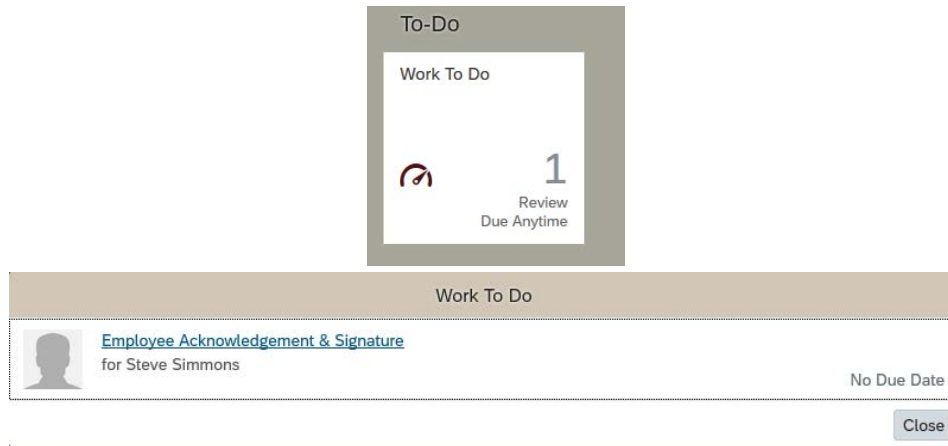


This job guide focuses on **the task of the employee acknowledgment and signature.**

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

1. Click on your "To-Do" tile, and another window will pop up. Click on "Employee Acknowledgment & Signature".



This is step four in the assessment process which will be followed by manager acknowledgment

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 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 “Acknowledge and Send to Manager” button to acknowledge and move the process to the manager for acknowledgment and signature.

The screenshot shows a 'Signature' section with the following elements:

- Employee:** Steve Simmons has not signed yet.
- Subjects Comments:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, size, font color (A), and background color.
- Manager:** Tammy Lee Coyle has not signed yet.
- Buttons:** Cancel, Save and Close, Return to Evaluation, and Acknowledge and Send to Manager.

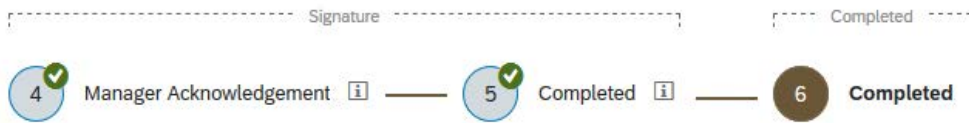
3. After clicking the "Acknowledge and Send to Manager" button, the employee will have the opportunity to enter comments that will be included in the email sent to the manager for their acknowledgement and signature. Enter any comments if desired and click “Acknowledge and Send to Manager”.

The screenshot shows an 'Acknowledge and Send to Manager' section with the following elements:

- Message:** You're about to route this form to another person to gather signatures. This form is sent in read-only format, and goes to your recipient's Inbox. A copy of the form is also sent to your En Route folder.
- Action:** Forward Form to Tammy Lee Coyle.
- Field:** Email Notification Comments (a large empty text area).
- Buttons:** Cancel & Return to Form and Acknowledge and Send to 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. 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>