



### TM-02.3 CABQ - Skipping a Checkpoint

Step	Action
1.	If an employee is not available during a Checkpoint stage a manager may need to skip the checkpoint to keep the process on track.  Note: Reasons for skipping a checkpoint should be documented in the system or another location depending on sensitivity.
2.	Example of adding documentation on why the checkpoint was skipped.
3.	Click the <b>Save</b> button. 
4.	Click the <b>Skip Checkpoint</b> button. 
5.	Click the <b>Confirm</b> button. 
6.	Notice that a confirmation message appears stating: "You have successfully Skipped the Checkpoint"
7.	Click the <b>Reload</b> button to update the Performance Process status. 
8.	You can see that the Checkpoint has now been completed and it documents that the Checkpoint was Skipped.
9.	Congratulations! You have completed the <b>Skipping a Checkpoint</b> course. <b>End of Procedure.</b>