

CHRIS User Guide: Deleting a Performance Plan

CHRIS Responsibility Required: GSA Manager Self-Service or GSA Performance Plan

Module Overview

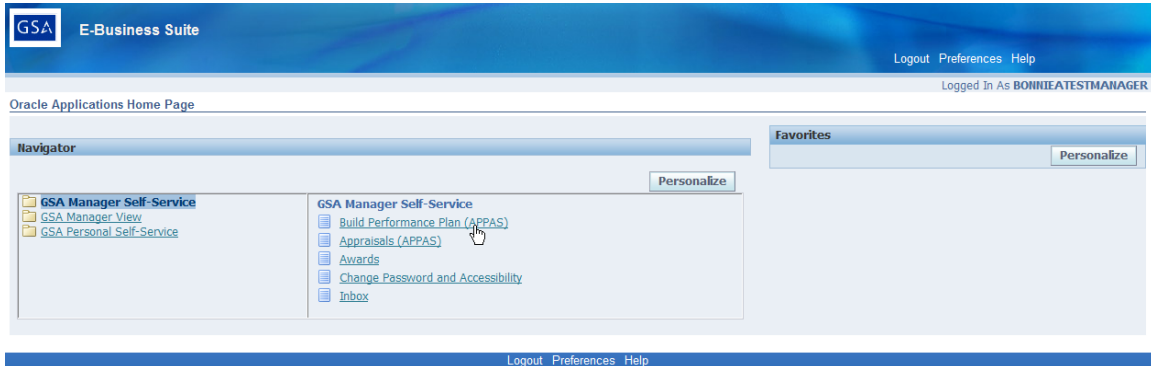
Purpose As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-Service. This automation includes issuing performance plans, and conducting mid-year/interim/annual appraisals. This user guide provides instructions on how to delete a performance plan from Build Performance Plan.

Chapter Contents

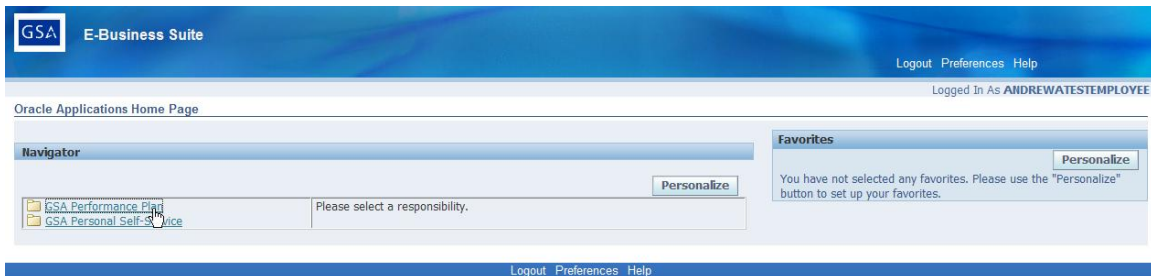
Topic	Page
Entering the Performance Plan Responsibility	<u>2</u>
Querying the Employee and Performance Plan	<u>3</u>
Deleting the Performance Plan	<u>5</u>

Entering the Performance Plan Responsibility


If you are a manager, select **GSA Manager Self-Service**, then select the **Build Performance Plan (APPAS)** menu option.

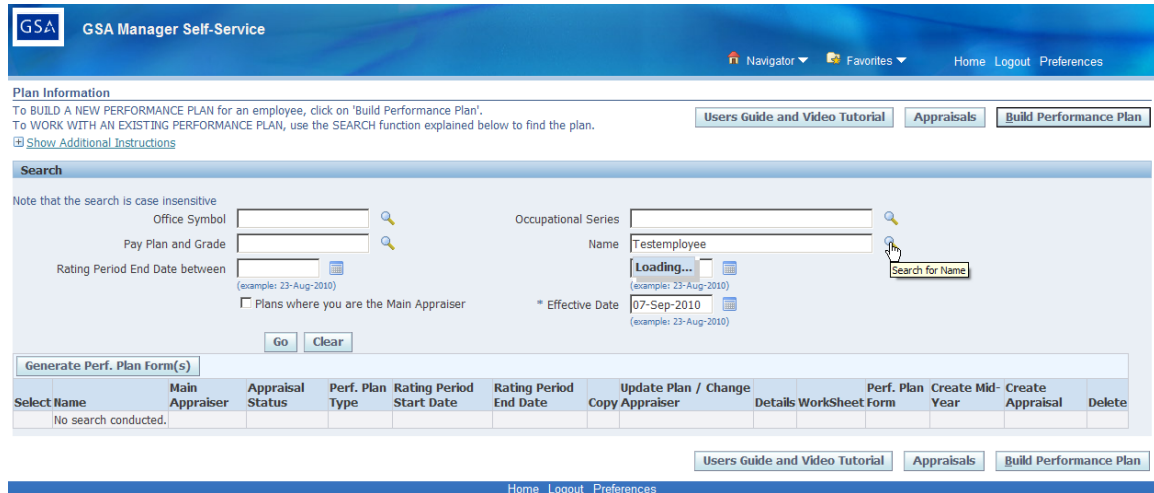


For non-supervisory employees that assist with performance plans, select **GSA Performance Plan**.



