



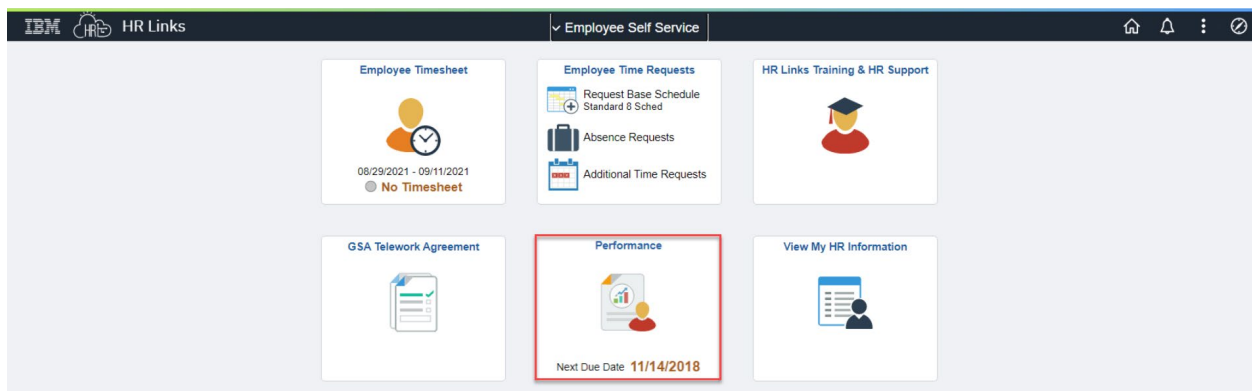
# Acknowledge a Performance Plan (Employee)

Follow this job aid to learn how to acknowledge a performance plan as an employee in HR Links. In order to Establish a Performance Plan in HR Links the following steps must be completed:

1. Employee or their Supervisor creates a performance plan
2. Supervisor submits performance plan to employee
3. **Employee acknowledges their performance plan**

## Acknowledge a Performance Plan

1. Select the **Performance** tile on the Employee Self Service homepage.

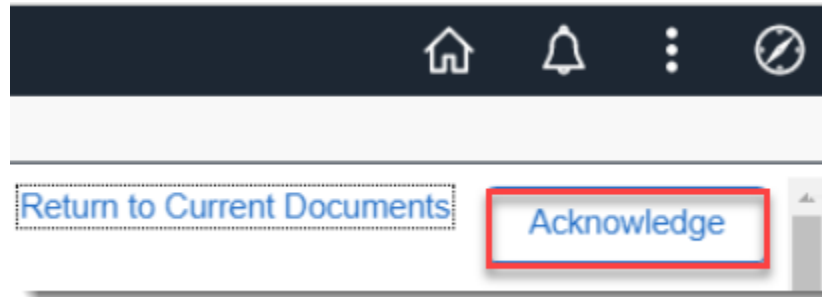


2. The **My Current Documents** screen is displayed. Select the **Performance Document**.

Document Type	Document Status	Period Begin / Period End	Next Due Date
Performance Document	Establish Performance Plan	10/01/2022 09/30/2023	11/14/2022



3. Select the **Acknowledge** link in the upper right corner of the Performance Document.



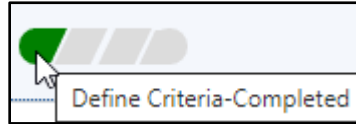
4. The **Acknowledge** dialog box is displayed.

A screenshot of the "Acknowledge" dialog box. The dialog has a title bar with the text "Acknowledge" and a close button. The main content area contains the following text: "Use the selections below to certify that your supervisor has discussed performance expectations with you and that you have been provided with a copy of your performance plan. Your designation below will certify that you either agree or disagree with your performance plan. If you select 'I disagree,' please provide an explanation in the text box provided below." Below this text are two radio buttons: "I agree" (which is selected) and "I disagree". A red circle with the letter 'A' is placed next to the "I agree" radio button. Below the radio buttons is a text input field labeled "Explanation for Disagreement". A red circle with the letter 'B' is placed to the right of this text field. At the bottom of the dialog, there are two buttons: "Confirm" and "Cancel". A red circle with the letter 'C' is placed next to the "Confirm" button.

- a. Check either the "I agree" or "I disagree" radio buttons.
- b. If you disagree, enter an **Explanation for Disagreement**.
- c. Select the **Confirm** button.



5. The **Document Status** will change to green on your Current Performance document page, indicating that you have completed all steps to Establish a Performance plan in HR Links.





## Questions

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If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or [ITServiceDesk@gsa.gov](mailto:ITServiceDesk@gsa.gov)
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
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