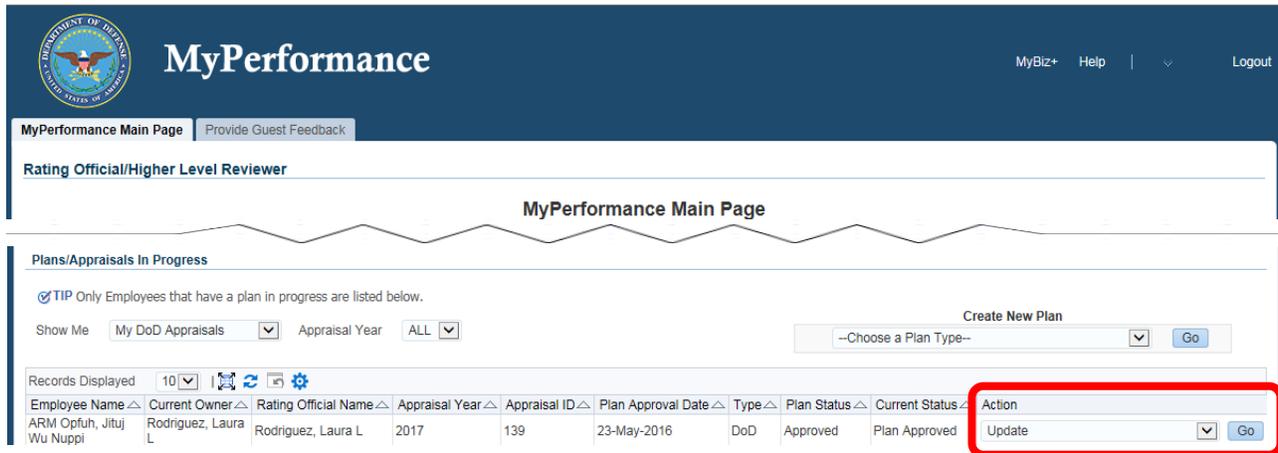


How to Change the Rating Official or Higher Level Reviewer

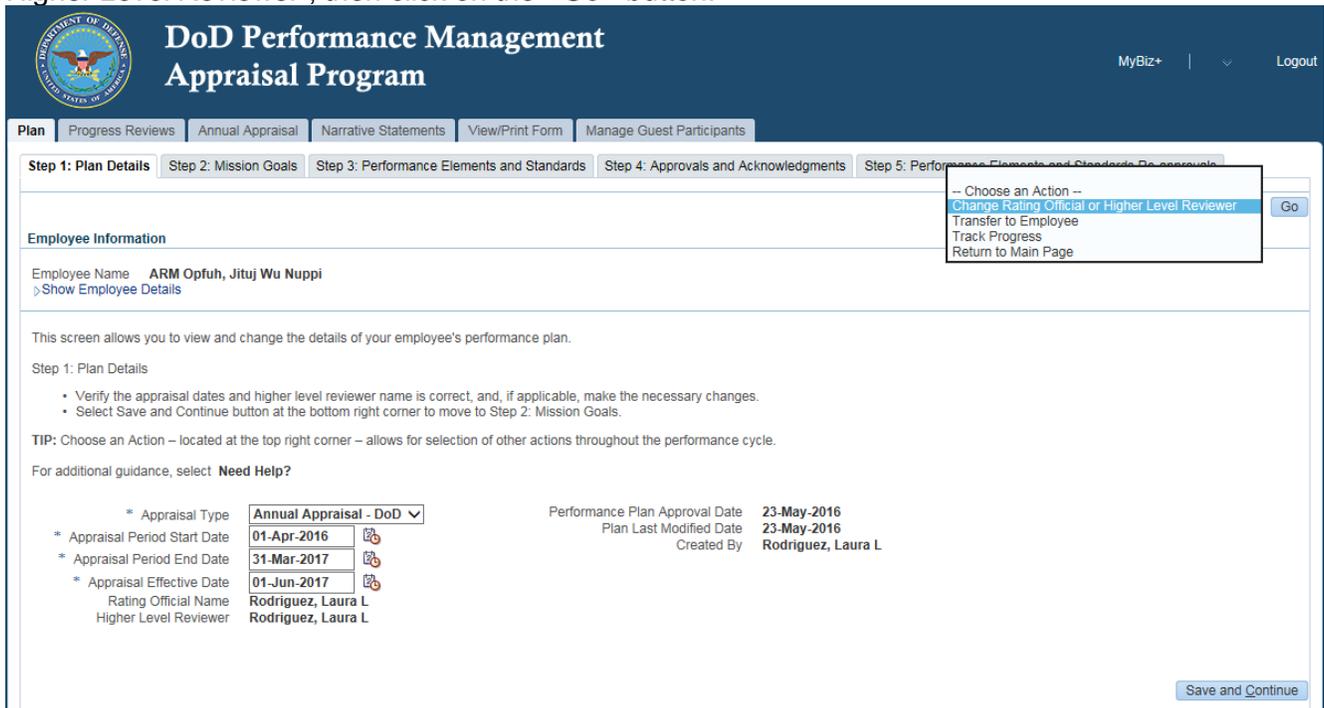
If plan has been approved: Current Supervisor **or** Employee may change the RO to the new Supervisor. The Plan does not have to be Re-approved. *You must have ownership of the Plan to make changes*

