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:

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:

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.
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:

![Confirmation Screen]

**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.