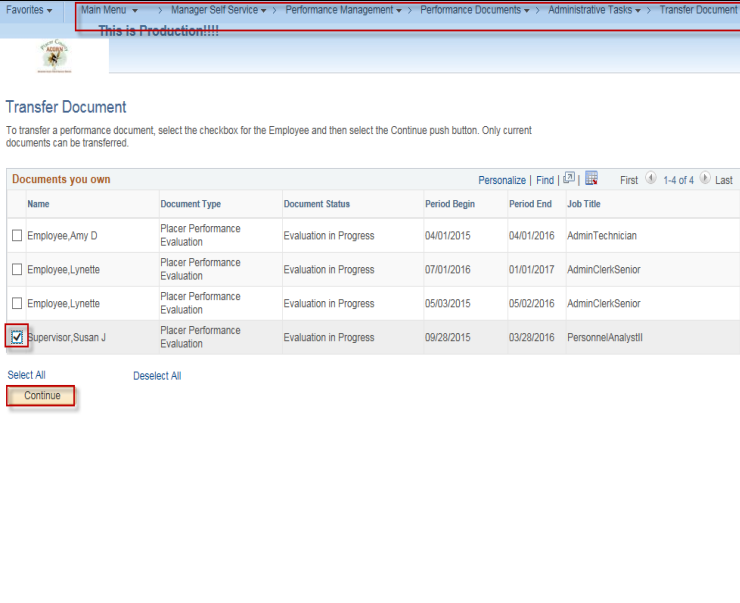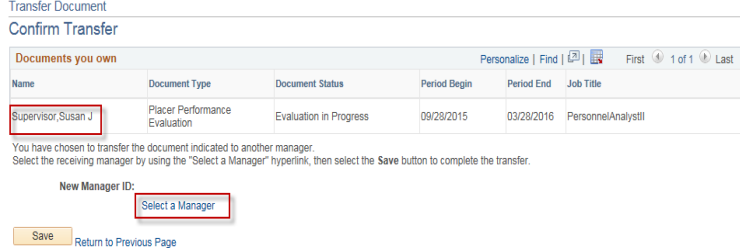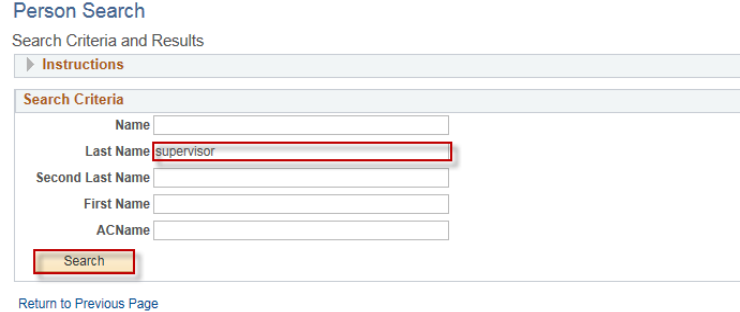| Navigation: Main Menu>Manager Self Service>Performance Management>Performance Documents>Administrative Tasks>Transfer Document	
Instructions	**ACORN Page**

PURPOSE: Supervisors can transfer an evaluation they currently own that are not completed or cancelled to another Supervisor. When an evaluation is transferred, the receiving Supervisor is notified via e-mail. Department Admin Users can also transfer evaluations. Once the evaluation has been transferred the original Supervisor no longer has access to that evaluation.

1. Navigate to **Main Menu>Manager Self Service>Performance Management>Performance Documents>Administrative Tasks>Transfer Document**. ACORN will return all Employees that currently report to the Supervisor, that are due an evaluation. Click the checkbox next to the evaluation that will be transferred to the new Supervisor. Click the "Continue" button. More than one evaluation may be transferred if going to the same Supervisor.

2. Confirm the appropriate evaluation has been selected. Click the "Select a Manager" to identify the receiving Supervisor.

3. Enter the new Supervisor's "Last Name". Click the "Search" button.

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4.	Select the desired Supervisor's name. Click the "OK" button.	
5.	Confirm the Transfer information is correct. Click the "Save" button.	
6.	A confirmation window will appear. Click the "OK" button. The new Supervisor will receive an e-mail notification of the evaluation.	
7.	The evaluation has been transferred and is no longer available to the current Supervisor. Click the "Continue" button.	

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