

For Employees –

Transfer to Rating Official

Complete these steps to transfer a Performance Plan to a Rating Official:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column to view the *Update Performance Plan: Overview* page.
3. Select the **Transfer to Rating Official** button at the top right side or bottom right side of the page to view the *Share Appraisal Details with Rating Official* page.
 - Select the **Cancel** button to retain ownership of the Performance Plan and return to the *Update Performance Plan: Overview* page.
 - Enter your notification message and select the **Transfer to Rating Official** button to finalize your transmission
4. Select **Logout** at the top right side of the page to exit.

