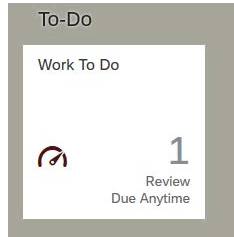



This job guide focuses on **the task of the manager acknowledgment and signature.**

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

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



Manager Acknowledgement & Signature 



This is step five in the assessment process.

Employee Merit Eligibility. ←

*Merit eligibility is determined with your review. However, any merit award must be approved through the salary review process.

* Merit Decision Eligible for Merit

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.

Signature

Employee: Steve Simmons 03/29/2019

Manager: Tammy Lee Coyle has not signed yet

Managers Comments

B I U | | | | | | | | | | Size | Az |

Cancel Save and Close Return to Evaluation Acknowledge and Complete Assessment

Acknowledge and Complete Assessment

You're about to submit this form for completion. A copy of the form will be sent to your Completed folder.

Cancel & Return to Form Acknowledge and Complete Assessment

The manager acknowledgment and signature is complete.

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>

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.

PERFORMANCE
MANAGEMENT GUIDE