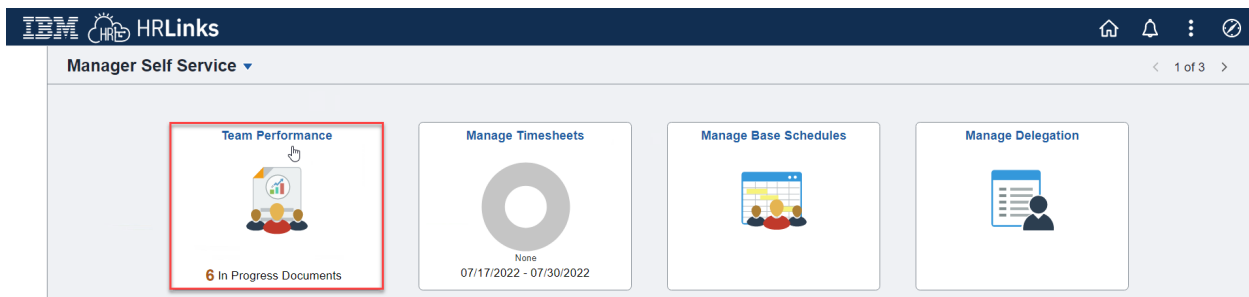




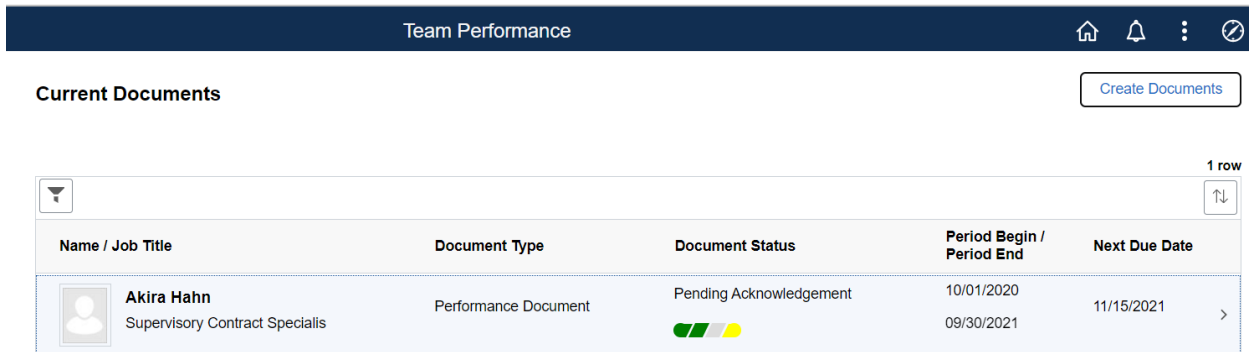
Reopen a Self-Assessment (Supervisor)

Follow this job aid to learn how to reopen an employee's self-assessment as supervisor in HR Links.

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



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





- Under the *Review Employee Self-Assessment* section, select **Review Employee Self-Assessment**.

The screenshot shows the GSATRN Performance Process interface. On the left, under 'Steps and Tasks', the 'Review Employee Self-Assessment' step is highlighted with a red box. The main area displays 'Manager Evaluation - Update and Submit' for Aden Ward. The document details are as follows:

Job Title	Building Management Specialist	Manager	Quentin Oneal
Document Type	Performance Document	Period	10/01/2019 - 09/30/2020
Template	GSA Annual Performance Plan	Document ID	28
Status	Evaluation in Progress	Due Date	11/16/2020

Employee Data:

Employee ID	00000084
Department	2PSEUS Syracuse Office NY-SYRACUSE-FB So Clinton St
Location	000000500
Position	90000083 Job Code 101798 Occ Series 1176 Bargaining Unit 12
Pay Plan	GS Plan/Grade 0000 11 Step 8

- Under the *Review Employee Self-Assessment* section, select **View**.

The screenshot shows the same GSATRN Performance Process interface. The 'Review Employee Self-Assessment' step is selected, and the 'View' button below it is highlighted with a red box. The document details are the same as in the previous screenshot:

Job Title	Building Management Specialist	Manager	Quentin Oneal
Document Type	Performance Document	Period	10/01/2019 - 09/30/2020
Template	GSA Annual Performance Plan	Document ID	28
Status	Evaluation in Progress	Due Date	11/16/2020

Employee Data:

Employee ID	00000084
Department	2PSEUS Syracuse Office NY-SYRACUSE-FB So Clinton St
Location	000000500
Position	90000083 Job Code 101798 Occ Series 1176 Bargaining Unit 1260
Pay Plan	GS Plan/Grade 0000 11 Step 8

- The Self-Evaluation Completed screen will open, scroll down and select **Reopen** to reopen the document.



GSATRN

Performance Document

Self-Evaluation - Completed

The document status is Completed.

Expand All | Collapse All | TAB Format | **Reopen**

Section 1 - Position Description Review Certification

Section 2 - GSA Elements

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

Reopen Evaluation

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

Confirm Cancel

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



Performance Document

[Return to Current Documents](#)

Confirmation - Reopen Evaluation

- You have successfully reopened this document and changed the status back to Evaluation In Progress.





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](#)
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