



Performance Ratings Overview

The Department of Human Resource Management (DHRM) maintains annual performance cycles and cycle effective dates. DHRM also communicates the applicable open/closed dates through normal business processes.

Performance Ratings are collected annually and entered for all VPA employees.

During the annual performance rating cycle, Agency HR will upload all ratings for their employees (X-Extraordinary, C-Contributor, B-Below Contributor, L- Employee on Leave or Not Rated). For further information on how to complete this via a Mass Upload, see the Job Aid titled HR351_Performing a Mass Upload. This Job Aid can be found on the Cardinal website in Job Aids under Learning.

The Agency HR will also have the option to manually enter a rating for each employee directly into Cardinal via the Performance Rating page.

This Job Aid outlines steps to complete the manual performance rating entry:

- 1. Manually enter an employee's rating as "C – Contributor", "B – Below Contributor", "X – Extraordinary", or "L – Employee on Leave or Not Rated"
2. Update the Re-Evaluation Status for a "B- Below Contributor" or "L- Employee on Leave or Not Rated"

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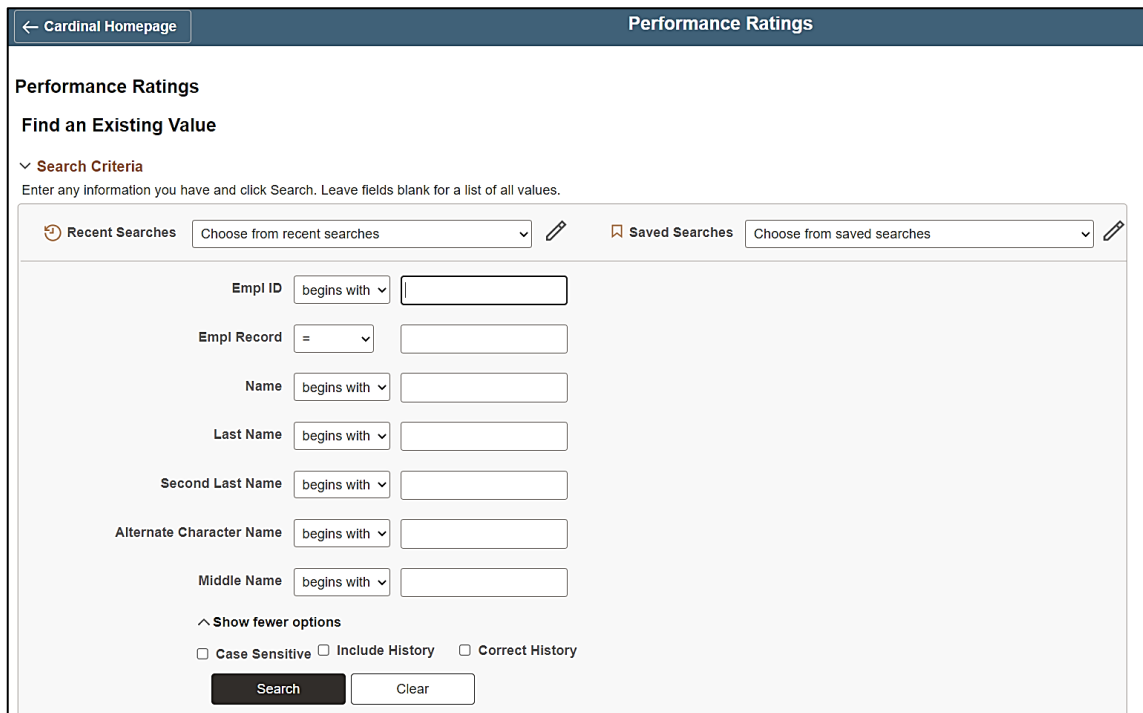
Revision History

Revision Date	Summary of Changes
4/17/2025	Added a new section titled How to Correct an Employee's Performance Rating Cycle .
3/1/2025	Updated the screenshots of the Search pages (Section 1 ; after Step 1; Section 2 , after Step 1; Section 3 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Updating Contributor Performance Ratings to Below Contributor or Extraordinary or Employee on Leave or Not Rated

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings

The **Performance Ratings Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.


