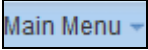
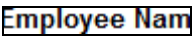
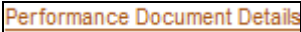

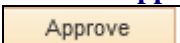







TM-05.5 CABQ - Final Approval by Approving Manager

Step	Action
1.	Click the Main Menu item to begin navigation. Click the Main Menu button. 
2.	Click the Manager Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Approve Documents menu.
5.	Click the Employee Name link. 
6.	To review the comments and ratings on the Performance Document: Click the Performance Document Details link to open the document. 
7.	Click the TAB Format link to easily view the document sections.
8.	When you have finished your review: Click the Return to Performance Document Approval link. 
9.	The Evaluation Approval Chain shows the Approving Manager name in the box. The current status is pending. The Approving Manager can add comments about the document in the Comment box.
10.	If the Approving Manager feels that the document is not ready for approval the Approving Manager can Deny the approval. This will send the document back to the Evaluating Manager. If you deny a document be sure to add comments on what needs to be fixed before it can be submitted to you again. When the Approving Manager is satisfied that the document is ready to approve: Click the Approve button. 



Step	Action
11.	<p>A message stating "The Save was successful." will be displayed.</p> <p>Click the Close button.</p> 
12.	<p>The Pending status should now display Approved.</p> <p>To see your comments: Click the Expand arrow to the left of Comments.</p> 
13.	<p>The Approving Manager comments are now displayed.</p>
14.	<p>An e-mail is sent back to the Evaluating Manager indicating whether the document has been approved or denied.</p> <p>To view the Approval Summary - Click the Approval Summary link.</p> 
15.	<p>Congratulations! You have successfully completed the Final Approval by Approving Manager.</p> <p>End of Procedure.</p>