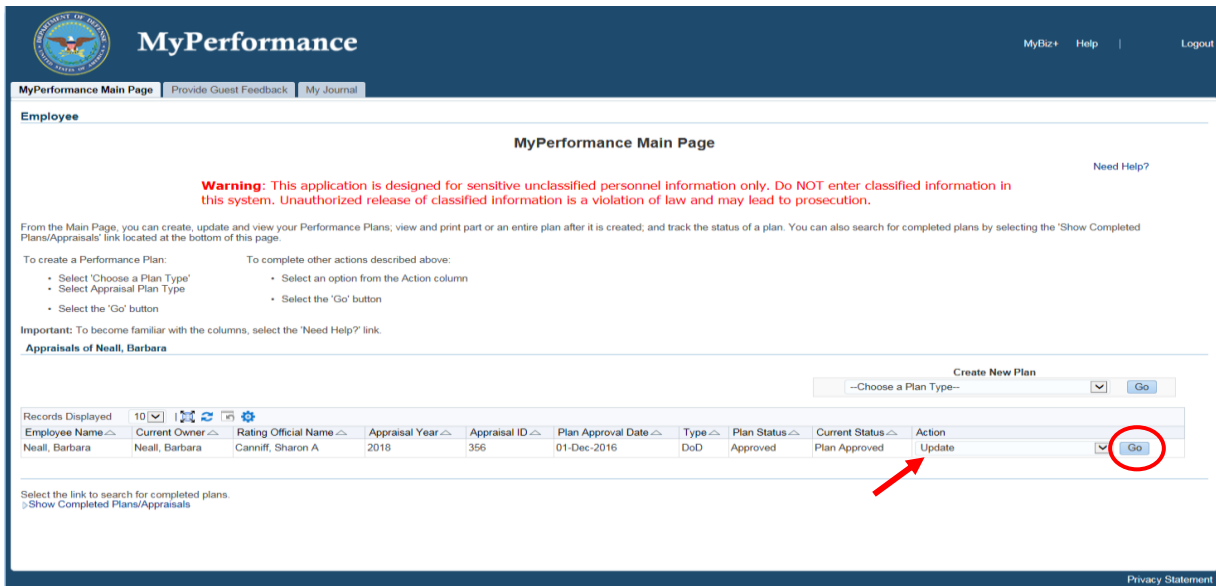


## How to Change the Rating Official or Higher Level Reviewer

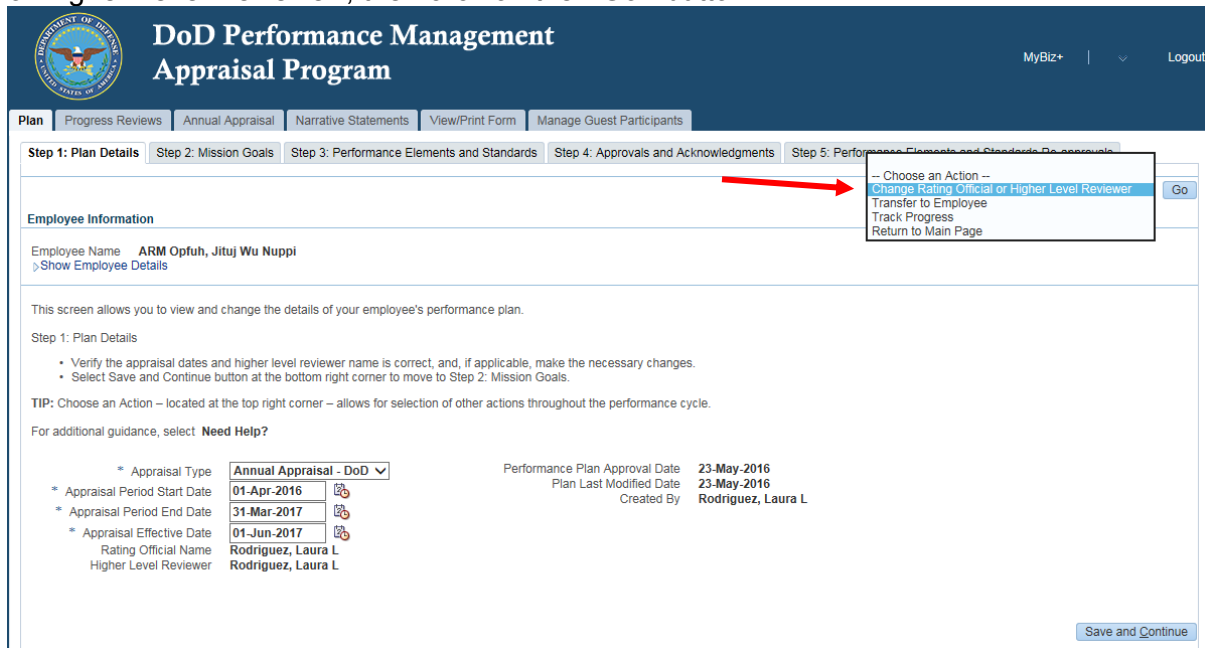
The employee, Rating Official, or Super User can change the Rating Official or Higher Level Reviewer on an employee's plan. Below are instructions on how to do this from the employee's or Rating Official's perspective. If this is being performed by the Super User, please refer to the Super User Guide for instructions.

