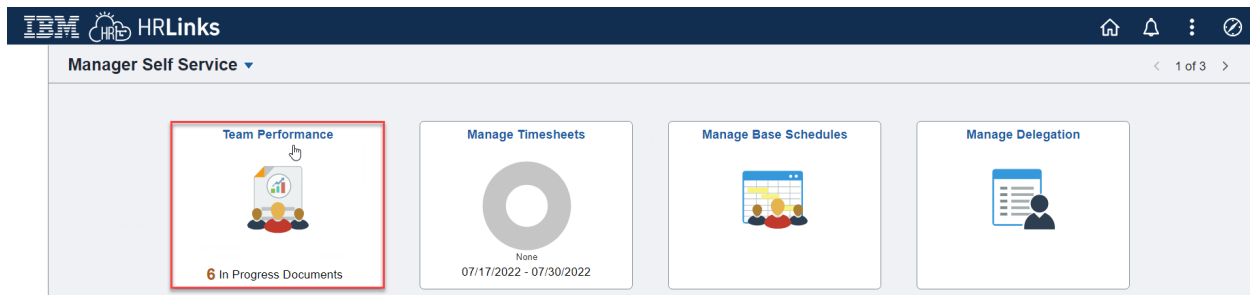




# Reopen a Performance Plan (Supervisor)

Follow this job aid to learn how to reopen a performance plan as supervisor in HR Links. **Please note that reopening a performance plan will result in a new 120 day minimum rating period so before reopening you are advised to contact your [Servicing HR Office](#).**

1. Select the **Team Performance** tile on the Manager Self Service homepage.



2. Select the **Performance Document to reopen.**

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
Akira Hahn Supervisory Contract Specialist	Performance Document	Pending Acknowledgement 	10/01/2020 09/30/2021	11/15/2021



### 3. Under the *Establish Performance Plan* section, select **Establish Performance Plan**.

The screenshot shows the GSATRN Performance Document interface. The left sidebar, titled 'Performance Process', lists several steps. The 'Establish Performance Plan' step is highlighted with a red box. The main content area displays 'Manager Evaluation - Pending Acknowledgement' for Akira Hahn. It includes fields for Job Title (Supervisory Contract Specials), Document Type (Performance Document), Template (GSA Annual Performance Plan), and Status (Pending Acknowledgement). Employee data is also shown, including Employee ID (00000815), Department (QT2A1GB), Location (V000000150), Position (90000559), and Pay Plan (GS). A note at the bottom states: 'This document is currently awaiting the employee's acknowledgement. If the employee can not or does not acknowledge this document you can select the Override Acknowledgement button and indicate the reason why you are overriding the employee's acknowledgement.'

### 4. Under the *Establish Performance Plan* section, select **Reopen**.

The screenshot shows the same GSATRN Performance Document interface. In the left sidebar, the 'Reopen' button under the 'Establish Performance Plan' step is highlighted with a red box. The main content area remains the same, displaying 'Manager Evaluation - Pending Acknowledgement' for Akira Hahn with the same employee and document details as in the previous screenshot.

### 5. On the performance document select **Reopen** to reopen the document.



6. You will receive a confirmation message that the performance plan is to be reopened.

7. Select Confirm.

8. You will receive a confirmation message that the performance plan has been reopened.



GSATRN

Favorites Main Menu Team Performance

Performance Process Performance Document [Return to Current Documents](#)

Steps and Tasks

Akira Hahn  
Performance Document  
10/01/2020 - 09/30/2021 [Overview](#)

- Establish Performance Plan  
Due Date 11/16/2020
- Complete Mid-Year Progress Review  
Due Date 06/01/2021
- Nominate Participants  
Due Date 11/15/2021
- Review Participant Evaluations  
Due Date 11/15/2021
- Review Employee Self-Assessment  
Due Date 11/15/2021
- Complete Manager Evaluation  
Due Date 11/15/2021

Confirmation - Establish Performance Plan Step Reopened

You have successfully reopened the Establish Performance Plan step.

9. Under the *Establish Performance Plan* section, select **Establish Performance Plan**.

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Performance Process Performance Document [Return to Current Documents](#) [Override Acknowledgement](#)

Steps and Tasks

Akira Hahn  
Performance Document  
10/01/2020 - 09/30/2021 [Overview](#)

- Establish Performance Plan  
Due Date 11/16/2020
- Complete Mid-Year Progress Review  
Due Date 06/01/2021
- Nominate Participants  
Due Date 11/15/2021
- Review Participant Evaluations  
Due Date 11/15/2021
- Review Employee Self-Assessment  
Due Date 11/15/2021
- Complete Manager Evaluation  
Due Date 11/15/2021
- Update and Submit
- Pending Approval
- Share with Employee
- Pending Acknowledgement

Manager Evaluation - Pending Acknowledgement

Akira Hahn  
Actions

Job Title	Supervisory Contract Specials	Manager	Olive Roberts
Document Type	Performance Document	Period	10/01/2020 - 09/30/2021
Template	GSA Annual Performance Plan	Document ID	14
Status	Pending Acknowledgement	Due Date	11/15/2021

Employee Data

Employee ID	00000815						
Department	QT2A1GB	Branch B	MS-MERIDIAN-HOME				
Location	V000000150						
Position	90000559	Job Code	102322	Occ Series	1102	Bargaining Unit	8888
Pay Plan	GS	Plan/Grade	0000 14	Step	8		

[Rating History](#)

This document is currently awaiting the employee's acknowledgement.  
If the employee can not or does not acknowledge this document you can select the Override Acknowledgement button and indicate the reason why you are overriding the employee's acknowledgement.

10. Select **Update and Submit** to make changes to the document.



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Performance Process Performance Document [Return to Current Documents](#)

Steps and Tasks

Akira Hahn  
Performance Document  
10/01/2020 - 09/30/2021

- Establish Performance Plan  
Due Date 11/16/2020
  - Update and Submit
- Complete Mid-Year Progress Review  
Due Date 06/01/2021
- Nominate Participants  
Due Date 11/15/2021
- Review Participant Evaluations  
Due Date 11/15/2021
- Review Employee Self-Assessment  
Due Date 11/15/2021
- Complete Manager Evaluation  
Due Date 11/15/2021

Confirmation - Establish Performance Plan Step Reopened

You have successfully reopened the Establish Performance Plan step.

11. Under the *Establish Performance Plan* section 2 GSA Elements, select the critical element(s) and specific measure(s) to edit.

GSATRN

Favorites Main Menu Team Performance

Performance Process Performance Document [Return to Current Documents](#) Save Sign and Submit

Steps and Tasks

Akira Hahn  
Performance Document  
10/01/2020 - 09/30/2021

- Establish Performance Plan  
Due Date 11/16/2020
  - Update and Submit
- Complete Mid-Year Progress Review  
Due Date 06/01/2021
- Nominate Participants  
Due Date 11/15/2021
- Review Participant Evaluations  
Due Date 11/15/2021

Establish Performance Plan - Update and Approve [Print](#) [Notify](#) [Export](#)

Section 2 - GSA Elements

GSA Elements will be evaluated by: Employee, Manager, Other Participant

Expand Collapse Organizational Goals & Objectives Add Critical Element

Leading People [Leadership]

Section 3 - Development and Training



## 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](mailto: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](#)