This job guide focuses on **the task of the employee 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 “Employee Acknowledgment & Signature”.

   ![To Do tile](image)

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

The employee will also see the eligibility for merit decision. 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 employee can enter any comments prior to acknowledgment and signature. Note that the manager and second level manager will also acknowledge and sign the document. **This is an acknowledgement that the review has occurred. It does not necessarily mean that the employee is in complete agreement with the assessment values determined by the manager.** Click the “Sign” button to acknowledge and move the process to the manager for acknowledgement and signature.

3. After clicking the “Sign” button, the employee will have the opportunity to enter comments that will be included in the email sent to the manager for their acknowledgement and signature. Enter any comments if desired and click “Sign”.

   ![Signature](image)

   **Email Notification Comments**

   The employee can enter more comments that will be included in the email notification to the manager.
The employee acknowledgment and signature is complete. It is now the responsibility of the manager to acknowledge and sign the performance review.

The next steps include an acknowledgment by the manager and second level manager. All of these steps occur via the workflow and email notifications are sent when the manager needs to perform a simple click to acknowledge the assessment.

This ends the job guide for the employee performance review acknowledgement. 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.