

Reopening a Completed Step

These steps can be completed by a manager or HR administrator.

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

Release to Employee During Define Criteria

NOTE: If the employee needs to update performance criteria (i.e. goals) after they have clicked the Ready for Manager Review button, but before the manager Approves the criteria, the document can be re-opened by the manager.

- 1. Click the **Release to Employee** button in the upper right of the Performance Management document.
- 2. Click **OK** to confirm.

Performance Process	» ۵	UWSA Annual Evaluation	Save	Release to Employee	Approve
Steps and Tasks	0 v v	Define Criteria - Update and Approve			
ELSA EMPLOYEE UWSA Annual Evaluation		ELSA EMPLOYEE			

Reopen Step

WARNING:

- Define Criteria, Checkpoint and Finalize Criteria steps can be temporarily reopened by the manager only until the next step has been updated and saved.
- If a Checkpoint is reopened, manager and employee comments are no longer shared, and the Share button must be clicked again.
- 1. Click the **Reopen** hyperlink under the appropriate step in the Steps and Tasks pane on the left side of the screen.

Performance Process Steps and Tasks	UWSA Annual Evaluation Manager Evaluation - Update and Share VERN VACATION Actions -			
VERN VACATION UWSA Annual Evaluation				
07/01/2019 - 12/31/2019	Job Title	POLICY/PLNG AI		
	Document Type	UWSA Annual Ev		
🔍 🥝 Define Criteria	Template	UWSA		
Due Date 07/15/2019	Status	Evaluation in Pro		
View	Employee Data			
Reopen				

- 2. Click the **Reopen** button in the upper right.
- 3. Click **Confirm**.
- 4. Reload the page.

NOTE: To allow an employee to make edits to Define Criteria, use the above process to Release to Employee.