2.



Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



Step	Action
3.	Click the Include History checkbox. <div data-bbox="292 378 971 499" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Clear </div> </div>
4.	Click the Search button. <div data-bbox="292 588 971 709" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Clear </div> </div>
<p>The Performance Ratings page for the employee displays.</p> <div data-bbox="289 798 1351 1627" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black; margin-bottom: 5px;">Performance Ratings</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Empl ID <input type="text"/> Empl Record 0 Business Unit 60100 </div> <div style="display: flex; justify-content: space-between;"> Name <input type="text"/> Position VDH08305 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Performance Ratings Q << < 1 of 1 > >> View All </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>*Effective Date <input type="text" value="01/17/2025"/> <input type="button" value="📅"/></p> <p>*Rating Type <input type="text" value="v"/></p> <p>*Rating <input type="text" value="Q"/></p> <p>Supervisor <input type="text"/></p> <p>Reviewer <input type="text"/></p> <p>Re-Evaluation Status <input type="text" value="v"/> Re-Evaluation Date <input type="text"/> <input type="button" value="📅"/></p> <p>Comments <input style="width: 100%; height: 30px;" type="text"/></p> <p>Date Entered _____</p> <p>Entered By _____</p> </div> <div style="width: 45%; text-align: right;"> <p>Effective Sequence 0 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Rating Cycle <input type="text" value="Q"/> <input type="button" value="Q"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Update/Display </div> </div>	
5.	Click the Add a New Row icon (+) to add a new effective dated row. Note: If the employee does not already have a performance rating record, a new row does not need to be added. Proceed to step 6. <div data-bbox="300 1795 451 1890" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input checked="" type="button" value="+"/> <input type="button" value="-"/> </div>

Step	Action
	<p>The Performance Ratings page refreshes with the new effective dated row displayed.</p> <div data-bbox="284 378 1356 1039" style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Performance Ratings </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Empl ID <input type="text"/> Name <input type="text"/> </div> <div> Empl Record 0 Position VDH08305 </div> <div> Business Unit 60100 </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> Performance Ratings <input type="text"/> < > 1 of 2 >> View All </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> *Effective Date <input type="text" value="01/17/2025"/> <input type="button" value="📅"/> </div> <div> Effective Sequence 0 <div style="float: right; text-align: right;"> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> *Rating Type <input type="text" value="v"/> </div> <div> *Rating Cycle <input type="text" value=""/> <input type="button" value="🔍"/> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> *Rating <input type="text" value=""/> <input type="button" value="🔍"/> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> Supervisor <input type="text" value=""/> </div> <div> Reviewer <input type="text" value=""/> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> Re-Evaluation Status <input type="text" value="v"/> </div> <div> Re-Evaluation Date <input type="text" value=""/> <input type="button" value="📅"/> </div> </div> <div style="margin-top: 5px;"> Comments <input style="width: 100%;" type="text"/> </div> </div> </div> </div> </div></div></div></div>
	<p>When a new row is created, the row count increases by one and the effective date defaults to the current date.</p>
<p>6.</p>	<p>Update the effective date to the applicable date using the Effective Date Calendar icon.</p> <p>Note: This date will be the date the performance rating was discussed and signed off with the employee (on or before mid-November).</p> <div data-bbox="292 1323 641 1438" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>*Effective Date</div> <div style="border: 2px solid red; padding: 2px;">11/01/2025</div> <div><input type="button" value="📅"/></div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>*Rating Type</div> <div><input type="text" value="v"/></div> </div> </div> </div>
<p>7.</p>	<p>Click the Rating Type dropdown button and select the applicable rating type (“Annual”, “Certification”, or “Re-Evaluation”).</p> <div data-bbox="308 1564 690 1690" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>*Rating Type</div> <div style="border: 2px solid red; padding: 2px;">v</div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>*Rating</div> <div><input type="text" value=""/> <input type="button" value="🔍"/></div> </div> </div> </div>

