

**Performance Ratings Overview**

The Department of Human Resource Management (DHRM) maintains annual performance cycles and cycle effective dates. DHRM also communicates the applicable open/closed dates through normal business processes. Performance Ratings are collected annually and entered for all VPA employees.

During the annual performance rating cycle, Agency HR will upload all ratings for their employees using the following ratings:

- “X” – Extraordinary
- “H” – Highly Successful
- “S” – Successful
- “P” – Partially Successful
- “U” – Unsuccessful
- “L” – Employee on Leave or Not Rated

**Note:** For all Agencies using the COV PageUp Performance Management Application, ratings and updates will be sent to Cardinal through nightly batch process. These Agencies will not make changes in Cardinal (rating entries or corrections) unless a transaction fails to load during the nightly batch process.

For further information on how to complete Performance Ratings via a Mass Upload, see the Job Aid titled **HR351\_Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The Agency HR will also have the option to manually enter a rating for each employee directly into Cardinal via the **Performance Ratings** page.

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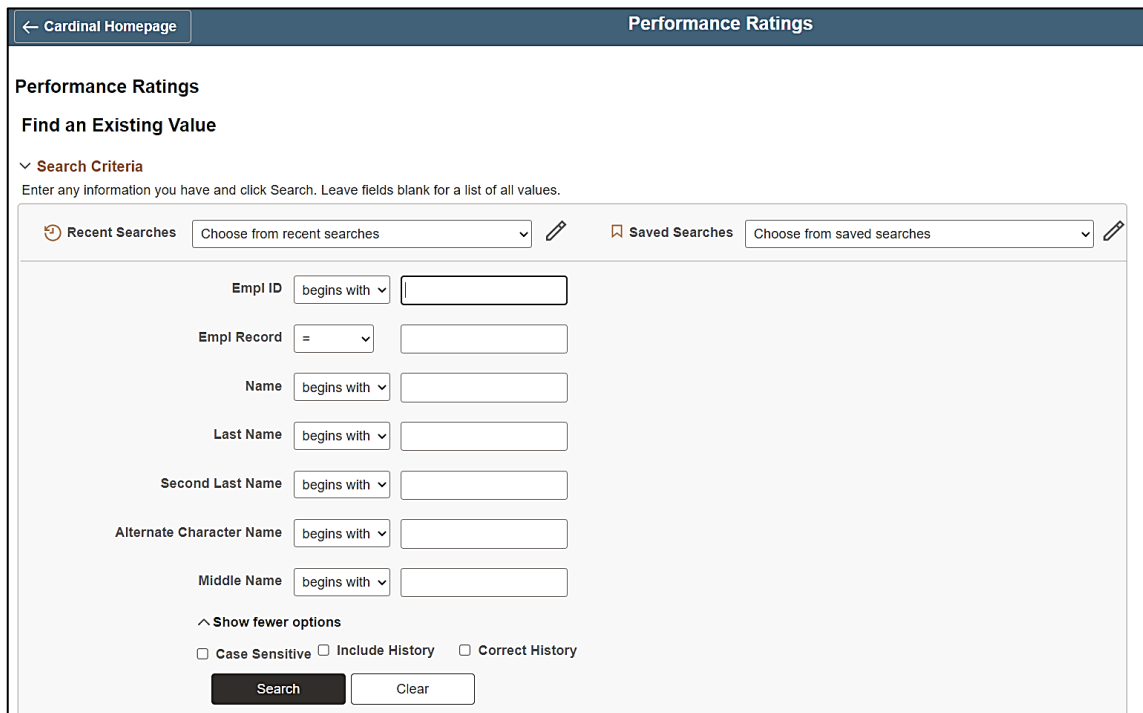
### Revision History

| Revision Date | Summary of Changes                                                                                                                                                                                                                                                 |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/28/2025    | Ratings Codes updated in the Overview section. Screenshots updated in the applicable sections with the new Ratings Codes and the new rating cycle. Verbiage updated in the <a href="#">Re-Evaluation Status</a> section.                                           |
| 4/17/2025     | Added a new section titled <a href="#">How to Correct an Employee's Performance Rating Cycle</a> .                                                                                                                                                                 |
| 3/1/2025      | Updated the screenshots of the Search pages ( <a href="#">Section 1</a> ; after Step 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid. |

### Updating Performance Ratings

| Step | Action                                                                                                                                                                               |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Navigate to the <b>Performance Ratings</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Workforce Development &gt; Performance Management &gt; Performance Ratings</b> |

The **Performance Ratings Find an Existing Value Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.

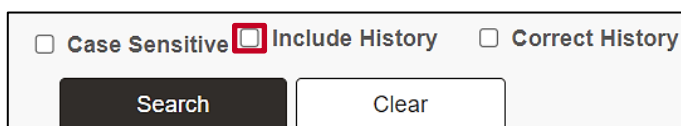
Enter the employee's Employee ID in the **Empl ID** field.

