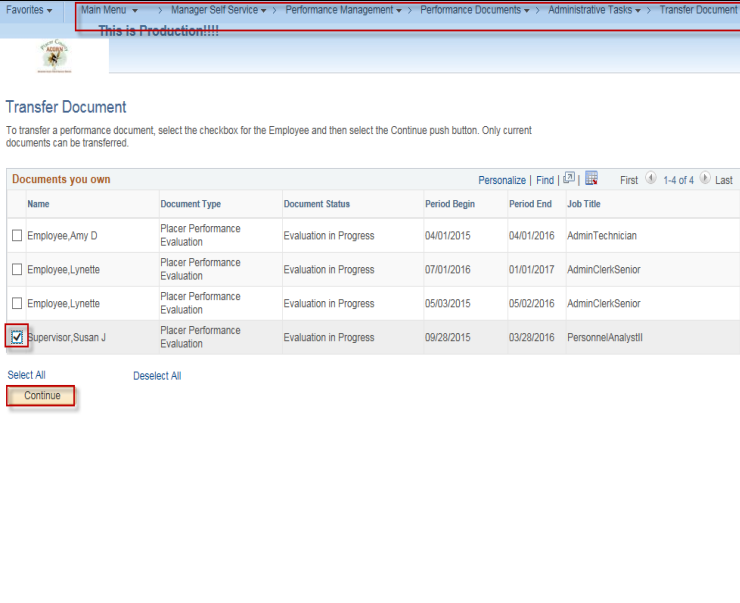
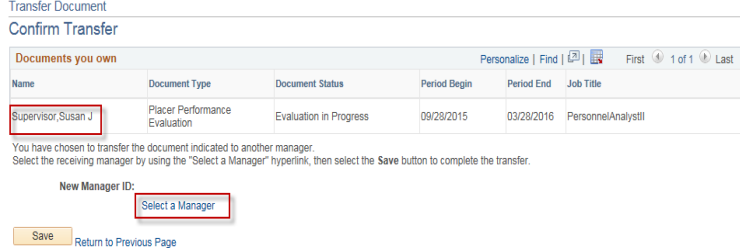
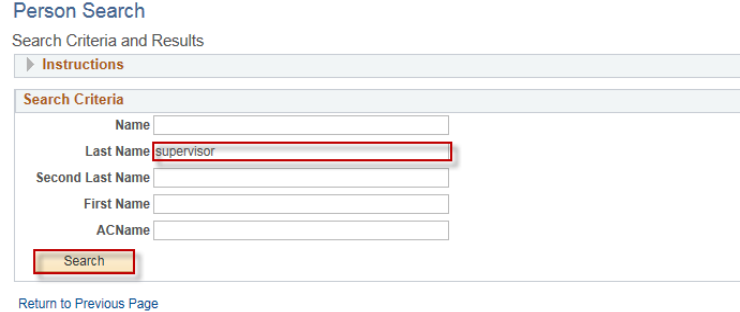


Supervisor Transfers an Evaluation

Navigation: Main Menu>Manager Self Service>Performance Management>Performance Documents>Administrative Tasks>Transfer Document	
Instructions	ACORN Page
<p>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.</p> <p>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.</p>	
<p>2. Confirm the appropriate evaluation has been selected. Click the "Select a Manager" to identify the receiving Supervisor.</p>	
<p>3. Enter the new Supervisor's "Last Name". Click the "Search" button.</p>	

