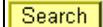
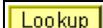
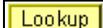


Manual Entry of Performance Ratings

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| 1. | Click the Administer Workforce link.  |
| 2. | Click the Manage Performance (USF) link.  |
| 3. | Click the Use link.  |
| 4. | Click the Employee Appraisal link.  |
| 5. | Enter the Employee ID to pull up the employee record. Enter the desired information into the EmplID field. Enter a valid value, e.g. " 0243 ". |
| 6. | Click the Search button.  |
| 7. | Enter the effective date of the appraisal in the Effective Date field. Click the Choose a date button.  |
| 8. | Click the desired date.  |
| 9. | In the From/To Date fields, enter the period of time for which the employee is being appraised. Click in the From Date field.  |
| 10. | Enter the desired information into the From Date field. Enter a valid value, e.g. " 11/14/2003 ". |
| 11. | Click in the From/To Date field.  |
| 12. | Enter the desired information into the From/To Date field. Enter a valid value, e.g. " 01/14/2004 ". |
| 13. | If known, enter the date of the next review in the Next Review Date field. |
| 14. | Click the Lookup Rating Scale button.  |
| 15. | Click the Lookup button.  |
| 16. | Select the Rating Scale from the list.  |
| 17. | Click the Lookup Review Rating button.  |
| 18. | Click the Lookup button.  |

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|-----|---|
| 19. | Select the Review Rating from the list.  |
| 20. | Click the Save button.  |
| 21. | The performance rating is saved. End of Procedure. |