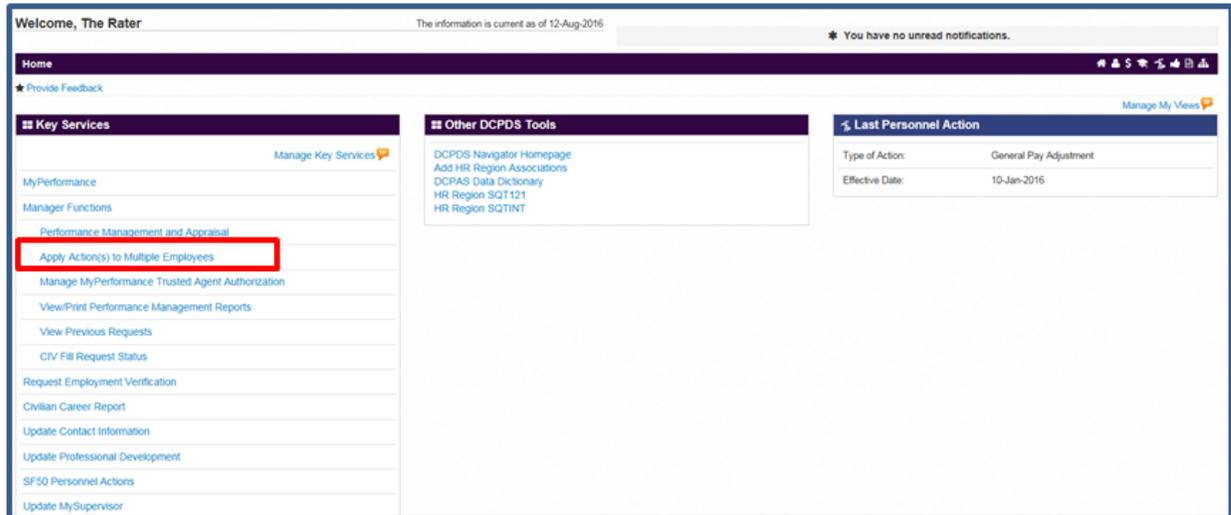


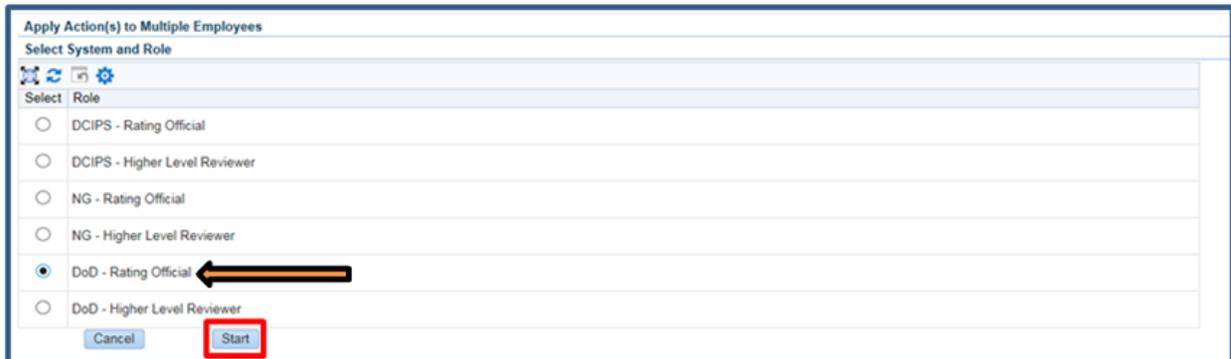
How Do I

Copy One Active Plan to Multiple Employees

1. Log in MyBiz+ and select the [Apply Action\(s\) to Multiple Employees](#) link in Key Services under Manager Functions.



2. Select 'DoD - Rating Official' and then select the 'Start' button.



3. Select 'Copy One Active Plan to Multiple Employees' from the 'Available Actions' listed and then select the 'Start' button.

Rating Official Action(s) on Multiple Employees

- Select radio button for appropriate action from the list below.
- Select 'Start' button to display the records you can apply action to.
- Select 'Cancel' button to be returned to the Navigator page.

Available Actions

| Select | Action |
|----------------------------------|--|
| <input type="radio"/> | Change Higher Level Reviewer |
| <input type="radio"/> | Change Rating Official |
| <input checked="" type="radio"/> | Copy One Active Plan to Multiple Employees |
| <input type="radio"/> | Document Communication of the Plan (Must be Current Owner) |
| <input type="radio"/> | Document Communication of the Progress Review (Must be Current Owner) |
| <input type="radio"/> | Document Employee Acknowledgment of the Final Rating (Must be Current Owner) |
| <input type="radio"/> | Request or Document Higher Level Review of the Plan (Must be Current Owner) |
| <input type="radio"/> | Request or Document Higher Lvl Review of Progress Review (Must be Current Owner) |
| <input type="radio"/> | Retrieve Plan/Appraisal from Employee |
| <input type="radio"/> | Retrieve Plan/Appraisal from Higher Level Reviewer |
| <input type="radio"/> | Transfer to Employee (Must be Current Owner) |
| <input type="radio"/> | View/Print Current Employee Plan/Appraisal Info |