**Note:** Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



3.

Click the **Include History** checkbox.

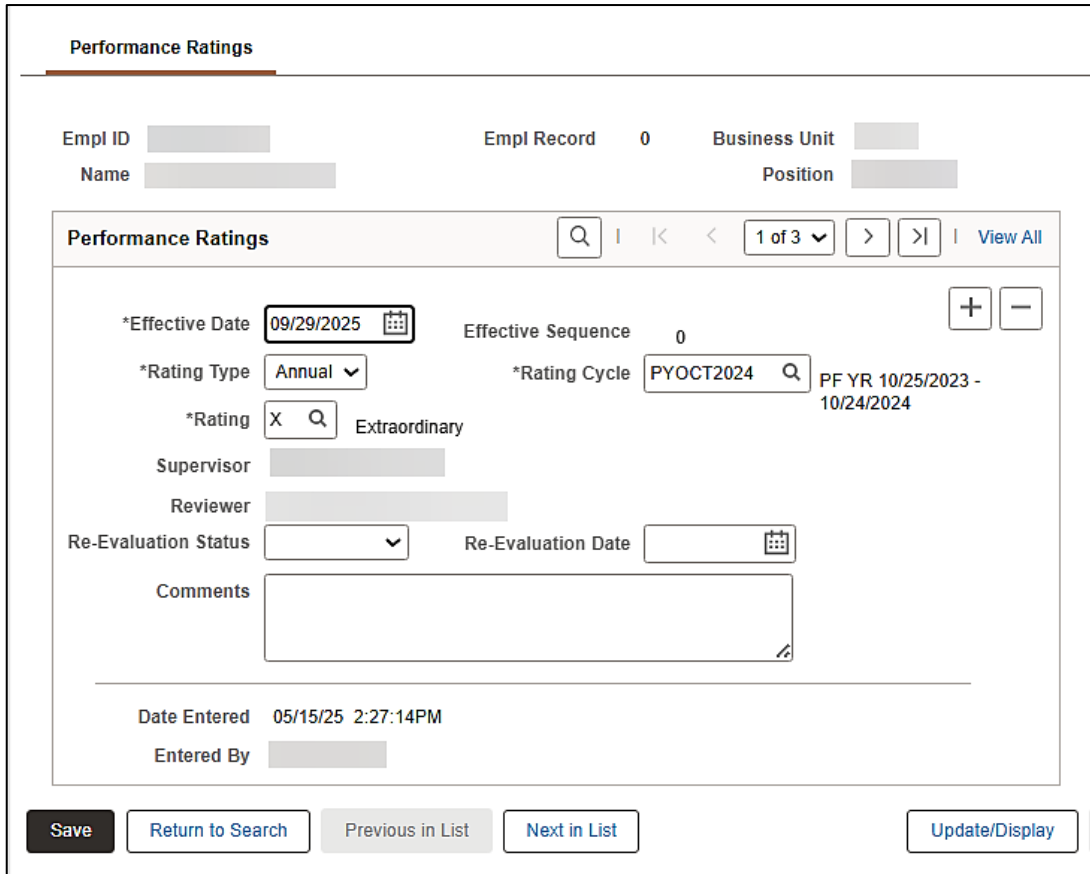
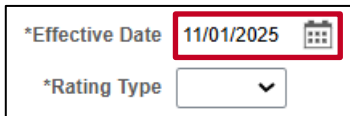
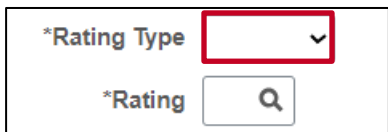


