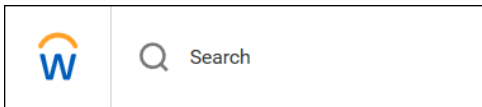


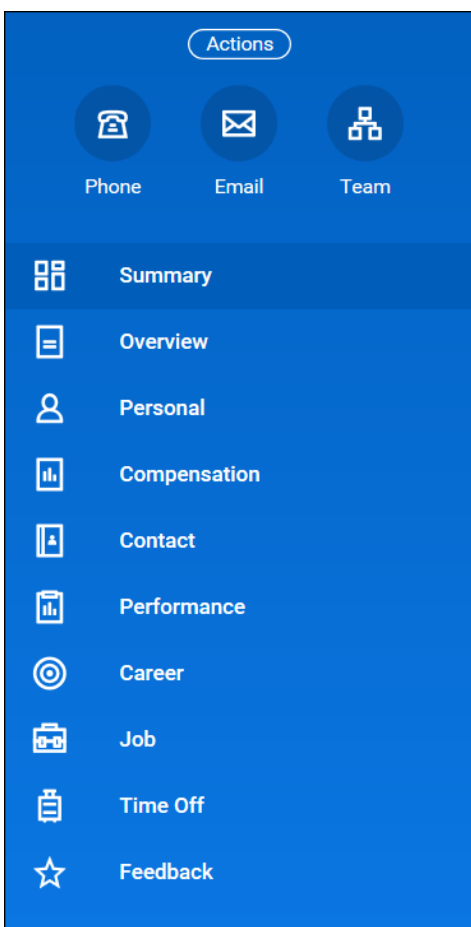
Change Performance Appraisal Date

This job aid will walk you through how to change a performance appraisal date on a worker.

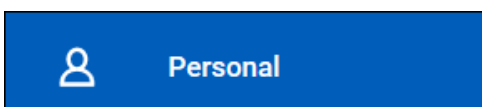
Step 1: In the search bar, type in the employee's name you are making the change for.



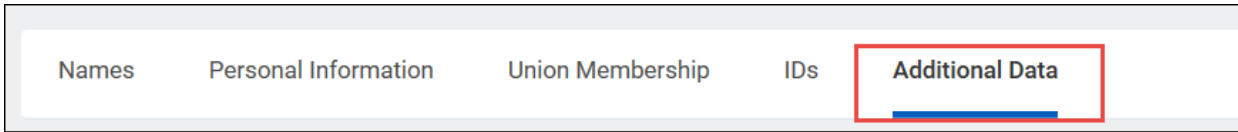
Step 2: The search results will bring you to the landing page on the employee's profile.



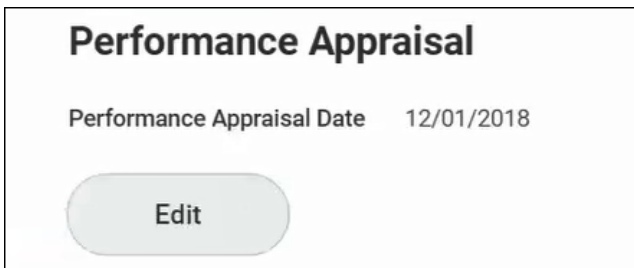
Step 3: Click on the **Personal** tab.



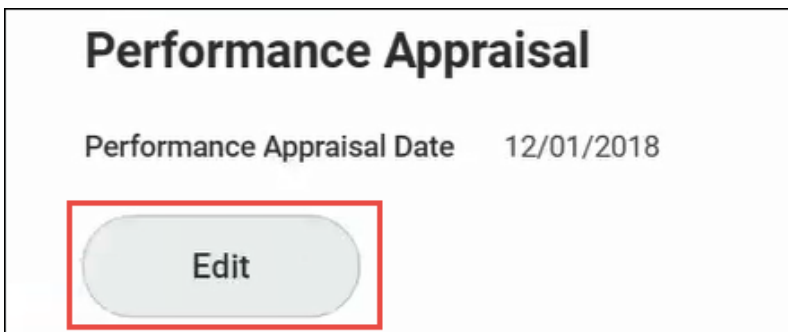
Step 4: From the *Personal* menu, click on the **Additional Data** subtab.



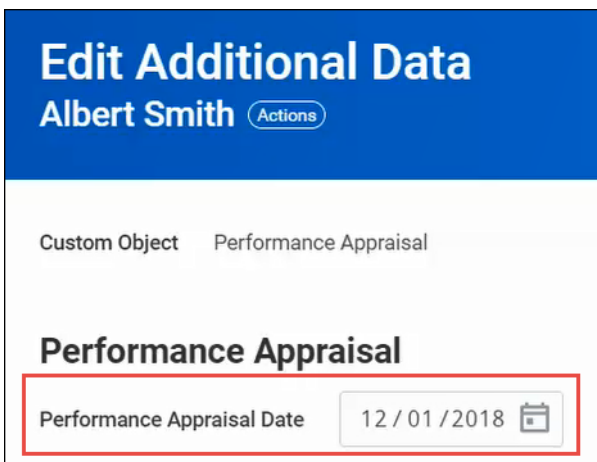
Step 5: From the *Additional Data* subtab, scroll down to **Performance Appraisal**.



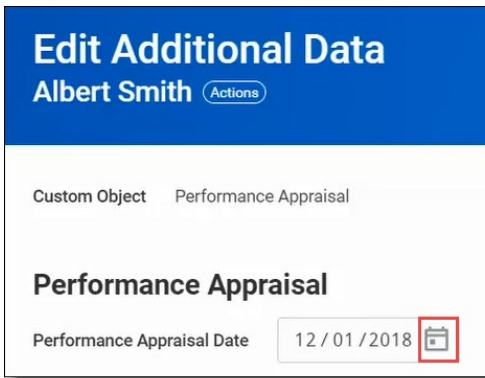
Step 6: Click **Edit**.



Step 7: In the *Edit Additional Data* field, you will see the existing **Performance Appraisal** date.




Step 8: Click on the calendar icon.



Edit Additional Data
Albert Smith Actions

Custom Object Performance Appraisal

Performance Appraisal

Performance Appraisal Date 12 / 01 / 2018 

Step 9: Select or type in the new date.



Performance Appraisal

Performance Appraisal Date 12 / 01 / 2019 

Step 10: Click **OK** and **Done**.