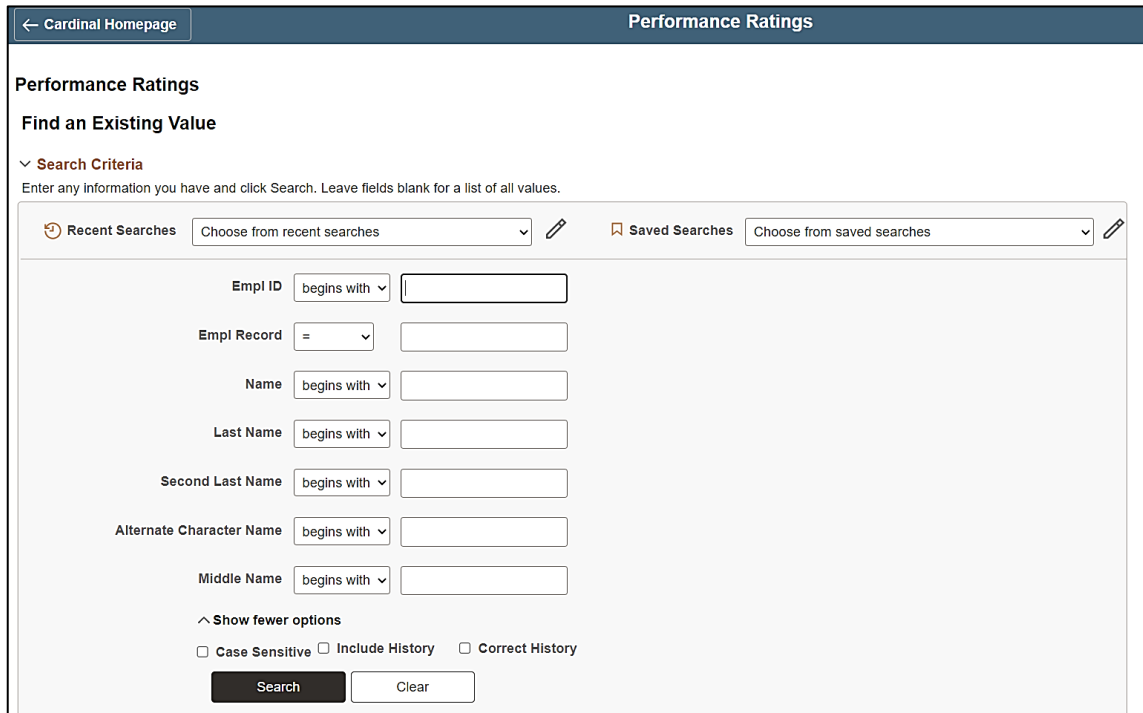
Step	Action
8.	<p>Click the Rating Cycle lookup icon and select the applicable rating cycle based on the annual process completed by DHRM.</p> <div data-bbox="293 411 781 541"> <p>Effective Sequence 0</p> <p>*Rating Cycle <input type="text"/> <input type="button" value="Q"/></p> </div>
9.	<p>Click the Rating lookup icon and select the applicable rating given the employee.</p> <p>Note: Rating choices are “C – Contributor”, “B – Below Contributor”, “X – Extraordinary”, or “L – Employee on Leave or Not Rated”</p> <p>Note: If the employee received a performance rating of “B – Below Contributor” or “L- Employee on Leave or Not Rated”, proceed to Step 10. When the employee returns from leave repeat these steps to add a row and update the rating accordingly.</p> <div data-bbox="293 827 675 957"> <p>*Rating Type <input type="text"/> <input type="button" value="v"/></p> <p>*Rating <input type="text"/> <input type="button" value="Q"/></p> </div>
	<p>If the employee received a performance rating of “X – Extraordinary”, the Agency may document the receipt of the notice of extraordinary contributor in the Comments field. Attachments are not part of the functionality available in Cardinal. Those documents will remain in the employee personnel file.</p> <div data-bbox="293 1142 1075 1430"> <p>*Rating <input type="text" value="X"/> <input type="button" value="Q"/> Extraordinary</p> <p>Supervisor DOE, JOHN</p> <p>Reviewer DOE, JOHN</p> <p>Re-Evaluation Status <input type="text"/> <input type="button" value="v"/> Re-Evaluation Date <input type="text"/> <input type="button" value="Calendar"/></p> <p>Comments <input type="text"/></p> </div>
	<p>The Supervisor and Reviewer fields are read-only, and default based on the employee’s position and the supervisor’s position.</p> <div data-bbox="293 1549 1075 1837"> <p>*Rating <input type="text" value="X"/> <input type="button" value="Q"/> Extraordinary</p> <p><input type="text" value="Supervisor"/> DOE, JOHN</p> <p><input type="text" value="Reviewer"/> DOE, JOHN</p> <p>Re-Evaluation Status <input type="text"/> <input type="button" value="v"/> Re-Evaluation Date <input type="text"/> <input type="button" value="Calendar"/></p> <p>Comments <input type="text"/></p> </div>

