

How Do Immediate Supervisors Complete Step 2?

An Immediate Supervisor would follow a similar process for completing Step 2 as an employee would for completing Step 1.

When the Immediate Supervisor is completing an employees' review at Step 2, the supervisor has the option to either **Save and Exit** or Save and **Submit**.

Save and Exit keeps the review at Step 2;

Save and Submit advances the review to Step 3.

The review advances to Step 3 on 8/15 if **Save and Submit** has not been selected.

At Step 3, the manager has the discussion with the employee.

At Step 3, the employee cannot see any comments that the manager has made in the review.

The employee can only see the manager's comments after the manager has signed the review at Step 3 and has selected **Save and Submit**.

At Step 3, **Save and Submit** advances the review to Step 4 whereby the employee can then see the manager's comments.

If the manager does not select **Save and Submit** at Step 3, the review advances to Step 4 on 8/23, but the employee still cannot see the manager's comments because there was no signoff at Step 3.

If a review is at Step 2, a manager can reopen the review to Step 1 for the employee to make any edits.

If a review is at Step 3 and the manager did not **Submit** at Step 2, the manager can still complete Step 2 without requesting the review to be reopened; the manager can also reopen the review to Step 1 if necessary.

If a review is at Step 3 whereby Step 2 was **Submit**, or has advanced to Step 4, and either the employee or the manager needs to make any edits to the review, or if the manager needs to sign off on the review, HRIS would need to reopen a previous review step.