1. On the MyPerformance Main Page, under the “Action” column, select *Update* and click <Go>



The screenshot shows the MyPerformance Main Page. At the top, there is a navigation bar with the MyPerformance logo and links for MyBiz+, Help, and Logout. Below the navigation bar, there is a section titled "Rating Official/Higher Level Reviewer". The main content area is titled "MyPerformance Main Page" and contains a section for "Plans/Appraisals In Progress". This section includes a filter for "Show Me" (My DoD Appraisals) and "Appraisal Year" (ALL). There is also a "Create New Plan" button. Below the filters is a table of plans. The table has columns for Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, and Current Status. The first row shows an employee named ARM Opfuh, Jituj Wu Nuppi, with a rating official of Rodriguez, Laura L. The "Action" column for this row has a dropdown menu with "Update" selected, and a "Go" button next to it. The "Update" option and the "Go" button are highlighted with a red box.

2. On the Plan tab, click on the drop down menu at the far right and select “Change Rating Official or Higher Level Reviewer”, then click on the <Go> button:



The screenshot shows the DoD Performance Management Appraisal Program. At the top, there is a navigation bar with the DoD Performance Management Appraisal Program logo and links for MyBiz+, Help, and Logout. Below the navigation bar, there is a section titled "Plan" with tabs for Progress Reviews, Annual Appraisal, Narrative Statements, View/Print Form, and Manage Guest Participants. The main content area is titled "Step 1: Plan Details" and contains a section for "Employee Information". This section includes fields for Employee Name (ARM Opfuh, Jituj Wu Nuppi) and a "Show Employee Details" link. Below the employee information, there is a section for "Plan Details" with a list of fields: Appraisal Type (Annual Appraisal - DoD), Appraisal Period Start Date (01-Apr-2016), Appraisal Period End Date (31-Mar-2017), Appraisal Effective Date (01-Jun-2017), Rating Official Name (Rodriguez, Laura L), and Higher Level Reviewer (Rodriguez, Laura L). There is also a section for "Performance Plan Approval Date" (23-May-2016), "Plan Last Modified Date" (23-May-2016), and "Created By" (Rodriguez, Laura L). At the bottom right, there is a "Save and Continue" button. A dropdown menu is open at the top right, showing options: -- Choose an Action --, Change Rating Official or Higher Level Reviewer (highlighted), Transfer to Employee, Track Progress, and Return to Main Page. A "Go" button is next to the dropdown menu.

3. On the next screen, the *RO/HLR* can be changed by clicking in the *name* box and typing the name of the new *RO/HLR*. The system will find the name you are searching for. Then click on the <Continue> button:

DoD Performance Management Appraisal Program

MyBiz+ | Logout

Change Rating Official or Higher Level Reviewer Cancel Continue

Employee Information

Employee Name **ARM Opfuh, Jituj Wu Nuppi**
 > Show Employee Details

Setup Details

This screen allows you to change the Rating Official (RO) or Higher Level Reviewer (HLR).

- If the RO or HLR has changed, select magnifying glass next to the name to begin the search process under the Setup Details.
- Select Cancel button at top right corner to go back to previous screen without making any changes.
- Select Continue at top right corner to save changes and initiate a notification email for either the RO or HLR.

For additional guidance, select **Need Help?**

Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	23-May-2016
Appraisal Period Start Date	01-Apr-2016	Plan Last Modified Date	23-May-2016
Appraisal Period End Date	31-Mar-2017	Created By	Rodriguez, Laura L
Appraisal Effective Date	01-Jun-2017		
* Rating Official Name	Rodriguez, Laura L		
* Higher Level Reviewer Name	Canniff, Sharon A		

4. Verify you want to continue with the change:

DoD Performance Management Appraisal Program

MyBiz+ | Logout

Warning

You are about to select a Higher Level Reviewer, that is not within your Self Service Hierarchy.

Do you wish to continue?