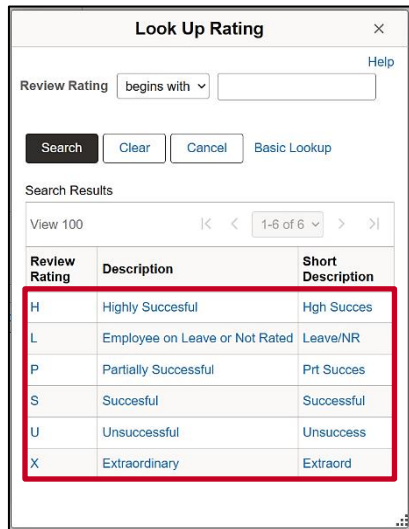


## Human Resources Job Aid

### HR351\_Performance Ratings

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <p>Click the <b>Search</b> button.</p> <div><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</div> <div><b>Search</b> Clear</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|      | <p>The <b>Performance Ratings</b> page displays for the applicable employee.</p> <div><div><div>Performance Ratings</div><div><div>Empl ID <input type="text"/></div><div>Empl Record 0</div><div>Business Unit <input type="text"/></div><div>Name <input type="text"/></div><div>Position <input type="text"/></div></div><div><div>Performance Ratings</div><div><div>Q</div><div> </div><div>&lt;</div><div>&gt;</div><div>1 of 2</div><div>&gt;</div><div>&gt; </div><div>View All</div></div><div><div><div>*Effective Date</div><div>12/31/2024</div><div></div></div><div><div>Effective Sequence</div><div>0</div><div></div></div><div><div></div><div>+</div><div>-</div></div></div><div><div><div>*Rating Type</div><div>Annual</div><div></div></div><div><div>*Rating Cycle</div><div>PYOCT2024</div><div></div></div><div><div>PF YR</div><div>10/25/2023 - 10/24/2024</div></div></div><div><div><div>*Rating</div><div>X</div><div></div></div><div>Extraordinary</div></div><div><div>Supervisor</div><div><input type="text"/></div></div><div><div>Reviewer</div><div><input type="text"/></div></div><div><div>Re-Evaluation Status</div><div></div><div></div></div><div><div>Re-Evaluation Date</div><div><input type="text"/></div><div></div></div><div><div>Comments</div><div><input type="text"/></div></div></div><div><div>Date Entered</div><div>05/15/25 2:27:14PM</div></div><div><div>Entered By</div><div><input type="text"/></div></div></div><div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Update/Display</div></div></div> |

| Step                                                                                                                                                                                                                            | Action                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The <b>Performance Ratings</b> page refreshes with the new effective dated row displayed.</p> <div data-bbox="272 373 1356 1241">  </div> |                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                              | <p>When a new row is created, the row count increases by one and the effective date defaults to the current date.</p>                                                                                                                                                                                                                              |
| 6.                                                                                                                                                                                                                              | <p>Click the <b>Effective Date Calendar</b> icon and update the effective date as needed.</p> <p><b>Note:</b> This date will be the date the performance rating was discussed and signed off with the employee.</p> <div data-bbox="289 1526 636 1640">  </div> |
| 7.                                                                                                                                                                                                                              | <p>Click the <b>Rating Type</b> dropdown button and select "Annual".</p> <div data-bbox="305 1726 690 1856">  </div>                                                                                                                                            |

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.                                                                                  | <p>Click the <b>Rating Cycle Look up</b> icon and select the applicable rating cycle based on the annual performance process.</p> <div> <p>Effective Sequence 0</p> <p>*Rating Cycle <input type="text"/> </p> </div>                                                                                                                                                                                                                                                                                                                                                         |
| 9.                                                                                  | <p>Click the <b>Rating Look up</b> icon and select the applicable rating for the employee.</p> <div> <p>*Rating Type <input type="text"/> </p> <p>*Rating <input type="text"/> </p> </div>                                                                                                                                                                                                                                                                                                   |
|  | <p>The following ratings are available for selection:</p> <ul style="list-style-type: none"> <li>“H” – Highly Successful</li> <li>“L” – Employee on Leave or Not Rated</li> <li>“P” – Partially Successful</li> <li>“S” – Successful</li> <li>“U” – Unsuccessful</li> <li>“X” – Extraordinary</li> </ul> <div>  </div> <p><b>Note:</b> If the employee received a performance rating of “L” – Employee on Leave or Not Rated, the rating can be changed when the employee returns from leave by repeating the steps to add a new row and update the rating accordingly.</p> |
|  | <p>The <b>Comments</b> field is currently not used in Cardinal. All existing historical comments are read-only.</p> <div> <p>*Rating <input type="text"/> X  Extraordinary</p> <p>Supervisor DOE, JOHN</p> <p>Reviewer DOE, JOHN</p> <p>Re-Evaluation Status <input type="text"/>  Re-Evaluation Date <input type="text"/> </p> <p>Comments <input type="text"/></p> </div>                         |

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>The <b>Supervisor</b> and <b>Reviewer</b> fields are read-only and default based on the employee's position and the supervisor's position.</p> <div data-bbox="290 409 1078 695"> <p>*Rating <input type="text" value="X"/> <input type="button" value="Q"/> Extraordinary</p> <p><b>Supervisor</b> DOE, JOHN</p> <p><b>Reviewer</b> DOE, JOHN</p> <p>Re-Evaluation Status <input type="text" value="v"/> Re-Evaluation Date <input type="text" value="calendar icon"/></p> <p>Comments <input type="text"/></p> </div> |
| 10.                                                                               | <p>Click the <b>Save</b> button.</p> <div data-bbox="290 783 1013 856"> <p><b>Save</b> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>                                                                                                                                                                                                                                                                              |

