

# Performance Appraisal Application (PAA) Version 3.0 PAA Corrections – Final Appraisal

## Introduction

The PAA Corrections – Final Appraisal functionality allows pay pool administrators, pay pool managers (including their alternates) and human resources professionals to make changes directly in the Defense Civilian Personnel Data System that results in an accurate and completed final appraisal form. Appraisals can be Version 2.0 (Appraisal Effective Date 1-Jan-2009 or earlier) or Version 3.0 (Appraisal Effective Date 1-Jan-2010 or greater). Only records with a PAA Status of “Completed”, “Pending PPM Approval”, “PPM Return for Review”, “PPM Return for Change”, or “Approved by PPM” may be corrected using this process. All other corrective actions may be accomplished by submission of a Change Request Transmittal (CRT) through the Human Resources office to Civilian Personnel Management Services (CPMS).

**NOTE:** This process allows the correction/completion of a final appraisal form for ex-employees.

There are two types of corrections allowed:

1. **Reconsideration Correction** - Based on a reconsideration decision. The following fields can be corrected:

- Job Objective Titles
- Job Objective Ratings
- Contributing Factor Adjustments
- Weights
- Number of Shares
- Payout Distribution (Payout (\$), Salary Increase (\$), and Bonus (\$)) (Version 3.0 only)
- Employee Self-Assessment
- Rating Official Assessment

2. **Administrative Correction** - Based on an administrative error. Corrections are limited to the following fields:

- Job Objective Titles
- Employee Self-Assessment
- Rating Official Assessment

## How to Start

1. **For Human Resources Professionals:** Select the **PAA Corrections Administrator – Final Appraisal** responsibility. This responsibility allows correction when the pay pool administrator/manager is not available or when the pay pool associated with the PAA record is no longer active or does not exist in the database as the result of record being transferred.
2. **For Pay Pool Administrators/Managers and their Alternates:** After selecting your appropriate responsibility, select the menu item **PAA Corrections – Final Appraisal**. **NOTE:** Your search results will only include appraisals for employees who belonged to your pay pool as of September 30<sup>th</sup> for the performance period.



## How to Search

1. On the 'Appraisal Form Correction' page, under 'Appraisal Search', enter the **Appraisal Effective Date** (required field) and **a value in at least one of the other fields**. **Tip!** To assist in searching for an Employee Name, select the 'flashlight'.
2. Select the **Find** button.
3. The following information is displayed in the 'Appraisal Results' region. Appraisal results are returned based on the search criteria entered and for appraisals that are currently in an Appraisal Status of **Completed, Pending PPM Approval, PPM Return for Review, PPM Return for Change, or Approved by PPM**.

### Column Headings

<b>Employee Name</b>	Your employee's name
<b>Employee Number</b>	An automated number assigned to employee in DCPDS
<b>Appraisal ID</b>	An automated number assigned to a plan when created.
<b>Appraisal Type</b>	Identifies the two types of Annual Appraisals: <ul style="list-style-type: none"> <li>• Annual Appraisal – NSPS</li> <li>• Early Annual - NSPS</li> </ul>
<b>Appraisal Date</b>	Appraisal Effective Date
<b>Appraisal Status</b>	Indicates current PAA Appraisal Status: <ul style="list-style-type: none"> <li>• <b>Pending PPM Approval</b> - Higher Level Reviewer approved the recommended rating of record, and Appraisal is pending approval by the Pay Pool Manager.</li> <li>• <b>PPM Returned for Review</b> (PAA Version 2.0 terminology) - Pay Pool Manager returned the Appraisal for modification.</li> <li>• <b>PPM Returned for Change</b> (PAA Version 3.0 terminology) - Pay Pool Manager returned the Appraisal for modification.</li> <li>• <b>Approved by PPM</b> - Recommended rating of record is final.</li> <li>• <b>Completed</b> – The final rating of record has been communicated to the employee.</li> </ul>
<b>Appraisal Version</b>	Version 2.0 (FY 2008 or earlier) or Version 3.0 (FY 2009 or greater)
<b>Action</b>	Select an action from the drop down menu. <ul style="list-style-type: none"> <li>• <b>Reconsideration Correction</b> – To correct an appraisal form based on a reconsideration decision.</li> <li>• <b>Administrative Correction</b>- To correct an appraisal form due to an administrative error.</li> <li>• <b>View</b> - To review details of a corrected appraisal. It is only available when the Appraisal Status is Completed.</li> <li>• <b>Print</b> – To print a final appraisal form. It is only available when the Appraisal Status is Completed.</li> </ul>

4. Identify the employee's record and select the appropriate value under the Action column. Select **Go**.

