CHRIS Self Service

Updating an Existing Plan – Entering Plan Dates

Introduction

The current version of the CHRIS APPAS module has been built using Oracle Self-service technology. Throughout the rating period it may be necessary to update some of the date fields in the performance plans. The Performance Plan Issue Date, Mid-Year Review Date, Appraisal Date and PD Review Date fields can now be entered from the Build Performance Plan function.

Guide Contents

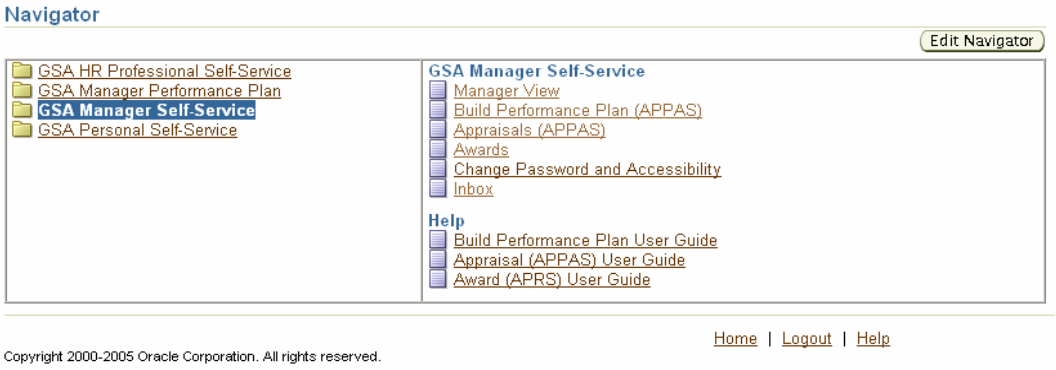
This guide provides instruction on how to update and enter performance plan and appraisal dates through out the year.

Updating an Existing Plan –Entering Plan Dates

Step 1

If you are a manager select GSA Manager Self-Service from the menu and then click on Build Performance Plan (APPAS) in the right hand column.

All other users select GSA Build Performance Plan and click on Build Performance Plan (APPAS) in the right hand column.



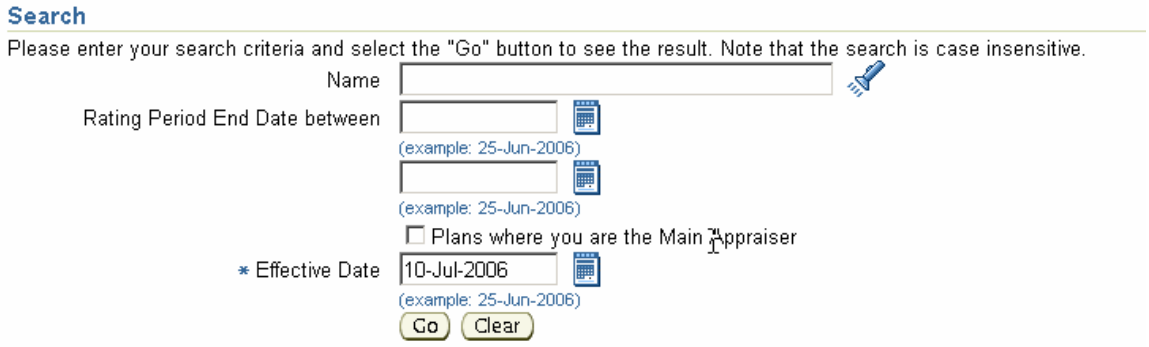
Important: The Internet Explorer or Netscape Back