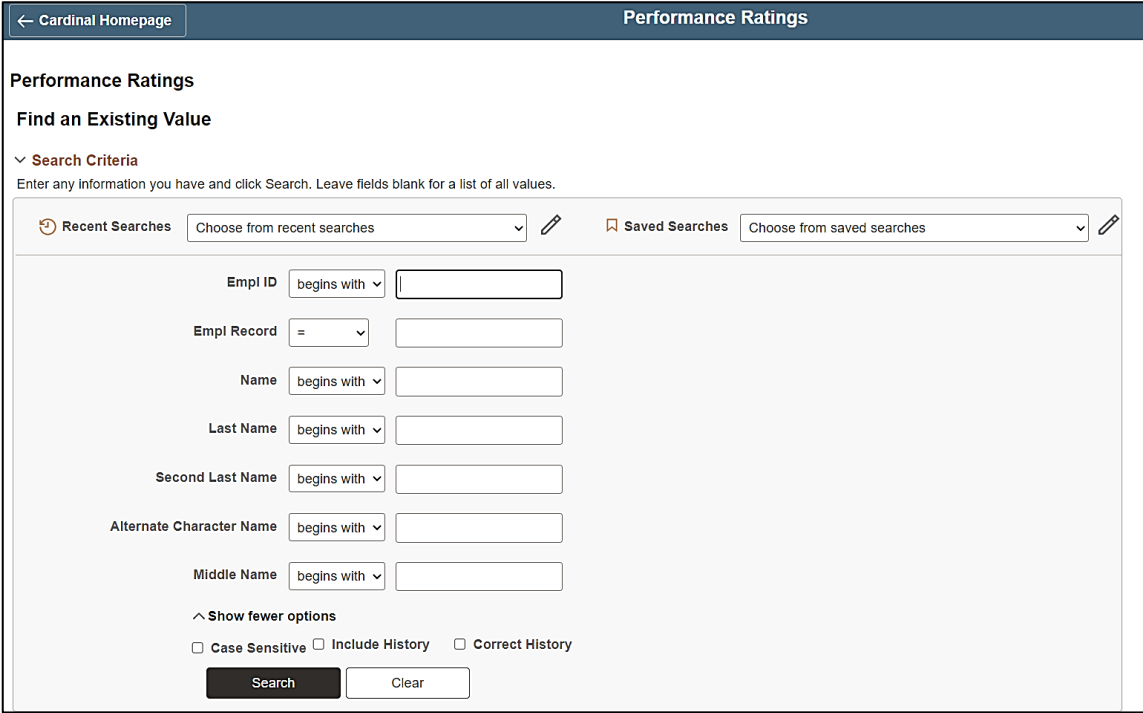


#### **Re-Evaluation Status (No Longer in Use)**

Per the 8/22/2025 DHRM policy revision, the Re-Evaluation process was eliminated but remains online. Do not enter Re-Evaluation information. Users may view the **Re-Evaluation** section on the **Performance Ratings** page but are encouraged not to utilize these fields.



