Manager’s Functions: The Approval Process
**Approvals: Approving or Rejecting Goal Plans**

1. **Process**
   
   From the **My Team’ Goal Plans** section, **access** the employee’s goal plan and review it for accuracy and completeness.
   
   Locate the **Approval History** section and **click the Approve** button if the Goal Plan is acceptable.

2. Locate the **Approval History** section and **click the Reject** button if the Goal Plan is not acceptable.
   
   This will **unlock** the Goal Plan allowing edits by the manager and employee.
   
   If **Rejected**, the approval process must be **repeated**.

3. If rejected, the manager must populate the **Comments** field with direction for the employee to make changes.

4. **Click the Reject button to send the Goal Plan back to the employee.**