Supervisor Transfers an Evaluation

<p>4. Select the desired Supervisor's name. Click the "OK" button.</p>	<p>Person Search</p> <p>Search Criteria and Results</p> <p>▶ Instructions</p> <p>Search Criteria</p> <p>Name <input type="text"/></p> <p>Last Name SUPERVISOR <input type="text"/></p> <p>Second Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>ACName <input type="text"/></p> <p>Search <input type="button"/></p> <p>Search Results</p> <table border="1"> <tr> <td><input checked="" type="radio"/></td> <td>Supervisor, Ann M</td> <td>i</td> </tr> <tr> <td><input type="radio"/></td> <td>Supervisor, Kelly R</td> <td>i</td> </tr> <tr> <td><input type="radio"/></td> <td>Supervisor, Monique E</td> <td>i</td> </tr> <tr> <td><input type="radio"/></td> <td>Supervisor, Susan J</td> <td>i</td> </tr> <tr> <td><input type="radio"/></td> <td>Supervisor, Suzanne M</td> <td>i</td> </tr> </table> <p>OK <input type="button"/></p> <p>Return to Previous Page</p>	<input checked="" type="radio"/>	Supervisor, Ann M	i	<input type="radio"/>	Supervisor, Kelly R	i	<input type="radio"/>	Supervisor, Monique E	i	<input type="radio"/>	Supervisor, Susan J	i	<input type="radio"/>	Supervisor, Suzanne M	i									
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<p>5. Confirm the Transfer information is correct. Click the "Save" button.</p>	<p>Transfer Document</p> <p>Confirm Transfer</p> <p>Documents you own Personalize Find <input type="text"/> <input type="button"/> First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Document Type</th> <th>Document Status</th> <th>Period Begin</th> <th>Period End</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>Supervisor, Susan J</td> <td>Placer Performance Evaluation</td> <td>Evaluation in Progress</td> <td>09/28/2015</td> <td>03/28/2016</td> <td>PersonnelAnalystII</td> </tr> </tbody> </table> <p>You have chosen to transfer the document indicated to another manager. Select the receiving manager by using the "Select a Manager" hyperlink, then select the Save button to complete the transfer.</p> <p>New Manager ID: Supervisor, Ann M Select a Manager</p> <p>Save <input type="button"/> Return to Previous Page</p>	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Supervisor, Susan J	Placer Performance Evaluation	Evaluation in Progress	09/28/2015	03/28/2016	PersonnelAnalystII												
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<p>6. A confirmation window will appear. Click the "OK" button. The new Supervisor will receive an e-mail notification of the evaluation.</p>	<p>Transfer Document</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p>OK <input type="button"/></p>																								
<p>7. The evaluation has been transferred and is no longer available to the current Supervisor. Click the "Continue" button.</p>	<p>Transfer Document</p> <p>To transfer a performance document, select the checkbox for the Employee and then select the Continue push button. Only current documents can be transferred.</p> <p>Documents you own Personalize Find <input type="text"/> <input type="button"/> First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Document Type</th> <th>Document Status</th> <th>Period Begin</th> <th>Period End</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Employee, Amy D</td> <td>Placer Performance Evaluation</td> <td>Evaluation in Progress</td> <td>04/01/2015</td> <td>04/01/2016</td> <td>AdminTechnician</td> </tr> <tr> <td><input type="checkbox"/> Employee, Lynette</td> <td>Placer Performance Evaluation</td> <td>Evaluation in Progress</td> <td>07/01/2016</td> <td>01/01/2017</td> <td>AdminClerkSenior</td> </tr> <tr> <td><input type="checkbox"/> Employee, Lynette</td> <td>Placer Performance Evaluation</td> <td>Evaluation in Progress</td> <td>05/03/2015</td> <td>05/02/2016</td> <td>AdminClerkSenior</td> </tr> </tbody> </table> <p>Select All <input type="button"/> Deselect All <input type="button"/></p> <p>Continue <input type="button"/></p>	Name	Document Type	Document Status	Period Begin	Period End	Job Title	<input type="checkbox"/> Employee, Amy D	Placer Performance Evaluation	Evaluation in Progress	04/01/2015	04/01/2016	AdminTechnician	<input type="checkbox"/> Employee, Lynette	Placer Performance Evaluation	Evaluation in Progress	07/01/2016	01/01/2017	AdminClerkSenior	<input type="checkbox"/> Employee, Lynette	Placer Performance Evaluation	Evaluation in Progress	05/03/2015	05/02/2016	AdminClerkSenior
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