

For Rating Officials –

Communicating the Final Appraisal to Employee

After pay pool deliberations are completed and a Human Resources (HR) professional finalizes the ratings (done after January 1st), the steps to complete the Performance Appraisal Application (PAA) record are determined by the Appraisal Status.

If the Appraisal Status is:

“Approved by PPM”: Document the communication of the rating of record to the employee and complete the PAA appraisal:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column next to the employee’s name to view the *Final Review: Rating Official* page.
3. Scroll down to the **Completing Final Rating** area.
4. Under **Step 1**, enter the Communication Date, the Rating Official Name (if different from the default), and Communication Method.
5. Select **Save**. **NOTE:** A copy of the final DD Form 2906 has been placed under the **Completed Plans/Appraisals** area on the *Performance Appraisal Application Main Page* for both Rating Official and employee.
6. Under **Step 2 (Optional)**, select **Print**.
7. On the *Print Appraisal Information* page, select **Print/View Form** to print the final DD Form 2906.
8. Under **Step 3**, select **Complete Appraisal**. **NOTE:** This action will remove the appraisal from your **Plans/Appraisals in Progress** area on the *Performance Appraisal Application Main Page*.
9. Select **Logout** at the top right side of the page to exit.



If the Appraisal Status is:

"PPM Return for Review" :

1. Ensure all changes have been made in accordance with the pay pool manager.
2. Select **Validate** on the *Rating Official Review Page* to change the Appraisal Status to **"Approved by PPM"**. Information will be validated against the NSPS Load Payout File.
3. Once Appraisal Status is **"Approved by PPM"**, follow steps 1 through 9 under **Approved by PPM** section.

If the Appraisal Status is:

Any status other than "Approved by PPM" or "PPM Return for Review":

One or more critical steps in the PAA process is missing (e.g., Higher Level Reviewer (HLR), etc.). If you wish to use the PAA appraisal:

1. Complete the missing steps and submit the recommended rating of record to the HLR.
2. After the HLR approves the recommended rating of record, Appraisal Status should read **"Pending PPM Approval"**.
3. Contact your HR professional to submit a Change Request Transmittal (CRT) to change the Appraisal Status to **"Approved by PPM"**.
4. Once the Appraisal Status is **"Approved by PPM"**, follow steps 1 through 9 under **Approved by PPM** section.

If the PAA appraisal will not be used to document the final rating of record for the appraisal cycle, select **Close** or **Delete** to remove it from **Plans/Appraisals in Progress**.

NOTE: An appraisal cannot be closed or deleted if the Appraisal Status equals one the following statuses:

- Pending Approval
- Returned for Review
- Pending PPM Approval
- PPM Return for Review
- Approved by PPM

To remove these appraisals from **Plans/Appraisals in Progress**, contact your HR professional to submit a CRT.

