi	s screen allows you to start the approval process or view approval information and status of	e employee's performance plan.			
Ste	p 4: Approvals and Acknowledgments				
	<ul> <li>Select Show An Details in the see approvals and acknowledgment information (dates, in Select ) under Details column to see approvals and acknowledgment information for ea Select Start button under Action column for the stee that needs to be completed.</li> </ul>	h step and <i>a</i> to collapse step.			
_	Select Save and Go Back button at the bottom right corner to move to Step 3: Performa	ce Elements and Standards.			
For	additional guidance, select Need Help?				
Sho	2 S Q + III v All Details   Hide All Details				
Deta	ils Tasks	Status	Action		
•	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed		
►	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed		
•	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed		
4	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start		
$\boldsymbol{\mathcal{C}}$	TIP These fields are auto-populated at the time of employee acknowledgment. If the employee	yee is not available or refuses to acknowledge, you may update this area accordingly.			
	Acknowledgn	ent No System Access 🔽 🧩			
	Other Met	od			
	1	ate 20-Dec-2017 🛍	• • • • • • • • • • • • • • • • • • •		
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					Save and Go Back