

USA Performance Signature Workflows

Non-SES Performance Plan Workflows

Template Settings	Reviewing Official Required Signature Workflow	Reviewing Official Optional Signature Workflow	Signature Removal
Reviewing Official Required in Planning	1. RO releases plan to RevO. 2. RevO signs plan. 3. RO signs plan. 4. Emp signs plan.	1. RO signs plan. 2. Emp signs plan. 3. RevO can optionally sign the plan after the RatO or after the Emp signs.	1. If an Admin, RO, RevO Official or Emp removes signatures. 2. Emp cannot remove their signature if their signature was bypassed by the Admin or RO. 3. Admins can remove signatures in Planning even when signatures have been applied in Monitoring but not in Rating. Once signatures are applied in Rating, signature removal options are no longer available in Planning. 4. The Emp, RO and RevO can remove signatures from Planning up until the plan has one signature in Rating. It is possible to remove signatures in Planning during the Progress Review. When this occurs, changes can be made to the plan and resigned. Note: During testing, it was discovered that there are issues with entering the employee self-accomplishment narrative and releasing the narrative when signatures have been removed out of order.
Reviewing Official Required in Monitoring	1. RO signs plan. 2. Emp signs plan. 3. RevO signs plan.	1. RO signs plan. 2. Emp signs plan. 3. RevO can optionally sign the plan.	1. The Emp, RO and RevO can remove signatures in Monitoring. Removing one signature will result in the removal of all signatures from the Progress Review section.

			2. End user signatures cannot be removed from Monitoring once the plan has one signature in Rating.
Reviewing Official Required in Rating	1. RO signs and releases rating to RevO. 2. RevO signs or rejects the rating. 3. RO releases the rating to the Emp. 4. Emp signs.	1. RO (a) signs (b) releases or (c) signs and releases the rating to the Emp. 2. Emp signs the rating. 3. RevO can optionally sign the rating after the RO or after the Emp signs.	1. Admin can remove signatures at any time. This action will remove all signatures from the Rating section. 2. The RO and RevO can remove their signatures prior to the Emp signing. This action will remove all signature from the Rating section.
Reviewing Official Required in Rating PAC Option 1 - After the RO signs in the Rating Phase	1. RatO signs. 2. PAC certifies or bypasses. 3. RevO signs. 4. RatO releases to Emp. 5. Emp signs.	No optional workflow options.	1. Admin can remove signatures at any time. This action will remove all signatures from the Rating section. 2. Emp cannot remove signature in Rating.
Reviewing Official Required in Rating PAC Option 2 - After the RevO signs in the Rating Phase	1. RatO signs. 2. RevO signs. 3. PAC certifies or bypasses. 4. RatO releases to Emp. 5. Emp signs.	No optional workflow options.	1. Admin can remove signatures at any time. This action will remove all signatures from the Rating section. 2. Emp cannot remove signature in Rating.
Reviewing Official Required in Rating PAC Option 3 - After the Emp signs in the Rating Phase	1. RatO signs. 2. RevO signs. 3. RatO releases to Emp. 4. Emp signs. 5. PAC certifies or bypasses.	No optional workflow options.	1. Admin can remove signatures at any time. This action will remove all signatures from the Rating section. 2. Emp cannot remove signature in Rating.