### Recording the “L” Rating for an Employee on Leave During the Performance Rating Cycle

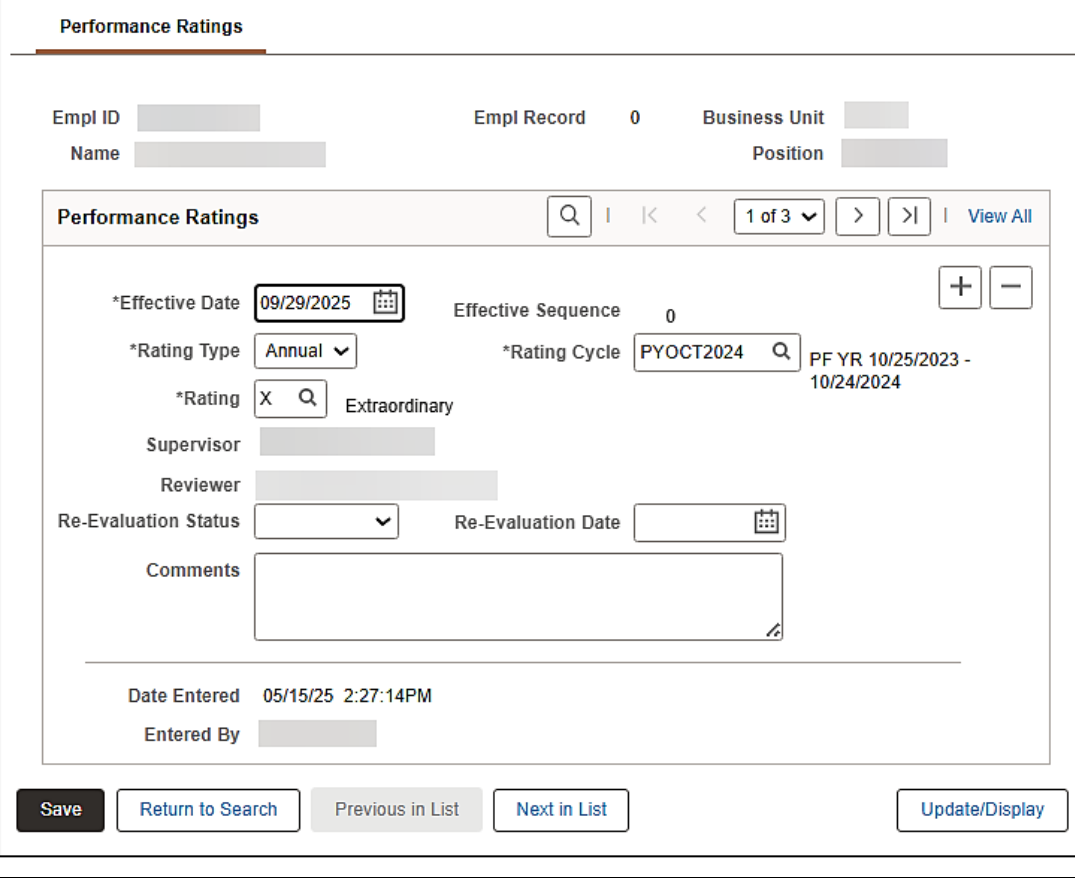
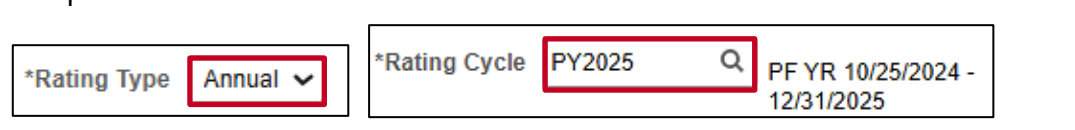
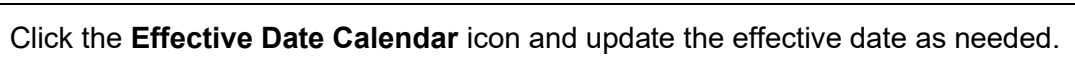
| Step                                                                                                                                                                              | Action                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                                                                                | <p>Navigate to the <b>Performance Ratings</b> page using the following path:</p> <p><b>NavBar &gt; Menu &gt; Workforce Development &gt; Performance Management &gt; Performance Ratings</b></p>                                                                                                          |
| <p>The <b>Performance Ratings Find an Existing Value Search</b> page displays.</p> <div></div> |                                                                                                                                                                                                                                                                                                          |
|                                                                                                | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                         |
| 2.                                                                                                                                                                                | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div></div> |

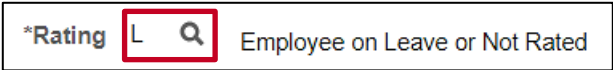
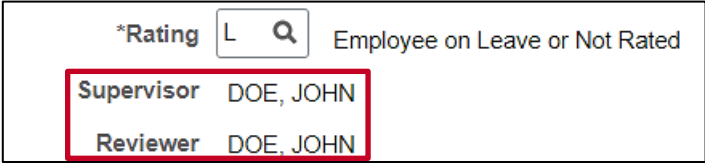
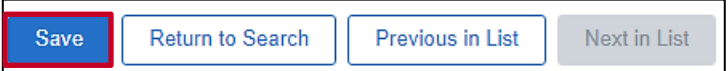


