Acknowledge and Sign Manager Evaluation on Behalf of Employee

If an employee is unable or unwilling to acknowledge the Manager Evaluation, the manager or Human Resources staff can acknowledge on their behalf.

Acknowledging the document means electronically signing.

WARNING: Prior to completing this process, please consult your institution Human Resource team.

Follow institution and manager recommendations for using this tool as part of the performance management process.

Override Employee Acknowledgement

1. Click the **Override Employee Acknowledgement** button in the upper right corner.

2. Select the reason for overriding.

3. Click **Confirm**.
   
   **NOTE:** The manager's name and reason for acknowledging on behalf of the employee, will be shown on the employee electronic signature line.

![Override Employee Acknowledgement](image-url)