Cancel Start

4. Select the employees to which the action should be applied and then select the 'Next' button.

Copy One Active Plan to Multiple Employees

Select the employees that will receive the copied plan. |

Select All | Select None

| Select | Full Name | Employee Number | Pay Band | Job Name | Organization |
|-------------------------------------|---------------|-----------------|------------|-----------------------------|---|
| <input checked="" type="checkbox"/> | Two, Employee | 402895 | GS-0318-07 | 0318.Secretary (0318) | U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01 |
| <input checked="" type="checkbox"/> | One, Employee | 404113 | GS-0560-12 | 0560.Budget Analysis (0560) | U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01 |

Cancel Next

5. Select the Plan to Copy by entering the Employee Name or Appraisal ID of the plan you wish to copy, select the 'Find' button, select the record and then select the 'Apply Filter' button. The selected employee and appraisal will be reflected in columns below, select 'Next' button.

Copy One Active Plan to Multiple Employees

Information

Select the record that the plan will be copied from and select the 'Next' button to proceed. Need Help?

| Full Name | Employee Number | Pay Band | Job Name | Organization |
|---------------|-----------------|------------|-----------------------------|--|
| Two, Employee | 402095 | GS-0318-07 | 0318 Secretary (0318) | U S ARMY GARRISON FT STEWART HQ ARBAWVAAA 01 |
| One, Employee | 404113 | GS-0560-12 | 0560 Budget Analysis (0560) | U S ARMY GARRISON FT STEWART HQ ARBAWVAAA 01 |

Select Plan to Copy

TIP Please enter an Employee Name or an Appraisal Id then select the 'Apply Filter' button.

Employee Name

Appraisal ID

| Select | Appraisal Id | Employee Name | Owner Name | Appraisal Year | Plan Approval Date | Plan Status | Current Status | Job | Position Title | Organization |
|----------------------------------|--------------|---------------|------------|----------------|--------------------|-------------|---------------------------------|-----------------------------|--|--|
| <input checked="" type="radio"/> | 185 | One, Employee | Rater, The | 2017 | 21-Apr-2016 | Approved | Narrative Statement in Progress | 0560 Budget Analysis (0560) | 244014 BUDGET ANALYST, 1657727 ARBA APPR | U S ARMY GARRISON FT STEWART HQ ARBAWVAAA 01 |

6. Complete the Plan Setup Details and select the 'Copy' button to execute the action.

Copy One Active Plan to Multiple Employees

Complete required fields for Plan setup details and select 'Copy' button to continue. Need Help?

Selected Employees

| Full Name | Employee Number | Pay Band | Job Name | Organization |
|---------------|-----------------|------------|-----------------------------|--|
| Two, Employee | 402095 | GS-0318-07 | 0318 Secretary (0318) | U S ARMY GARRISON FT STEWART HQ ARBAWVAAA 01 |
| One, Employee | 404113 | GS-0560-12 | 0560 Budget Analysis (0560) | U S ARMY GARRISON FT STEWART HQ ARBAWVAAA 01 |

Selected Plan

| Appraisal Id | Employee Name | Owner Name | Appraisal Year | Plan Approval Date | Plan Status | Appraisal Status | Job | Position Title | Organization |
|--------------|---------------|------------|----------------|--------------------|-------------|---------------------------------|-----------------------------|--|--|
| 185 | One, Employee | Rater, The | 2017 | 21-Apr-2016 | APPROVED | Narrative Statement in Progress | 0560 Budget Analysis (0560) | 244014 BUDGET ANALYST, 1657727 ARBA APPR | U S ARMY GARRISON FT STEWART HQ ARBAWVAAA 01 |

Plan Setup Details

* Indicates Required Field

* Appraisal Type:

TIP The appraisal period start date represents the start of the employee's performance evaluation period under this performance plan. Certain information such as the employee's base salary will be populated on the appraisal form based on this date.

Appraisal Period Start Date

Appraisal Period End Date

* Appraisal Effective Date

* Rating Official Name:

* Higher Level Reviewer:

7. A Status Log appears that notifies the Rating Official what plans were successfully created. Select 'Return to Available Actions' or the MyBiz+ link to continue.

Information

The following plans have been copied and can be found under plans/appraisals in progress area.

Status Log

| Process Log ID | Log Status | Log Text |
|----------------|------------|--|
| 153832 | SUCCESS | Appraisal Record with Appraisal ID 191 has been created for the Employee Two, Employee with the following information: Appraisal Effective Date 01-JUN-2017 Appraisal Period Start Date 01-MAY-2016 Appraisal Period End Date 31-MAR-2017. |
| 153833 | SUCCESS | Appraisal Record with Appraisal ID 192 has been created for the Employee One, Employee with the following information: Appraisal Effective Date 01-JUN-2017 Appraisal Period Start Date 01-MAY-2016 Appraisal Period End Date 31-MAR-2017. |