Step	Action
10.	<p>Select the applicable re-evaluation status using the Re-Evaluation Status field dropdown button and re-evaluation date using the Re-Evaluation Date Calendar icon.</p> <p>Note: Leave these fields blank if the employee did not receive a “B – Below Contributor” performance rating.</p> <div data-bbox="293 495 1075 779" style="border: 1px solid black; padding: 5px;"> <p>*Rating <input type="text" value="X"/> <input type="button" value="Q"/> Extraordinary</p> <p>Supervisor DOE, JOHN</p> <p>Reviewer DOE, JOHN</p> <p>Re-Evaluation Status <input type="text" value=""/> <input type="button" value="v"/></p> <p>Re-Evaluation Date <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p>Comments <input type="text"/></p> </div>
11.	<p>Click the Save button.</p> <div data-bbox="293 869 1011 940" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>

Recording the Re-Evaluation Status for a Below Contributor

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings

The **Performance Ratings Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.

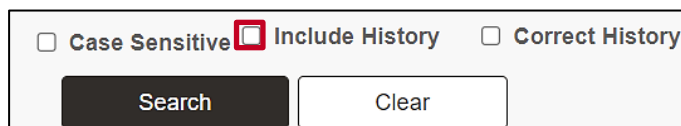
Enter the employee’s Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



3.

Click the **Include History** checkbox.



Step	Action
4.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div style="margin-top: 5px;"> Search Clear </div>

The **Performance Ratings** page for the employee displays.

Performance Ratings

Empl ID
Empl Record 0
Business Unit 14000

Name
Position CJSTRN01

Performance Ratings
Q
|
◀
▶
1 of 1
▶▶
|
View All

*Effective Date

*Rating Type ▼

*Rating Below Contributor

Supervisor

Reviewer

Re-Evaluation Status ▼

Comments

Effective Sequence 0

*Rating Cycle PF YR 10/25/2022 - 10/24/2023

Re-Evaluation Date

Date Entered

Entered By

5.	Click the Add a New Row icon (+) to add a new effective dated row. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: inline-block;"> <input style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; font-weight: bold;" type="button" value="+"/> <input style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;" type="button" value="-"/> </div>
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Step	Action
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The **Performance Ratings** page refreshes with the new effective dated row displayed.