button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

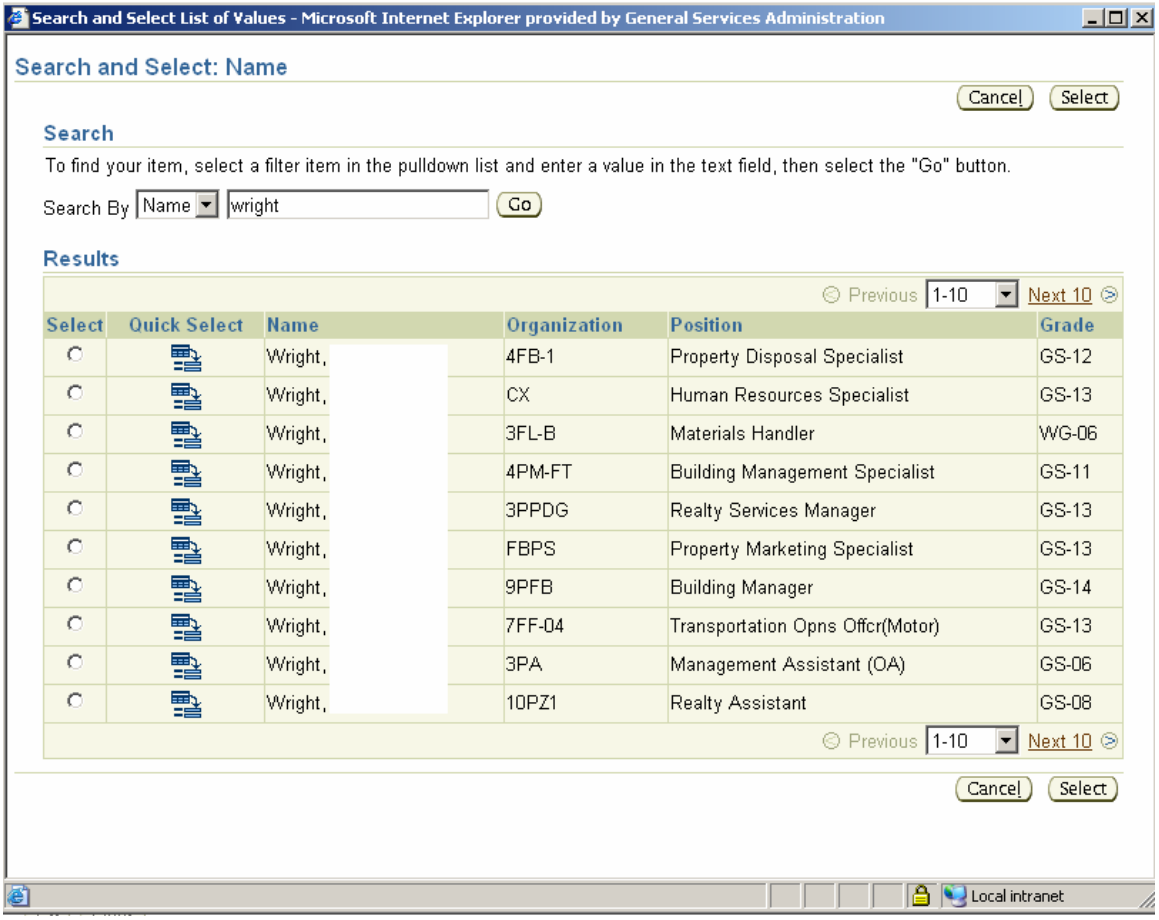
Step 2

The Plan Information screen appears and provides two options for searching for an employee's existing performance plan by name.

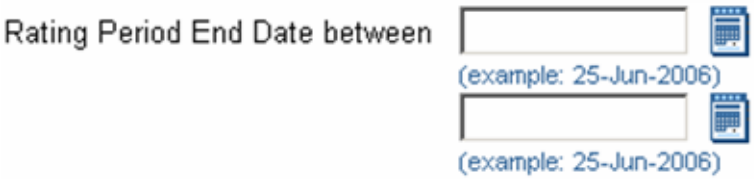
You can enter the employee's last name in the Name field and hit the tab key or click on the Flashlight icon .



This will take you to the Search and Select: Name screen. Identify the correct employee and click on the Quick Select icon Select . This will populate the Name field on the Plan Information screen.



To narrow your results to a specific date range, enter a starting and ending value in the Rating Period End Date fields. Click on the Go button Go .

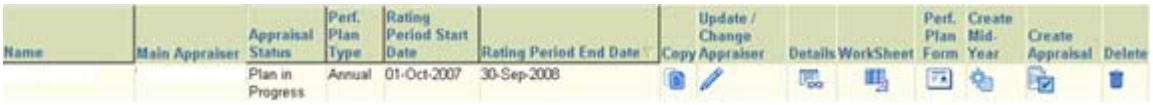


To limit your search to performance plans where you are the main appraiser, click on the "Plans where you are main appraiser" box and click on the go button Go .

Based upon the criteria that you have entered the Plan Information screen will populate with Performance Plans. For each performance plan there are multiple function buttons.

Step 3

Through out the rating period it may be necessary to update certain fields in the performance plans. Click on the Update Plan/Change Appraiser icon for the selected employee.



In the Plan Information section you can update/enter the Performance Plan Issue Date, Mid-Year Review Date, Appraisal Date and PD Review Date fields.

These can be entered by typing directly in to the field or by clicking on the calendar function icon.

Once you have made your entries, click on the Save button Save before exiting.