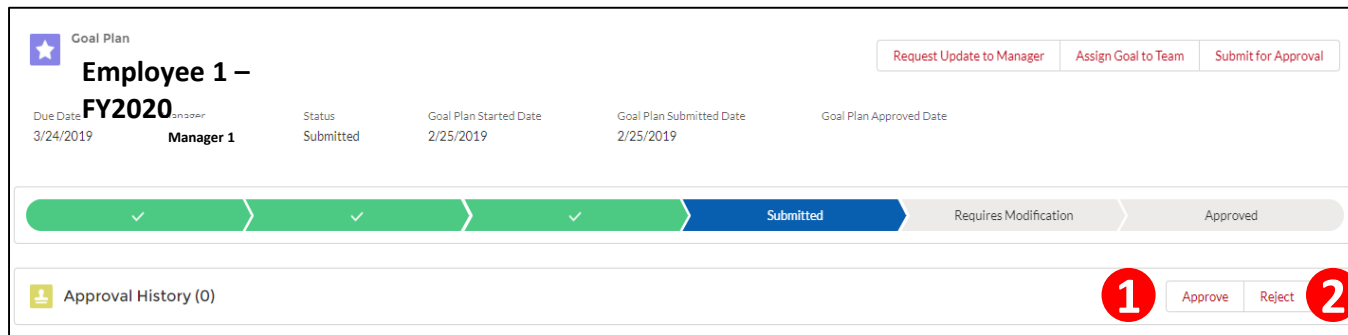




Manager's Functions: The Approval Process

Approvals: Approving or Rejecting Goal Plans



Goal Plan

Employee 1 –

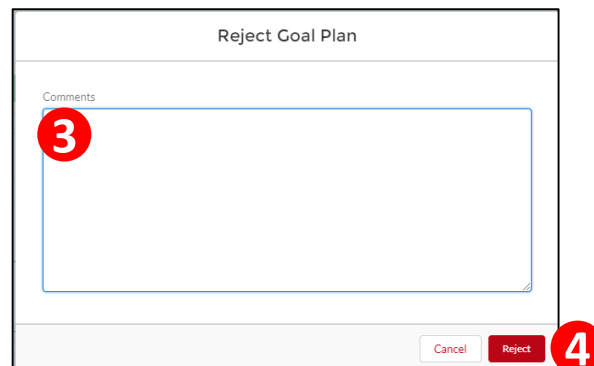
FY2020

Due Date: 3/24/2019 | Manager: Manager 1 | Status: Submitted | Goal Plan Started Date: 2/25/2019 | Goal Plan Submitted Date: 2/25/2019 | Goal Plan Approved Date:

Request Update to Manager | Assign Goal to Team | Submit for Approval

Progress: Submitted (Active) | Requires Modification | Approved

Approval History (0) [1] Approve [2] Reject



Reject Goal Plan

Comments [3]

Cancel [4] Reject

#	Process
1.	<p>From the My Team' Goal Plans section, access the employee's goal plan and review it for accuracy and completeness</p> <p>Locate the Approval History section and click the Approve button if the Goal Plan is acceptable</p>
2.	<p>Locate the Approval History section and click the Reject button if the Goal Plan is not acceptable</p> <p>This will unlock the Goal Plan allowing edits by the manager and employee</p> <p>If Rejected, the approval process must be repeated</p>
3.	<p>If rejected, the manager must populate the Comments field with direction for the employee to make changes</p>
4.	<p>Click the Reject button to send the Goal Plan back to the employee</p>