## Human Resources Job Aid

### HR351\_Performance Ratings

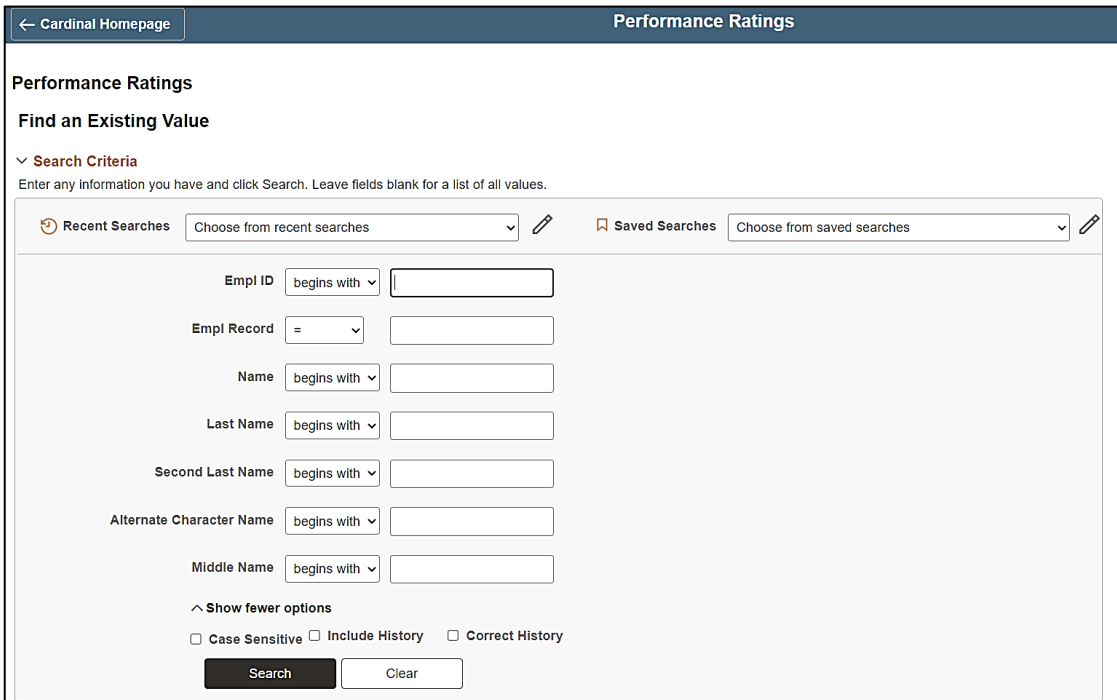
| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Click the <b>Include History</b> checkbox.</p> <div><input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History</div> <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div> |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Click the <b>Search</b> button.</p> <div><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</div> <div><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/></div>            |
| <p>The <b>Performance Ratings</b> page displays for the applicable employee.</p> <div><div><div>Performance Ratings</div><div><div>Empl ID <input type="text"/></div><div>Empl Record 0</div><div>Business Unit <input type="text"/></div><div>Name <input type="text"/></div><div>Position <input type="text"/></div></div><div><div>Performance Ratings</div><div><input type="button" value="Q"/>   &lt; &gt;   1 of 2   <input type="button" value="View All"/></div><div><div><div>*Effective Date <input type="text" value="12/31/2024"/> <input type="button" value="Calendar"/></div><div>Effective Sequence 0</div><div><input type="button" value="+"/> <input type="button" value="-"/></div></div><div><div>*Rating Type <input type="text" value="Annual"/></div><div>*Rating Cycle <input type="text" value="PYOCT2024"/> <input type="button" value="Q"/></div><div>PF YR 10/25/2023 - 10/24/2024</div></div><div><div>*Rating <input type="text" value="X"/> <input type="button" value="Q"/></div><div>Extraordinary</div></div><div><div>Supervisor <input type="text"/></div><div>Reviewer <input type="text"/></div></div><div><div>Re-Evaluation Status <input type="text"/></div><div>Re-Evaluation Date <input type="text"/></div></div><div><div>Comments <input type="text"/></div></div><div><div>Date Entered 05/15/25 2:27:14PM</div><div>Entered By <input type="text"/></div></div></div><div><div><input type="button" value="Save"/></div><div><input type="button" value="Return to Search"/></div><div><input type="button" value="Previous in List"/></div><div><input type="button" value="Next in List"/></div><div><input type="button" value="Update/Display"/></div></div></div></div></div> |                                                                                                                                                                                                                                                                                         |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Click the <b>Add a New Row</b> icon to add a new effective dated row.</p> <div><input checked="" type="button" value="+"/> <input type="button" value="-"/></div>                                                                                                                    |

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>The <b>Performance Ratings</b> page redispays with the new effective dated row displayed.</p>  <p>The screenshot shows the 'Performance Ratings' form. At the top, there are fields for 'Empl ID', 'Empl Record' (0), 'Business Unit', 'Name', and 'Position'. Below these is a search bar with 'Performance Ratings' entered. The main form area contains fields for '*Effective Date' (09/29/2025), 'Effective Sequence' (0), '*Rating Type' (Annual), '*Rating Cycle' (PYOCT2024), '*Rating' (X), 'Supervisor', 'Reviewer', 'Re-Evaluation Status', 'Re-Evaluation Date', and 'Comments'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Update/Display'.</p> |
|  | <p>When a new row is created, the row count increases by one and the effective date defaults to the current date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|  | <p>The <b>Rating Type</b> and <b>Rating Cycle</b> fields default based on the previous row and should not be updated.</p>  <p>The screenshot shows the '*Rating Type' field set to 'Annual' and the '*Rating Cycle' field set to 'PY2025'. Both fields are highlighted with red boxes. To the right, there is a 'PF YR' field showing '10/25/2024 - 12/31/2025'.</p>                                                                                                                                                                                                                                                                                                                                                          |
| 6.                                                                                  | <p>Click the <b>Effective Date Calendar</b> icon and update the effective date as needed.</p> <p><b>Note:</b> This is the date the supervisor is submitting the “Employee on Leave or Not Rated” rating for the employee.</p>  <p>The screenshot shows the '*Effective Date' field set to '12/31/2025'. A red box highlights the date and the calendar icon to its right.</p>                                                                                                                                                                                                                                                                                                                                                 |

| Step                                                                               | Action                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.                                                                                 | <p>Click the <b>Rating Look up</b> icon and select the “L” – Employee on Leave or Not Rated list item.</p>                                         |
|   | <p>The <b>Supervisor</b> and <b>Reviewer</b> fields are read-only and default based on the employee's position and the supervisor's position.</p>  |
| 8.                                                                                 | <p>Click the <b>Save</b> button.</p>                                                                                                              |
|  | <p>When the employee returns from leave and the performance rating is completed, repeat these steps to add a row and update the rating accordingly.</p>                                                                             |

