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.
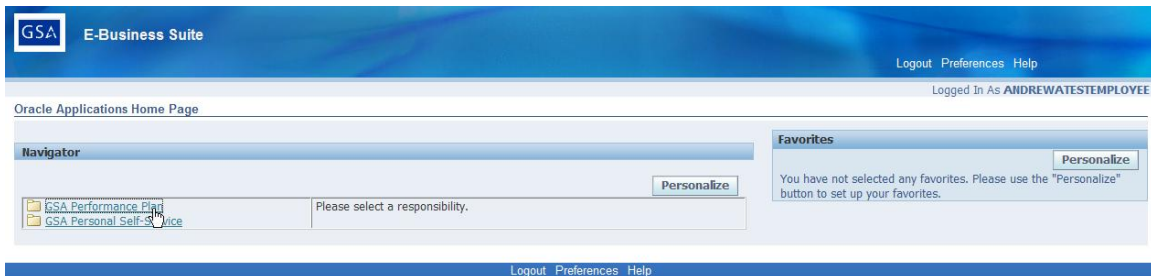
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Entering the Performance Plan Responsibility

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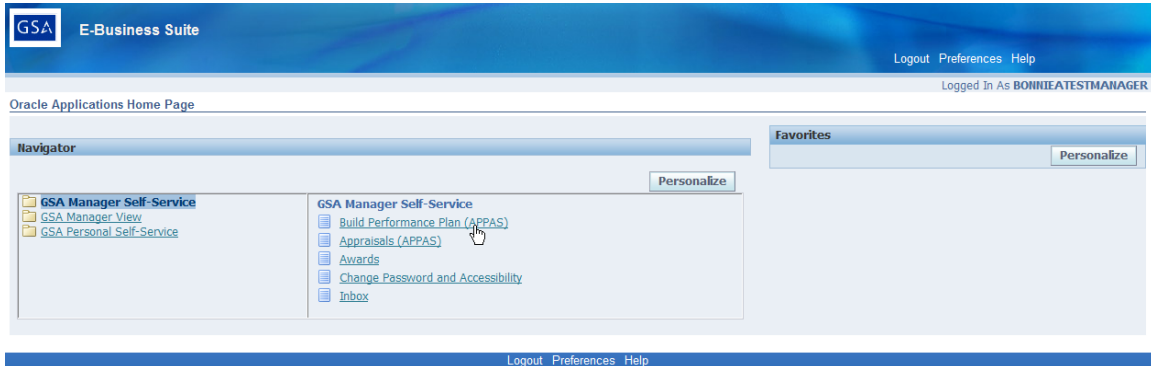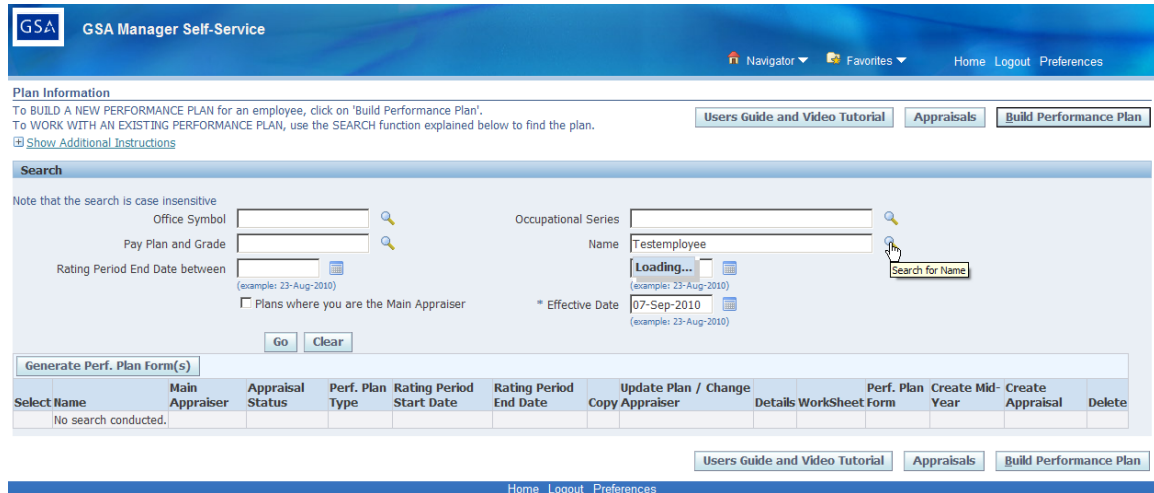

For non-supervisory employees that assist with performance plans, select **GSA Performance Plan.**

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 🔍 .

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.

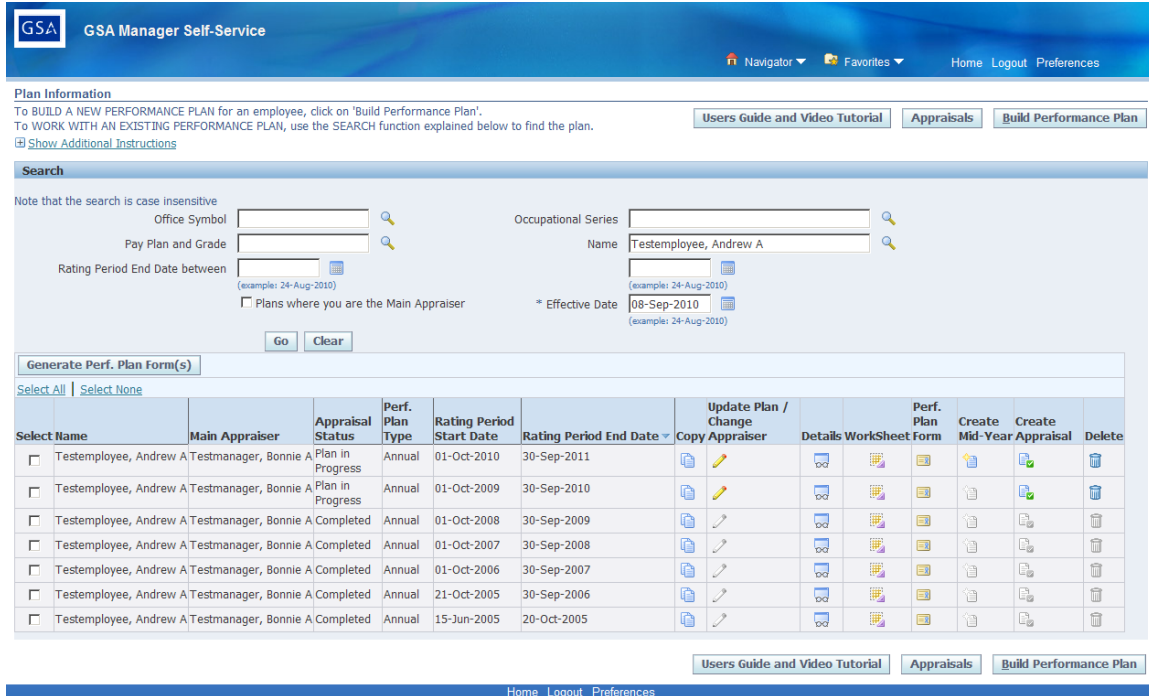Next, select the **Go** button to run the query.

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 📊.

Deleting the Performance Plan

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

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.