

Department Admin Cancels an Evaluation

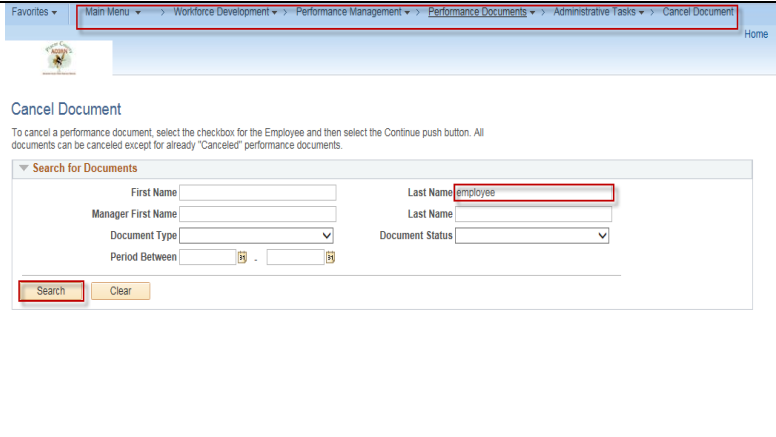
Navigation: Main Menu>Workforce Development>Performance Management>Performance Documents>Administrative Tasks>Cancel Document

Instructions

ACORN Page

PURPOSE: Department Admins can cancel an Employee's evaluation for their department. Once the evaluation has been cancelled the original Supervisor will no longer have access to the evaluation. Before cancelling an evaluation it is important to know why and determine if appropriate. Typically an evaluation would be cancelled for the reasons of incorrect review dates or an employee is no longer working. Please know that once an evaluation is in the approval process or has already been completed, the evaluation cannot be cancelled.

1. Navigate to **Main Menu>Workforce Development>Performance Management>Performance Documents>Administrative Tasks>Cancel Document**. Search for the Employee's evaluation to be cancelled by specifying search criteria. The Employee's Last Name is typically used. Click the "Search" button.



Cancel Document

To cancel a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be cancelled except for already "Cancelled" performance documents.

Search for Documents

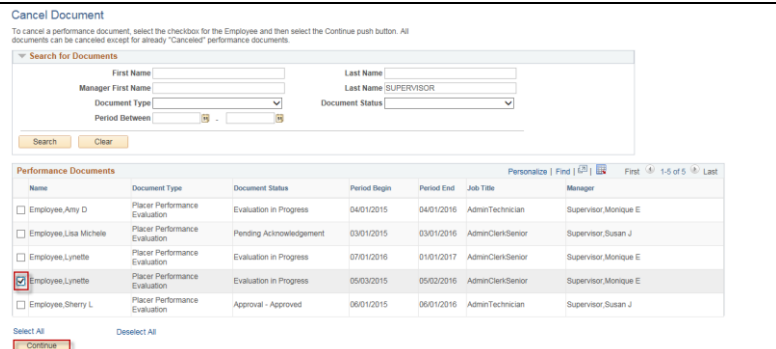
First Name: Last Name:

Manager First Name: Last Name:

Document Type: Document Status:

Period Between: -

2. Check the appropriate evaluation to cancel. Click the "Continue" button.



Cancel Document

To cancel a performance document, select the checkbox for the Employee and then select the Continue push button. All documents can be cancelled except for already "Cancelled" performance documents.

Search for Documents

First Name: Last Name:

Manager First Name: Last Name:

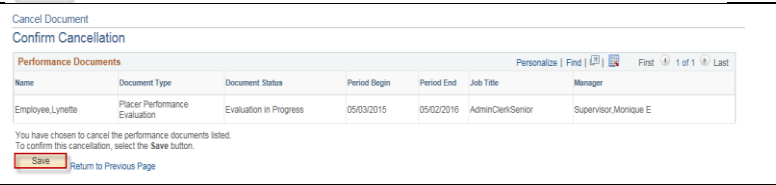
Document Type: Document Status:

Period Between: -

Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manager
<input type="checkbox"/> Employee, Amy D	Placer Performance Evaluation	Evaluation in Progress	04/01/2015	04/01/2016	Admin/Technician	Supervisor, Monique E
<input type="checkbox"/> Employee, Lisa Michele	Placer Performance Evaluation	Pending Acknowledgement	03/01/2015	03/01/2016	Admin/Clerk/Senior	Supervisor, Susan J
<input type="checkbox"/> Employee, Lynette	Placer Performance Evaluation	Evaluation in Progress	07/01/2016	01/01/2017	Admin/Clerk/Senior	Supervisor, Monique E
<input checked="" type="checkbox"/> Employee, Lynette	Placer Performance Evaluation	Evaluation in Progress	05/03/2015	05/02/2016	Admin/Clerk/Senior	Supervisor, Monique E
<input type="checkbox"/> Employee, Sherry L	Placer Performance Evaluation	Approval - Approved	06/01/2015	06/01/2016	Admin/Technician	Supervisor, Susan J

Select All

3. Click the "Save" button.




Cancel Document

Confirm Cancellation

Name	Document Type	Document Status	Period Begin	Period End	Job Title	Manager
Employee, Lynette	Placer Performance Evaluation	Evaluation in Progress	05/03/2015	05/02/2016	Admin/Clerk/Senior	Supervisor, Monique E

You have chosen to cancel the performance documents listed. To confirm this cancellation, select the Save button.

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<p>4. A confirmation window will appear. Click the "OK" button to confirm.</p> <p>The evaluation is now no longer available.</p>	<p>Cancel Document</p> <hr/> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p>
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