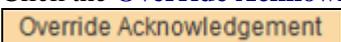




## TM-05.4 CABQ - How to Override Acknowledgement (EE Refusal or Unavailable)

Step	Action
1.	Click the <b>Main Menu</b> button to begin navigation. 
2.	Click the <b>Manager Self Service</b> menu.
3.	Click the <b>Performance Management</b> menu.
4.	Click the <b>Performance Documents</b> menu.
5.	Click the <b>Current Documents</b> menu.
6.	Choose the employee name from the Current Performance Documents list.
7.	If this document has already been sent for approval you will need to reopen it.  Click the <b>Reopen</b> button.  <b>If the document has not been sent for approval you will skip to Step 10.</b> 
8.	You now have the option to continue or cancel. To cancel you would click the Cancel button.  To continue and set back the status to "Evaluation in Progress": Click the <b>Confirm</b> button. 
9.	A successful confirmation will display the message: <b>You have successfully reopened this document and changed the status back to Evaluation in Progress.</b>  Click the <b>Return to Current Documents</b> link. 
10.	Click the <b>Override Acknowledgement</b> button. 



Step	Action
11.	<p>You will have two options to choose from to explain why the override acknowledgement is being used.</p> <ol style="list-style-type: none"><li>1. Employee Not Available</li><li>or</li><li>2. Employee Refused</li></ol> <p>Choose the override reason and then click the <b>Confirm</b> button.</p> <div data-bbox="354 573 545 623" style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">Confirm</div>
12.	<p>Congratulations! You have successfully completed the <b>How to Override Acknowledgement (EE Refusal or Unavailable)</b> course.</p> <p><b>End of Procedure.</b></p>