Submit a Performance Plan (Supervisor)

Follow this job aid to learn how to submit a performance plan 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

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

2. Select the **Performance Document to submit**.
3. Under the *Position Description Review Certification* section, select the **Edit** (pencil) icon to edit.

4. From the **Status** drop-down menu, select the appropriate status.

5. Enter the date on which you reviewed the employee's position description.

6. Select **Update** to save your certification.
7. Select **Sign and Submit** to submit the document for employee acknowledgment.

![Sign and Submit](image)

**Note:** If the element weights do not equal 100%, an error message will appear. Adjust the element weights and select **Sign and Submit** again.

8. Select **Confirm**.

![Sign and Submit Performance Criteria](image)

9. You will receive a confirmation message that the performance plan has been submitted to the employee for review and acknowledgment.
10. If the employee is unavailable to sign his/her performance plan, or refuses to do so, you are required to complete the performance plan using the Override Acknowledgment feature. To access the Override Acknowledgment feature, select Establish Performance Plan from the left Steps and Tasks menu.

11. Select Override Acknowledgment.

12. Select Override Acknowledgment again in the top right corner of the page.

13. Select the appropriate reason for completing the override.

14. Select Confirm.
15. You will receive a confirmation message that the override has been completed.

16. Performance document status bar will display a green progress bar.

Now that you have submitted your employee's performance plan in HR links, your employee will acknowledge their performance plan (if you did not override acknowledgement).
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