No Yes

5. Once you click on the 'Yes' button, a screen comes up to generate an email notification to the New RO/HLR and to the employee of the change. If you click on the <Change Higher Level Reviewer and Notify by E-mail> button, it will send an email to the new RO/HLR, and you can provide any additional information in the text box below as part of the email notification. If you click on the <Change Higher Level Reviewer without E-mail Notification> button, it will not send an email to the new RO/HLR.

Notification to Higher Level Reviewer - Canniff, Sharon A Cancel Change Higher Level Reviewer without E-mail Notification Change Higher Level Reviewer and Notify by E-mail

Message to Higher Level Reviewer

This screen allows you to provide additional information to the Higher Level Reviewer (HLR). The notification can be sent with or without an email message.

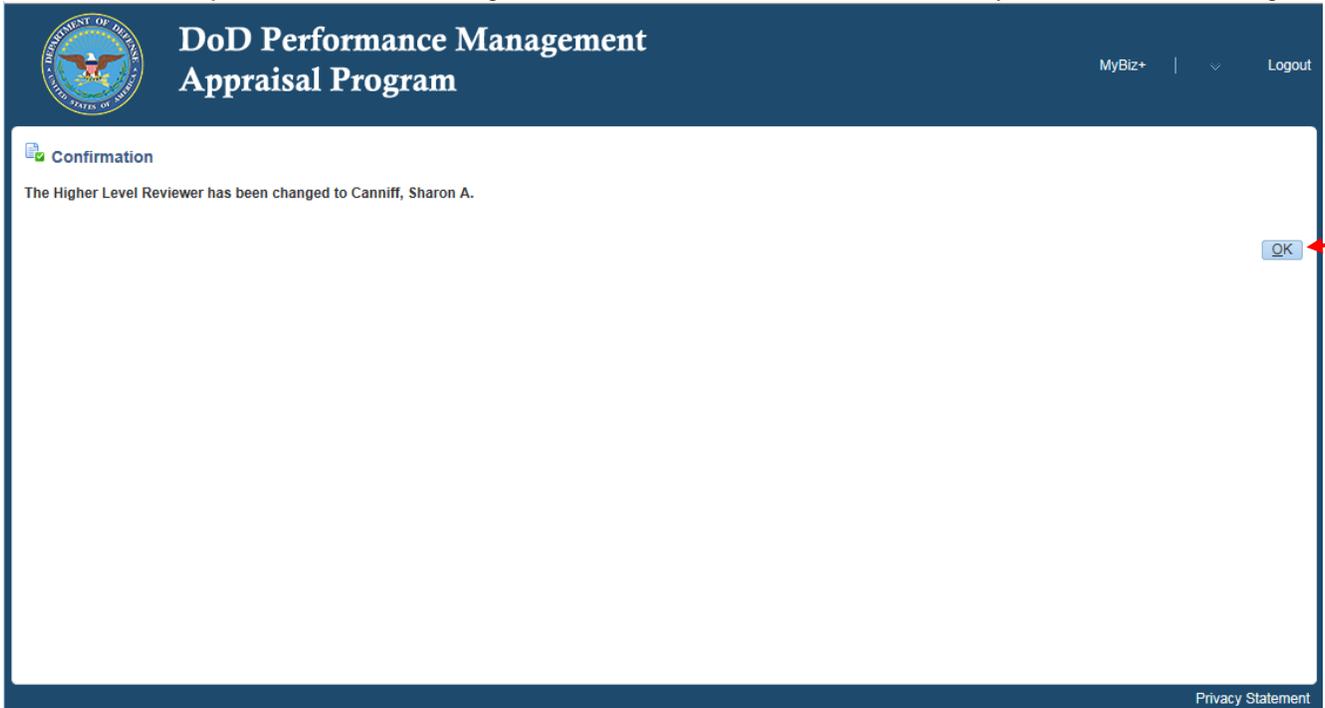
- To provide additional information to the HLR, enter a message in the text box below Message to Higher Level Reviewer and select Change Higher Level Reviewer and Notify by E-mail button at top right corner.
- If you choose not to send a message, select Change Higher Level Reviewer without E-mail Notification button. You will need to contact the new HLR directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select **Need Help?**

Spell Check

Notice: You are about to contact Canniff, Sharon A by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

6. This screen is just to confirm the change of HLR. Click on <Ok> to return to the MyPerformance Main Page:



NOTE: If you are changing the RO's name to transfer the plan to a gaining supervisor, once the gaining supervisor has the plan, they may want to adjust existing performance elements, add or delete performance elements. Once the gaining supervisor adjusts the performance plan, they must re-approve the plan. Even if nothing is changed on the performance plan, at a minimum, the gaining supervisor must re-approve the plan.