

# PAA Corrections – Final Appraisal Administrative Correction

**The Appraisal Form Correction: Worksheet Details – Administrative page allows you to correct a job objective title, employee self-assessment, and rating official assessment. After the Save and Complete button is selected, a final appraisal form will be produced and be available to the rating official and employee under the Completed Plans and Appraisals area of the PAA Main Page.**

### Appraisal Form Details

- If the current Appraisal status is **Approved by PPM** or **Completed**, most fields will be 'read only'. If the field is not 'read only', the field is updateable.
- If the current Appraisal status is **Pending PPM Approval, PPM Returned for Review, or PPM Return for Change**, complete the following information that will appear on the final appraisal form:
  - **Rating Official Name**
    - **Note:** The Rating Official Name will be auto-populated; however, user will have the ability to document the Rating Official who communicated the 'final' rating to the employee if it is different from the Rating Official who submitted the appraisal.
  - **Communication Date**
  - **Communication Method**
  - **Other Method, if applicable**
  - **Higher Level Reviewer Name**
  - **Higher Level Reviewer Approval Date**
    - **Note:** The Higher Level Reviewer Name and Approval Date will be auto-populated; however, you will have the capability to change these data elements.
  - **Pay Pool Manager Name** – The list of values will be limited to names associated with the pay pool.
  - **Pay Pool Manager Approval Date**
    - **Note:** The Pay Pool Manager Name and Approval Date will be auto-populated; however, you will have the capability to change these data elements.



## Final Appraisal Administrative Correction Decision and Approval Information

- Complete all the following fields:
  - **Level Decision was Made** – Select either Pay Pool Manager (PPM), Alternate Pay Pool Manager (PPM), or Performance Review Authority (PRA) using the drop down arrow
  - **Date of Decision** - Date entered must be the system date or a prior date
  - **PPM Name or PRA Name** - Enter the name of the individual who made the decision to correct the appraisal in PPM Name or PRA Name field depending on the selected Level Decision was Made. The list of values will be limited to names associated with the pay pool.

## Certification Information

Certified By and Certification Date fields will auto-populate data based on the individual who is currently logged in and making the correction. **These fields are 'read only' and cannot be updated.** This individual is certifying that all corrective information contained in this worksheet has been reviewed and approved.

## Job Objective Ratings

- To begin, select the appropriate radio button for the job objective you wish to update or correct. This will also display the job objective text under the Job Objective area.
  - **Objective Title** – You can change the objective title related to an individual job objective.  
**Note:** For Version 3.0 (Appraisal Effective Date 1-Jan-2010 or greater) appraisals, the job objective title appears on the final appraisal form.
  - **Weight** – 'Read only'
  - **Adjusted Weight** – 'Read only'
  - **Rating** – 'Read only'
  - **Contributing Factor Impact** – 'Read only'

## Record of Rating, Shares and Payout Distribution

- No information can be changed in this area.
  - **Average Score** - 'Read only'
  - **Rating of Record** - 'Read only'
  - **Shares** - 'Read only'
  - **Share Value** – Will be displayed as 'read only' for Version 3.0 (Appraisal Effective Date 1-Jan-2010 or greater) appraisals.



- **Payout Distribution** - For Version 3.0 (Appraisal Effective Date 1-Jan-2010 or greater) appraisals, the following fields will be available as 'read only':
  - **Payout (\$)**
  - **Salary Increase (\$)**
  - **Bonus (\$)**

## Job Objective

Displays as 'read only' the Job Objective text associated with the Job Objective selected in the Job Objective Ratings table.

## Assessments

- **Employee Self-Assessment and Rating Official Assessment**
  - This information can be modified.
  - Version 2.0 (Appraisal Effective Date 1-Jan-2009 or earlier): Assessment updates or corrections will be on 'one' text box with a limit of 8000 characters. Since there is only 'one' text box, the same assessment information will appear for any job objective selected.
  - Version 3.0 (Appraisal Effective Date 1-Jan-2010 or greater): Assessment updates or corrections will be against each job objective with a limit of 2000 characters for each text box.

## 'Save and Complete' and 'Cancel' Buttons

Review all data on the worksheet for accuracy – make any adjustments prior to selecting one of the following buttons:

- **Save and Complete** - If you select the '**Save and Complete**' button, a warning message will display, 'Are you sure you want to continue with completing the process?'
  - If '**Yes**' is selected, you will continue to the Appraisal Form Details review page, select 'OK' button; otherwise, select the 'Cancel' button to return back to the Worksheet Details – Administrative.'

The Appraisal Form Details review page is 'read only'. Select the 'Print Report' button to view the DD Form 2906. If you select the 'Done' button, you will be returned to the Appraisal Search page.

- If '**No**' is selected, you will return back to the Worksheet Details - Administrative page.



- **Cancel** - Select the 'Cancel' button if you don't want to finalize the process. A warning message will display, '**Are you sure you want to cancel?**'
  - If 'Yes' is selected, the data will not be saved and you will be returned to the Appraisal Search page.
  - If 'No' is selected, you will be return to the Worksheet Details - Reconsideration page with no data lost.



Administrative Correction  
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