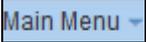




TM-05.1 CABQ - Finalize Review and Request Acknowledgement

Step	Action
1.	<p>There are two ways for you to access the performance document:</p> <ol style="list-style-type: none">1. You can click on the link provided in the e-mail notification that you will receive after the employee shares back with you.2. Login to PeopleSoft and navigate to the document (shown here). <p>Click the Main Menu item to begin navigation.</p> 
2.	Click the Manager Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Performance Documents menu.
5.	Click the Current Documents menu.
6.	Click the Albert Albuquerque link. 
7.	Click the Expand All link.
8.	Click the TAB Format link.
9.	Click the Minimize Performance Process button. 
10.	After finishing the final review of all comments.
11.	<p>If the employee has entered response comments to your review they will display in Employee Comments.</p> <p>After reviewing Employee Comments and having met with your direct report you are ready to finalize the annual performance document.</p> <p><i>Note: If you need to make updates at this point you will need to Reopen the document. See course TM-05.3 How to Reopen a Document for Updates for instructions.</i></p> <p>Click the Save button.</p> 
12.	<p>After clicking on Request Acknowledgement an e-mail will be sent to the employee requesting that they acknowledge that a review was held with their manager.</p> <p>Click the Request Acknowledgement button.</p> 



Step	Action
13.	Click the Confirm button. 
14.	Click the Expand button. 
15.	Click the Reload button. 
16.	The Performance Process tracking is updated to reflect that the document is in the employee acknowledgement stage.
17.	Click the Return to Current Documents link. 
18.	Congratulations! You have completed the Finalize Review and Request Acknowledgement course. End of Procedure.