Performance Ratings

Empl ID
Empl Record 0
Business Unit 14000

Name
Position CJSTRN01

Performance Ratings
1 of 2 | View All

*Effective Date
Effective Sequence 0 + -

*Rating Type
*Rating Cycle
PF YR 10/25/2022 - 10/24/2023

*Rating Below Contributor

Supervisor

Reviewer

Re-Evaluation Status
Re-Evaluation Date


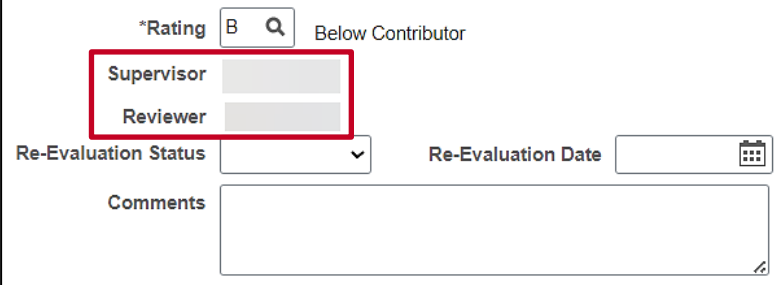



Comments

Date Entered

Entered By

Save
Return to Search

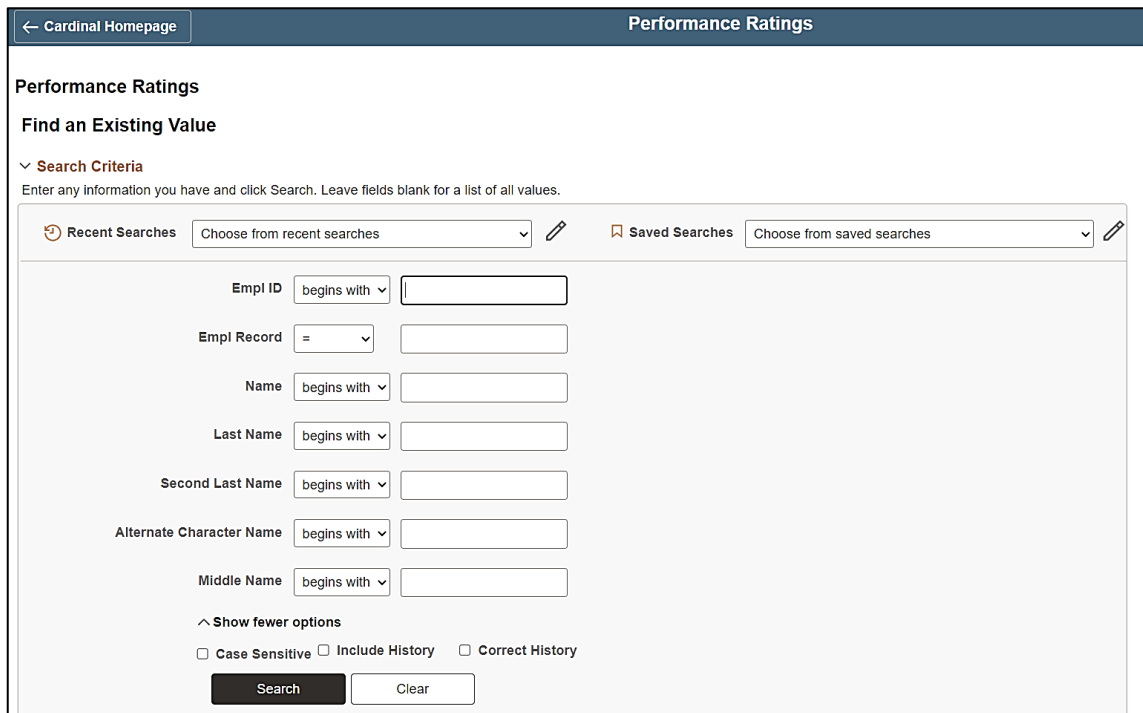
	When a new row is created, the row count increases by one and the effective date displays the current date.
6.	<p>Update the effective date to the applicable date using the Effective Date Calendar icon.</p> <p>Note: This date will be the date the performance rating was discussed and signed off with the employee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> *Effective Date <input type="text" value="05/02/2025"/> </div> <div style="display: flex; justify-content: space-between;"> *Rating Type <input type="text" value="Re-Eval"/> </div> </div>
	<p>The Rating Type, Rating Cycle, and Rating fields all default based on the previous row. Update the Rating Type to Re-evaluation (“Re-Eval”) and the Rating to the re-evaluation rating. The rating cycle should remain the same.</p>