Querying the Employee and Performance Plan

The **Plan Information** screen appears and provides multiple options for identifying the employee. If you are listed as the employee's main appraiser, you can select the box next to **Plans where you are the main appraiser**. Otherwise, the most direct way to locate an employee is to use the **Name** field. If searching the name field, type in the employee's last name, and select the **Search** icon .



GSA Manager Self-Service

Plan Information
To BUILD A NEW PERFORMANCE PLAN for an employee, click on 'Build Performance Plan'.
To WORK WITH AN EXISTING PERFORMANCE PLAN, use the SEARCH function explained below to find the plan.
[Show Additional Instructions](#)

Search

Note that the search is case insensitive

Office Symbol Occupational Series


Pay Plan and Grade Name

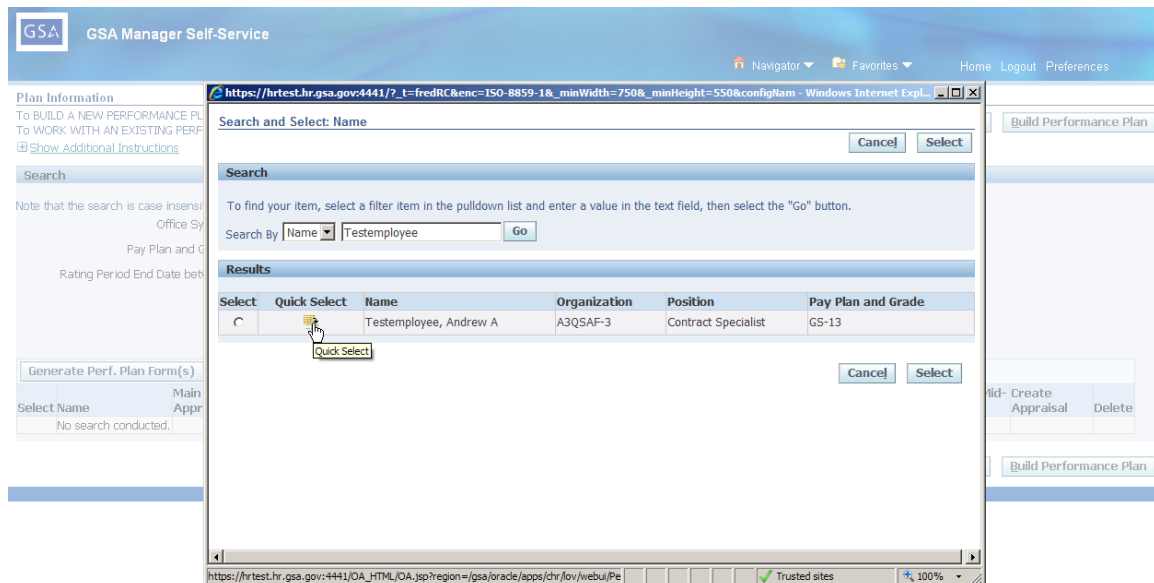
Rating Period End Date between Effective Date

Plans where you are the Main Appraiser

Go Clear

Select Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Change Copy Appraiser	Details Worksheet Form	Perf. Plan Year	Create Mid-Appraisal	Create Appraisal	Delete
No search conducted.											

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




GSA Manager Self-Service

Search and Select: Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.



Search By Go

Select	Quick Select	Name	Organization	Position	Pay Plan and Grade
<input type="checkbox"/>		Testemployee, Andrew A	A3QSAF-3	Contract Specialist	GS-13

Next, select the **Go** button to run the query.

The screenshot shows the GSA Manager Self-Service interface. The search criteria are: Office Symbol, Pay Plan and Grade, Rating Period End Date between (example: 23-Aug-2010), Occupational Series, Name (Testemployee, Andrew A), and * Effective Date (07-Sep-2010, example: 23-Aug-2010). The 'Go' button is highlighted. Below the search form is a table with the following data:


Select	Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Change Copy Appraiser	Details	Worksheet Form	Perf. Plan	Create Mid-Year	Create Appraisal	Delete
	No search conducted.												

