This job guide focuses on the task of the manager acknowledgment and signature.

Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

1. In your “To Do” tile click on “Manager Acknowledgment & Signature”.

This is step seven in the assessment process which will be followed by second level manager acknowledgment.
Prior to acknowledgment of the performance assessment, the manager can again review the complete document to see the assessment values and any comments. The manager can view each individual component of the performance review or can view the summary at the end of the document.

The manager will also see the eligibility for merit decision previously determined by the manager. As a reminder any merit award must be approved through the salary review process.

2. At the end of the document is the acknowledgment and signature section. The manager can enter any comments prior to acknowledgment and signature. Note that the second level manager and second level manager will also acknowledge and sign the document. Click the “Send to 2nd Level Manager” button to acknowledge and move the process to the second level manager.
3. After clicking the “Send to 2\textsuperscript{nd} Level Manager Acknowledgment” button, the manager will have the opportunity to enter comments that will be included in the email sent to the second level manager for their acknowledgement and signature. Enter any comments if desired and click “Send to 2\textsuperscript{nd} Level Manager Acknowledgment”.

The manager acknowledgment and signature is complete. It is now the responsibility of the second level manager to acknowledge and sign the performance review.

The next step includes an acknowledgment by the second level manager which will complete the process. The step occurs via the workflow and email notifications are sent when the second level manager needs to perform a simple click to acknowledge the assessment.

This ends the job guide for the manager performance review acknowledgment. For more training guides go to the Performance Management website at:  
http://www.hr.txstate.edu/performance-management.html