Step	Action
	<p>The Supervisor and Reviewer fields are read-only, and default based on the employee's position and the supervisor's position.</p> 
7.	<p>Click the Re-Evaluation Status dropdown button and select the applicable re-evaluation status.</p> 
8.	<p>Click the Re-Evaluation Date Calendar icon and select the applicable re-evaluation date.</p> 
9.	<p>Click the Save button.</p> 

Recording the “L” Rating for an Employee on Leave During the Performance Rating Cycle

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings

The **Performance Ratings Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.

Enter the employee’s Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



Step	Action
3.	Click the Include History checkbox. <div data-bbox="292 378 971 499" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Clear </div> </div>
4.	Click the Search button. <div data-bbox="292 588 971 709" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Clear </div> </div>
<p>The Performance Ratings page for the employee displays.</p> <div data-bbox="269 795 1365 1673" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0070c0; margin-bottom: 10px;">Performance Ratings</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Empl ID <input type="text"/> Empl Record 0 Business Unit 14000 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Name <input type="text"/> Position CJSTRN01 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Performance Ratings <input type="text" value=""/> << < 1 of 1 > >> View All </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> *Effective Date <input type="text" value="01/21/2025"/> <input type="button" value="📅"/> </div> <div> Effective Sequence <input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> *Rating Type <input type="text" value="v"/> </div> <div> *Rating Cycle <input type="text" value=""/> <input type="button" value="🔍"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> *Rating <input type="text" value=""/> <input type="button" value="🔍"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> Supervisor <input type="text" value=""/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> Reviewer <input type="text" value=""/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> Re-Evaluation Status <input type="text" value="v"/> </div> <div> Re-Evaluation Date <input type="text" value=""/> <input type="button" value="📅"/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; min-height: 40px;"> Comments </div> <hr style="border: 0.5px solid #ccc; margin-bottom: 10px;"/> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> Date Entered </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> Entered By </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search </div> </div>	
5.	Click the Add a New Row icon (+) to add a new effective dated row. <div data-bbox="300 1759 451 1856" style="border: 1px solid black; padding: 5px; margin-top: 10px; display: inline-block;"> <input checked="" type="button" value="+"/> <input type="button" value="-"/> </div>

Step	Action
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The **Performance Ratings** page refreshes with the new effective dated row displayed.

Performance Ratings

Empl ID
 Name

Empl Record 0
 Business Unit 14000
 Position CJSTRN01

Performance Ratings

 |

 2 of 2
 |
 [View All](#)

*Effective Date

Effective Sequence 0

*Rating Type

*Rating Cycle PF YR 10/25/2022 - 10/24/2023

*Rating Contributor

Supervisor

Reviewer

Re-Evaluation Status

Re-Evaluation Date

Comments

Date Entered

Entered By



When a new row is created, the row count increases by one and the effective date displays the current date.



The **Rating Type** and **Rating Cycle** fields default based on the previous row and should not be updated.

*Rating Type

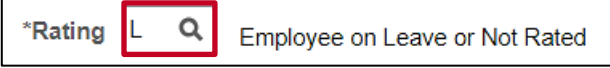

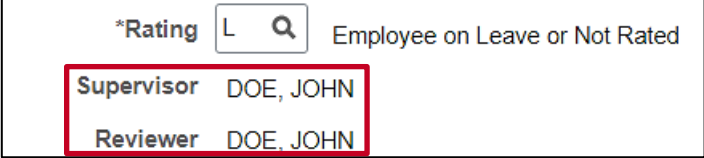




*Rating Cycle

6.

