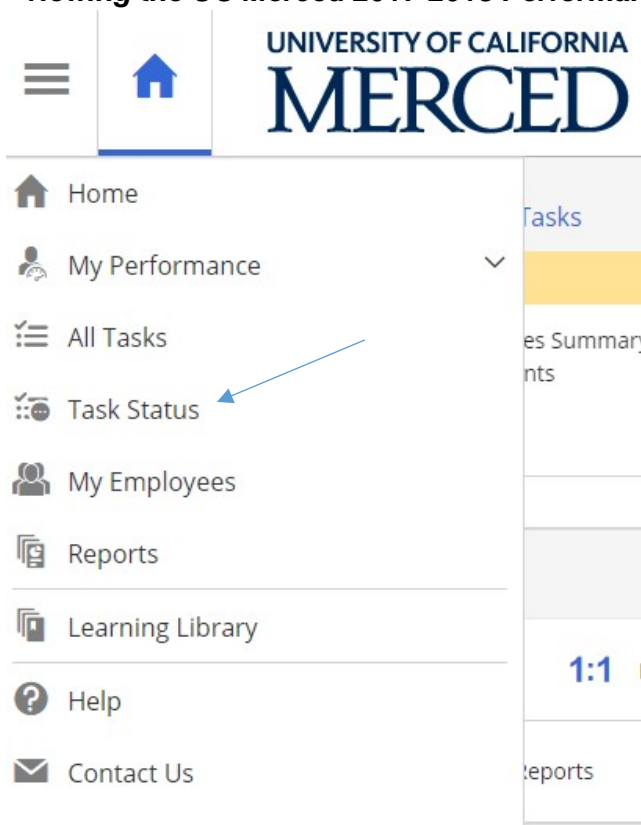


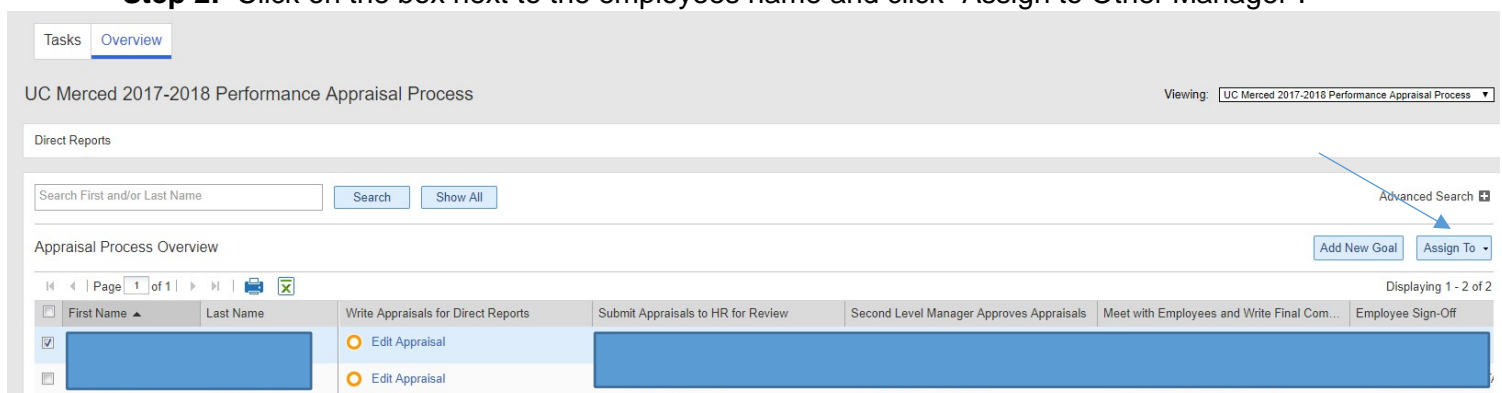
## How to: Assign to Other Manager

This tool may be useful in instances where an employee worked for more than one manager during the year. The appropriate manager(s) can be assigned access to complete the appropriate section(s) of the appraisal. The manager must **save** the review (**do not use the “Complete” button**). While the information keyed in by all managers will be saved in the document, the primary manager is responsible for meeting with the employee, identifying goals, development objectives, and conducting the final sign-off at the end of the process.

**Step 1:** From your Home Screen, click on the ‘Task Status’ tab. **Make sure you are viewing the UC Merced 2017-2018 Performance Appraisal Process.**



**Step 2:** Click on the box next to the employees name and click “Assign to Other Manager”.



**Step 3:** From the pop up window type in the manager's last name (or a portion of the manager's name). Highlight the correct name from the list populated and click OK.

Assign to Other Manager ✕

Select the employee to assign as manager.

Last Name:

First Name:

Employee Information: No Filter = None

Search

Available Employees:

Enter search criteria and click Search  
(blank criteria return all results)

Show: No Additional Information

OK Cancel

Once you have clicked OK, the employee's review will be automatically routed to the chosen manager.

## Returning Direct Reports Back To Primary Mangers

Once the secondary manager has completed the appropriate sections of the appraisal, the secondary manager must complete steps 1, 2, and 3 of this process to send the appraisal back to the primary manager. The primary manager has the ultimate responsibility for completing the appraisal and meeting with the employee for the final review.