Once the new RO's name is put on the plan, it automatically transfers it to them. The Plan does not have to be re-approved if the RO or HLR is changing, but no other changes are made to the plan. If the new RO makes any changes to the performance elements, the plan will have to be re-approved. In order to change the RO or HLR, you must have possession of the plan.

1. On the employee's or RO's MyPerformance Main Page, under the "Action" column, select *Update* and click the <Go> button:



2. On the next screen, 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:



3. On the next screen, to change the Rating Official name, or the Higher Level Reviewer name, click in the box next to “Rating Official Name” or the “Higher Level Reviewer Name” and type the name of the new RO or HLR. The system will find the name you are searching for. Then click on the <Continue> button:

**DoD Performance Management Appraisal Program**

Change Rating Official or Higher Level Reviewer

Employee Information

Employee Name **ARM Opfuh, Jituj Wu Nuppi**

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

Buttons: Cancel, Continue

4. The next screen is just to verify that you want to continue with the change, so click on the <Yes> button, or the <No> button to cancel:

**DoD Performance Management Appraisal Program**

**Warning**

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

Do you wish to continue?

Buttons: 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 (or Rating Official) 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 (or Rating Official) without E-mail Notification> button, it will not send an email to the new RO/HLR.

**Notification to Higher Level Reviewer - Canniff, Sharon A**

Buttons: 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.

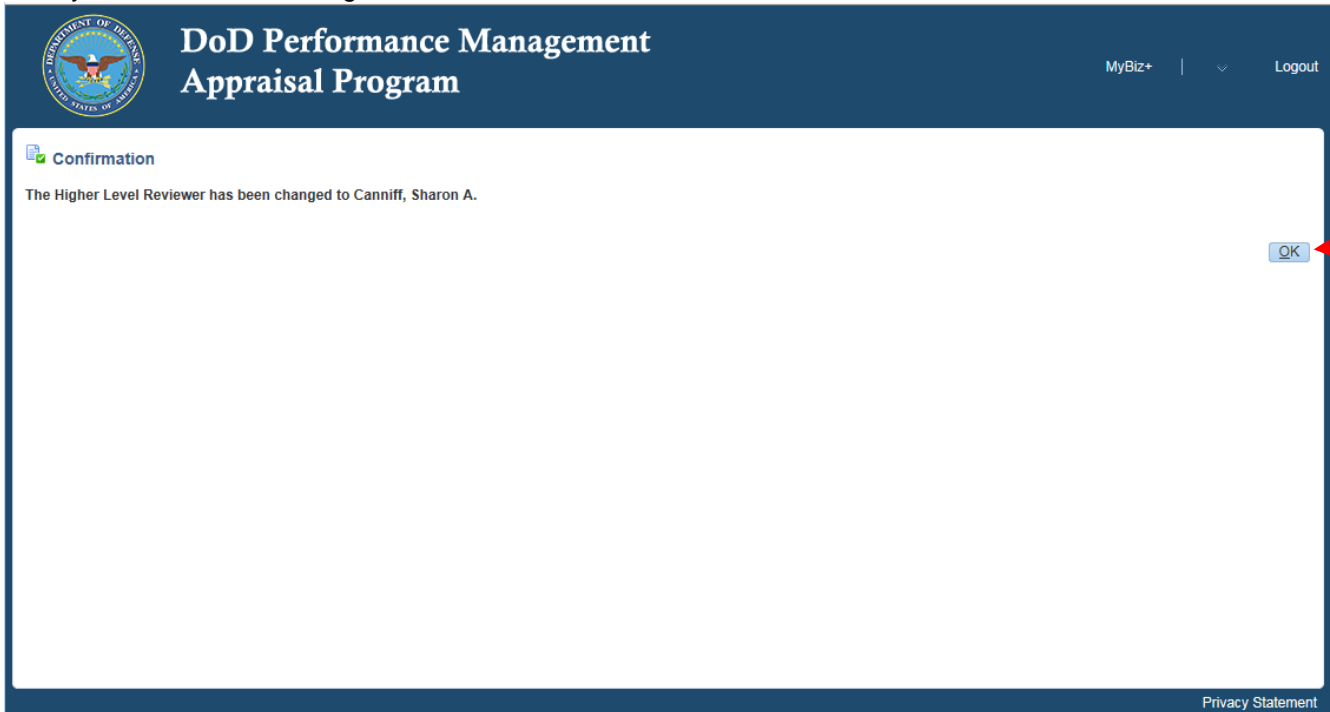
For additional guidance, select **Need Help?**

Text Area

Buttons: 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. The next screen is a confirmation screen telling you the change has been made. Click the <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. If the gaining supervisor adjusts the performance plan, they must re-approve the plan. If they don't change anything on the plan, it will not have to be re-approved.