

CAPPS Desk Aid

Change the Complete Manager Evaluation Due Date

Note: This Desk Aid was written to the specifications of CAPPS Central Agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Change the Complete Manager Evaluation Due Date

Introduction

In this situation, the performance document's *Complete Manager Evaluation* due date needs to be updated.

Note: Only staff with the agency administrator role can change the *Complete Manager Evaluation* due date.

Verify Prior Steps Completed by Manager

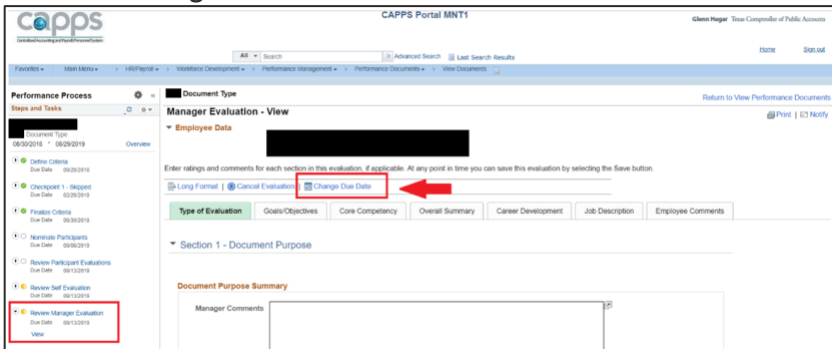
The agency administrator must verify that the manager completed all the required steps to activate the *Complete Manager Evaluation* step.

Note: This activates the step and displays a yellow icon in the activity guide.

Changing the Complete Manager Evaluation Due Date

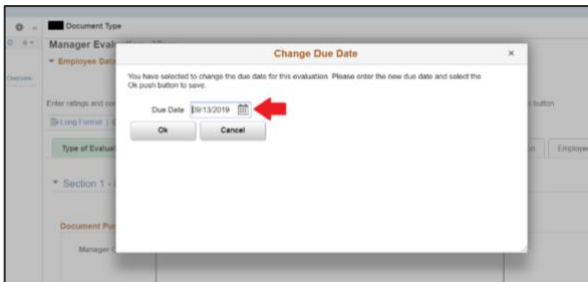
All of the following steps can only be performed by the agency administrator.

1. Select the **Change Due Date** link.

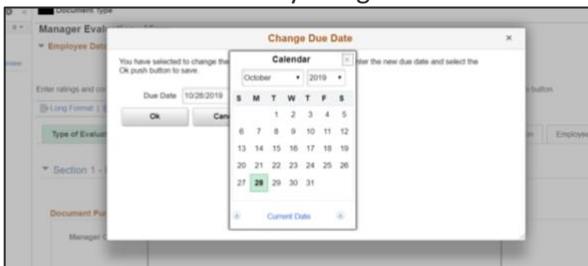


The Change Due Date window displays.

2. Select the Calendar icon to select a new due date.

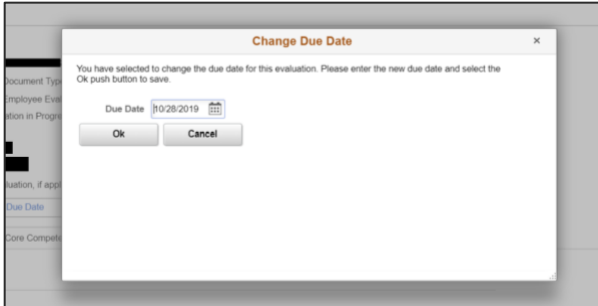


3. Select a new due date by using the calendar's drop-down month/year menus.

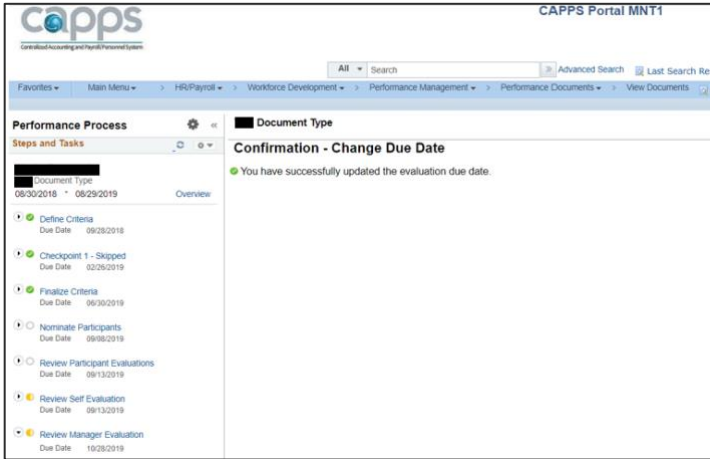


After making the selection, the DUE DATE field displays the new due date.

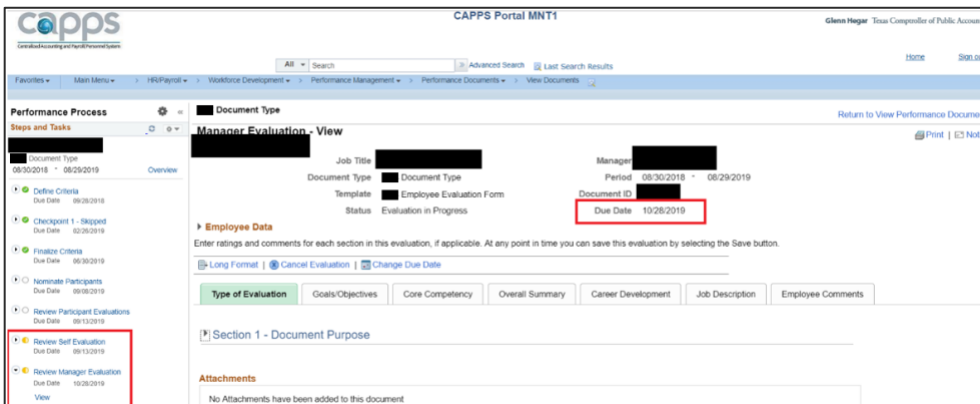
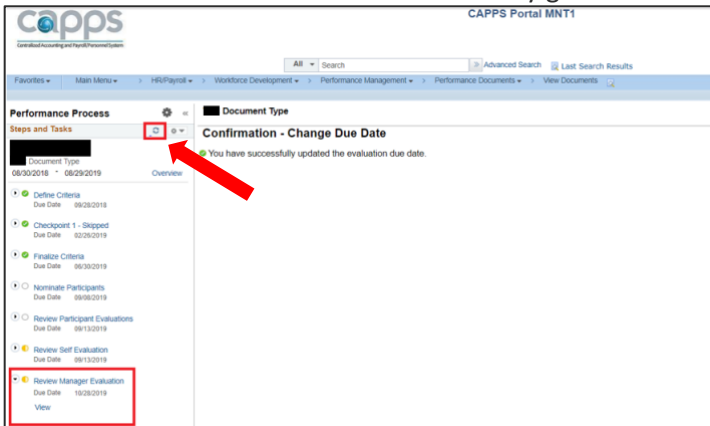
- Select **OK** to save the date selection.



Once the save process is completed, a confirmation message displays.



- Select the Refresh icon to refresh the activity guide and document.



Revision History

Revision	Date	Description of Change	Changed By
1.0	March 12, 2024	Initial Draft	J. Partin