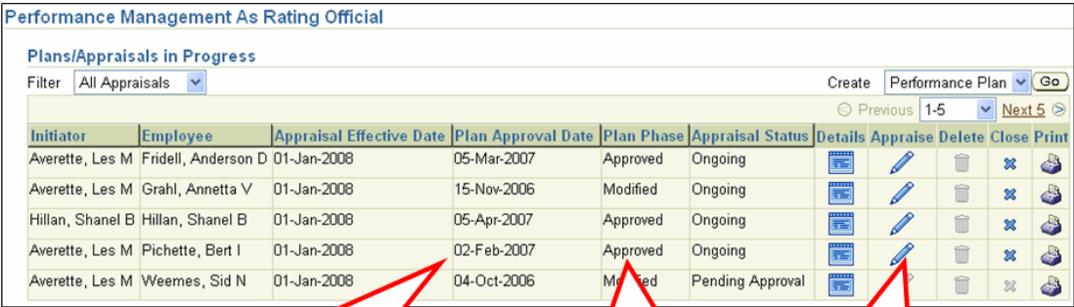
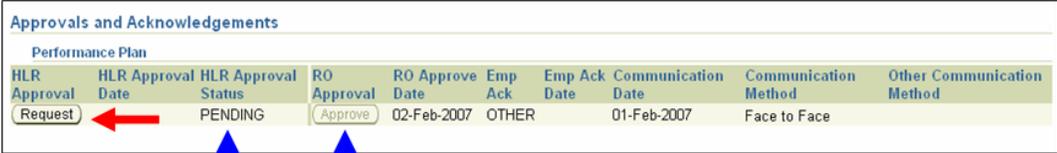


## Step by Step:

### Documenting Higher Level Review (Approved Performance Plans)

**This section is only for performance plans that were approved prior to the addition of the Higher Level Reviewer functionality.**

If you have performance plans that were created and approved prior to the addition of the Higher Level Reviewer functionality in the Performance Appraisal Application (i.e., prior to Apr 2007), you need to document that the higher level reviewer has approved the performance plan, and the date of this approval. Once the plan is in “approved” status, you cannot route it to the higher level reviewer. Follow these steps to document the higher level review:

Step	Action
1	<p>On the Performance Management as Rating Official screen, locate the performance plan that was already in “approved” status and for which you need to document the higher level review. Click the blue pencil to open it:</p>  <p>Approval Date is prior to Apr 2007      Phase is “Approved”      Click to open plan</p>
2	<p>Scroll to the Approvals and Acknowledgements area toward the bottom of the screen. The &lt;Approve&gt; button will be grayed out (because the plan has already been approved), and HLR Approval Status will be “Pending.” Click the &lt;Request&gt; button:</p> 

3	<p>On the “Manual Approval of Performance Plan by Higher Level Reviewer (HLR)” screen, change the approval date to whatever date the HLR actually approved the plan.</p> <p>If the Approver’s name is correct as shown (this name comes from the Self-Service Hierarchy), click the &lt;Apply&gt; button. If the name is not correct, see “Changing the HLR,” below.</p> 
4	<p>Select &lt;Yes&gt; on the warning screen:</p>  <p>You will then be returned to the Performance Management as Rating Official screen.</p>

## Changing the Higher Level Reviewer

Step	Action
1	<p>To change the HLR to a different person, type in part of the name of the person using Last Name (comma) First Name followed by the % sign. In this example I am searching for Troy Cressman:</p> 

2 A list of matching names will display. When you locate the correct name on the matching list, click the “Quick Select” icon. If the name is not there, try modifying your search criteria (e.g., leave off the first initial, just search on the last name followed by the wild card).

**Search and Select: Approver** Cancel Select

**Search**

Enter a value in the text field, then select the Go button. You may use the "%" as a wildcard.

Search By

**Results**

Select	Quick Select	Name	Job Title	Organization	Business Group	Email
<input type="radio"/>		Cressman, Tracey G	0525.Accounting Technician (0525)	ROME OPLOC DD35N70000 01	CIVDODHR	
<input type="radio"/>		Cressman, Troy G	0201.Human Resources Specialist (NSPS)	USA CIV PERSONNEL OPS CTR, SOUTH CENT ARSEW6D6AA 01	CIVDODHR	

Cancel Select

3 The new name will be displayed; click the *<Apply>* button:

**Manual Approval of Performance Plan by Higher Level Reviewer (HLR)**

\* Indicates required field

**TIP** If you have not yet submitted the plan to the HLR for approval, then use the 'Submit to Higher Level Approver' Area above to submit your request. This area is used to document performance plans that were approved earlier than the current date. Once all fields are entered, click the 'Apply' button.

\* Higher Level Reviewer Approval Date

\* Approver

4 Select *<Yes>* on the warning screen:

**Warning**

Do you wish to approve the Performance Plan of Record?

You will then be returned to the Performance Management as Rating Official screen.