



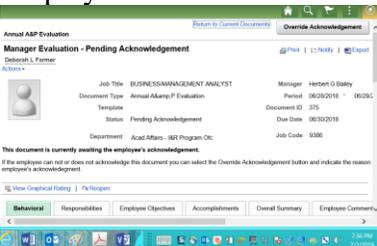
ePerformance Test Script

Process	Manager Overrides Acknowledgement	Module: ePerformance Business Process: 8.50 Date Created: 05/13/2018 Date Revised: 11/06/2019
Purpose	Manager Overrides Employee Acknowledgement	
Navigation	Manager Self Service > Performance Management > Performance Documents > Current Documents	
Prerequisites	Employee Does Not Acknowledge Evaluation	
Helpful Hints		

STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
1.	Log in as Manager: Manager Self Service > Performance Management > Performance Documents > Current Documents Option 2: Log in As A Manager, Click on the Manager Self Service Tile. Click on Team Performance Tile Click on Current Documents Click on Evaluation for the Employee		



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STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
2.	Manager Clicks on the Employee evaluation to be processed. and Evaluation Displays	<p>Evaluation Displays</p> 	
3.	Manager Views Employee Acknowledgement Still in Pending Status	<p>Manager Views Acknowledgement Status</p> <p>Performance Process</p> <p>Steps and Tasks</p> <p>Jeborah L Farmer Annual A&P Evaluation 16/28/2018 - 06/29/2018 Overview</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Nominate Participants Due Date 06/28/2018 <input checked="" type="checkbox"/> Review Participant Evaluations Due Date 06/28/2018 <input type="checkbox"/> Review Self Evaluation Due Date 06/28/2018 <input checked="" type="checkbox"/> Complete Manager Evaluation Due Date 06/30/2018 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Update and Share <input checked="" type="checkbox"/> Request Acknowledgement <input type="checkbox"/> Pending Acknowledgement <p>Complete</p>	
4.	Manager Clicks Override Acknowledgment. (Top Right)	<p>Override Confirmation Displays</p> 	



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STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
5.	Select Override Reason and Click Confirm 1. Employee Not Available 2. Employee Refused	Override Acknowledgement Complete <hr/> Override Employee Acknowledgement <small>You have chosen to override your employee's acknowledgement of this document. Please indicate the reason for doing so.</small> <input checked="" type="radio"/> Employee Not Available <input type="radio"/> Employee Refused <small>Select confirm to move the document to the next status. Upon selecting confirm your electronic signature will be placed in the employee's signature section on this document with the reason why you are overriding the employee acknowledgement.</small> <div style="text-align: center;"> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/> </div>	
6.	Acknowledgement Overridden Confirmation	Acknowledgement Overridden Confirmation <hr/> 	

Notes