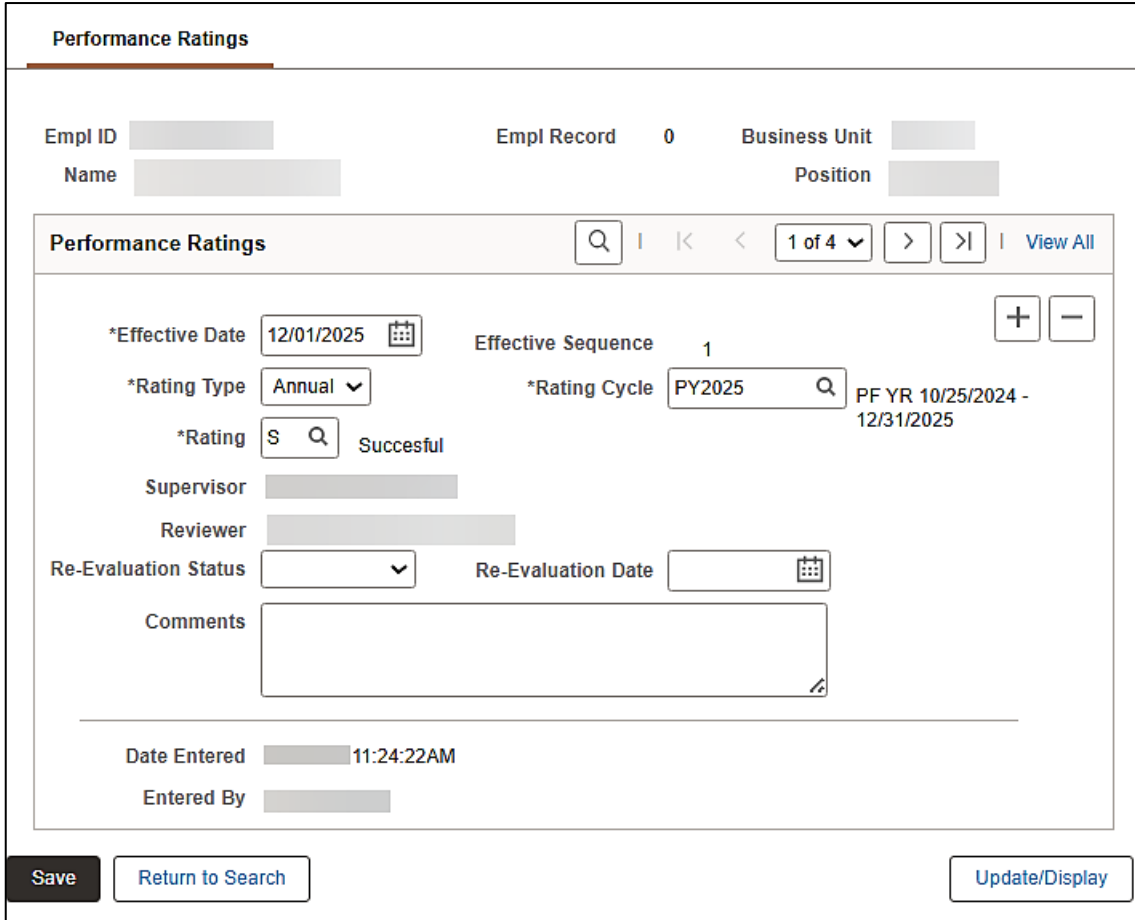
### Correcting an Employee's Performance Rating Cycle

