This job guide focuses on the task of the second level 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

1. In your “To Do” tile click on “2nd Level Manager Acknowledgment & Signature”.

   This is the eighth and final step in the assessment process.
Prior to acknowledgment of the performance assessment, the second level 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 signatures section. The second level manager can enter any comments prior to acknowledgment and signature. Click the “Sign and Complete Review” button to acknowledge and complete the review process.

3. After clicking the “Sign and Complete Review” button, the manager will receive a second prompt that this step will complete the review process. Click “Sign and Complete Review” to complete the process.

4. The second level manager acknowledgment and signature is complete. This is the final step in the workflow and completes the assessment process.
Employees can view any completed documents in the “Completed Folder”.

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

For additional assistance please contact performancemgmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.