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

![](image)

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

![](image)

- 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

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

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
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links:** Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
  - PBS HR Service Center
  - FAS HR Service Center
  - Staff Office HR Service Center
  - Executive Resources HR Service Center