

Manager - Reopen Evaluations

The Reopen Evaluation option is used when changes need to be made to an evaluation after it has been approved by the Next Level Supervisor. It can only be used if the evaluation holds one of the following statuses: Share with Employee, Request Acknowledgement, or Acknowledged.

1. From the PeopleSoft homepage, select the **Manager Self Service** option from the dropdown.

2. Select the **Team Performance** tile.

3. A list of available current documents will appear. Select the document, make sure it holds one of the following statuses: **Share with Employee, Request Acknowledgement, or Acknowledged.**

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
Jorge Lopez Program Coordinator/ Manager	UTEP Performance Evaluation	Acknowledged	01/11 12/31	03/30
John Smith Post Doctoral	UTEP Performance Evaluation	Define Criteria	01/01 12/31	03/31
Diana Rodriguez Administrative Assistant I	UTEP Performance Evaluation	Evaluation in Progress	01/01 12/31	12/31

4. Click on the **Reopen** link.

Please note, using the "Reopen" option will restart the workflow of the evaluation and the Next Level Supervisor's approval will be required once again.

5. Select **Confirm** to Reopen the evaluation and proceed to make changes to the evaluation.

Reopen Evaluation

You have chosen to reopen this document. Select confirm to have the document status set back to Evaluation In Progress.

Confirm **Cancel**