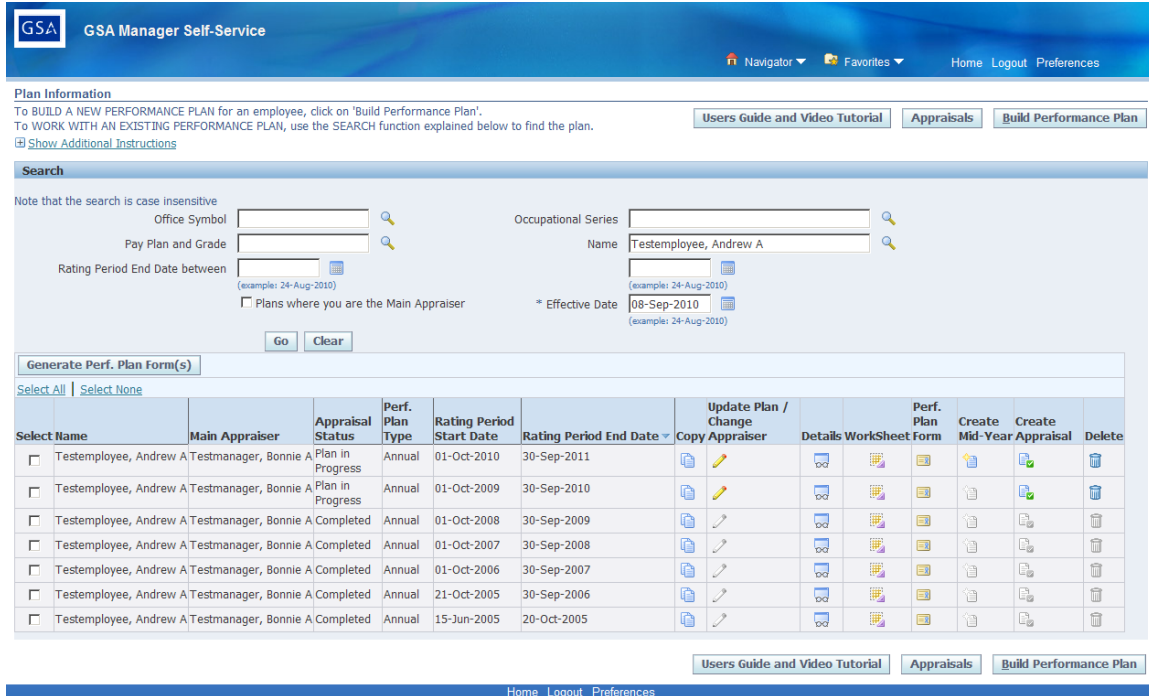
Confirm that that you have the correct performance plan by verifying the **Rating Period Start Date** and **Rating Period End Date**. Also, you can view the performance plan by selecting the **Details** icon , or **Worksheet** icon .

The screenshot shows the GSA Manager Self-Service interface with search criteria: Office Symbol, Pay Plan and Grade, Rating Period End Date between (example: 24-Aug-2010), Occupational Series, Name (Testemployee, Andrew A), and * Effective Date (08-Sep-2010, example: 24-Aug-2010). The 'Go' button is highlighted. Below the search form is a table with the following data:

Select	Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Change Copy Appraiser	Details	Worksheet Form	Perf. Plan	Create Mid-Year	Create Appraisal	Delete
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Plan in Progress	Annual	01-Oct-2010	30-Sep-2011							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Plan in Progress	Annual	01-Oct-2009	30-Sep-2010							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	01-Oct-2008	30-Sep-2009							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	01-Oct-2007	30-Sep-2008							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	01-Oct-2006	30-Sep-2007							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	21-Oct-2005	30-Sep-2006							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	15-Jun-2005	20-Oct-2005							

Deleting the Performance Plan

Once you have identified the performance plan that you intend to delete, select the **Delete** icon .



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Search
Note that the search is case insensitive

Office Symbol Occupational Series
Pay Plan and Grade Name
Rating Period End Date between * Effective Date
 Plans where you are the Main Appraiser

Select All | Select None

Select	Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Change Copy Appraiser	Details	WorkSheet	Perf. Plan Form	Create Mid-Year Appraisal	Create Appraisal	Delete
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Plan In Progress	Annual	01-Oct-2010	30-Sep-2011							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Plan In Progress	Annual	01-Oct-2009	30-Sep-2010							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	01-Oct-2008	30-Sep-2009							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	01-Oct-2007	30-Sep-2008							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	01-Oct-2006	30-Sep-2007							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	21-Oct-2005	30-Sep-2006							
<input type="checkbox"/>	Testemployee, Andrew A	Testmanager, Bonnie A	Completed	Annual	15-Jun-2005	20-Oct-2005							

Home Logout Preferences

You will then be asked to confirm the deletion. Click the **Yes** button, if you wish to delete the Performance Plan. You have successfully deleted a performance plan.



GSA Manager Self-Service

Warning
You are about to delete the plan for Testemployee, Andrew A.

Do you want to continue with the deletion?

Home Logout Preferences