If the Agency is using DHRM's PageUp Performance application, corrections should be made in PageUp. Corrections will carry over in the nightly business day batch process. Should any transactions fail to process from PageUp to Cardinal, manual online or mass upload entry may be required.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Performance Ratings</b> page using the following path:<br/> <b>NavBar &gt; Menu &gt; Workforce Development &gt; Performance Management &gt; Performance Ratings</b></p> <p>The <b>Performance Ratings Find an Existing Value Search</b> page displays.</p>  |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                                     |
| 2.                                                                                  | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p>                                                                         |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | Click the <b>Include History</b> checkbox. <div data-bbox="417 457 756 541"> <input type="checkbox"/> Case Sensitive             <input checked="" type="checkbox"/> Include History             <input type="checkbox"/> Correct History             <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.   | Click the <b>Search</b> button. <div data-bbox="417 583 756 667"> <input type="checkbox"/> Case Sensitive             <input type="checkbox"/> Include History             <input type="checkbox"/> Correct History             <div> <input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|      | <p>The <b>Performance Ratings</b> page displays for the applicable employee.</p> <div data-bbox="417 707 1336 1690"> <div>Performance Ratings</div> <div> <div>Empl ID <input type="text"/></div> <div>Empl Record 0</div> <div>Business Unit <input type="text"/></div> <div>Name <input type="text"/></div> <div>Position <input type="text"/></div> </div> <div> <div>Performance Ratings</div> <div> <input type="button" value="Q"/> <input type="button" value="I"/> <input type="button" value="K"/> <input type="button" value="1 of 3"/> <input type="button" value="&gt;"/> <input type="button" value="&gt; "/> <input type="button" value="View All"/> </div> </div> <div> <div> <div>*Effective Date <input type="text" value="12/01/2025"/></div> <div>Effective Sequence 0</div> <div> <div>*Rating Type Annual</div> <div>*Rating Cycle PY2025</div> <div>PF YR 10/25/2024 - 12/31/2025</div> </div> <div> <div>*Rating S</div> <div>Successful</div> </div> <div>Supervisor <input type="text"/></div> <div>Reviewer <input type="text"/></div> <div> <div>Re-Evaluation Status</div> <div>Re-Evaluation Date <input type="text"/></div> </div> <div>Comments <input type="text"/></div> </div> <div> <div>Date Entered <input type="text" value="11:24:22AM"/></div> <div>Entered By <input type="text"/></div> </div> <div> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Update/Display"/> </div> </div> </div> |
| 5.   | Click the <b>Display Rows in the Range Dropdown</b> button or use the <b>Navigation Arrows</b> to navigate to the row that needs to be corrected. <div data-bbox="417 1707 576 1757"> <input checked="" type="button" value="1 of 3"/> <input checked="" type="button" value="&gt;"/> <input type="button" value="&gt; "/> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|      | <p>The <b>Performance Ratings</b> page refreshes with the desired effective dated row displayed.</p> <div data-bbox="251 373 1380 1270"> <div>Performance Ratings</div> <div> <div>Empl ID <input type="text"/></div> <div>Empl Record 0</div> <div>Business Unit <input type="text"/></div> <div>Name <input type="text"/></div> <div>Position <input type="text"/></div> </div> <div> <div>Performance Ratings <input type="text"/></div> <div> <input type="button" value="Q"/>   &lt; &lt; 1 of 3 &gt; &gt;  <a href="#">View All</a> </div> </div> <div> <div>*Effective Date <input type="text" value="12/01/2025"/> <input type="button" value="Calendar"/></div> <div>Effective Sequence 0</div> <div>+ -</div> </div> <div> <div>*Rating Type <input type="text" value="Annual"/> <input type="button" value="v"/></div> <div>*Rating Cycle <input type="text" value="PY2025"/> <input type="button" value="Q"/></div> <div>PF YR 10/25/2024 - 12/31/2025</div> </div> <div> <div>*Rating <input type="text" value="S"/> <input type="button" value="Q"/> Successful</div> <div>Supervisor <input type="text"/></div> <div>Reviewer <input type="text"/></div> </div> <div> <div>Re-Evaluation Status <input type="text"/> <input type="button" value="v"/></div> <div>Re-Evaluation Date <input type="text"/> <input type="button" value="Calendar"/></div> </div> <div> <div>Comments <input type="text"/></div> </div> <div> <div>Date Entered <input type="text"/> 11:24:22AM</div> <div>Entered By <input type="text"/></div> </div> <div> <div>Save</div> <div>Return to Search</div> <div>Update/Display</div> </div> </div> |
| 6    | <p>Click the <b>Add a New Row</b> icon to add a new effective dated row.</p> <div data-bbox="264 1360 417 1455"> <div>+ -</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Step                                                                                | Action                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>The <b>Performance Ratings</b> page redisplay with the new effective dated row.</p> <div data-bbox="251 375 1380 1289">  </div>                                      |
|  | <p>When a new row is created, the row count increases by one and the effective date displays the same effective date. The <b>Effective Sequence</b> field is increased by one. Do not update.</p>                                                          |
|  | <p>The <b>Rating Type</b> and <b>Rating Cycle</b> fields default based on the previous row and should not be updated.</p> <div data-bbox="251 1522 1234 1627">  </div> |
| 7.                                                                                  | <p>Click the <b>Rating Look up</b> icon and select the corrected rating.</p> <div data-bbox="251 1701 698 1785">  </div>                                                |



| Step | Action                                                                                                                                       |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 8.   | <p>Click the <b>Save</b> button.</p> <div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div></div> |