Update the effective date to the applicable date using the **Effective Date Calendar** icon. Enter the end of the period for the effective date.

*Effective Date

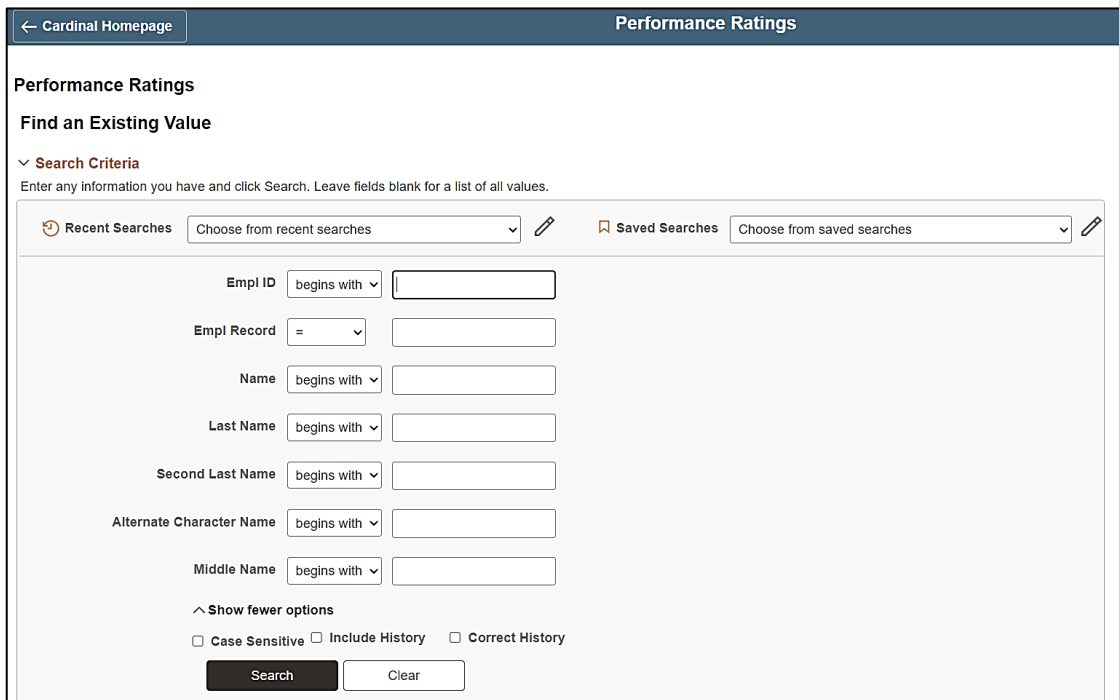
*Rating Type

Step	Action
7.	Click the Rating lookup icon and select the value of “L – Employee on Leave or Not Rated”. 
	The Supervisor and Reviewer fields are read-only, and default based on the employee’s position and the supervisor’s position. 
7.	Click the Re-Evaluation Status dropdown button and select the applicable re-evaluation status. 
8.	Click the Re-Evaluation Date calendar icon and select the applicable re-evaluation date. 
9.	Click the Save button. 
	When the employee returns from leave and the performance rating is completed, repeat these steps to add a row and update the rating accordingly.

How to Correct an Employee's Performance Rating Cycle

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings

The **Performance Ratings Find an Existing Value** page displays.



← Cardinal Homepage Performance Ratings

Performance Ratings

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

^ Show fewer options

Case Sensitive Include History Correct History



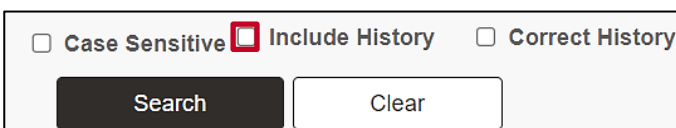
For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
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Empl ID

3.	Click the Include History checkbox.
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Case Sensitive Include History Correct History

Step	Action
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: black; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 2px 10px;">Clear</div> </div> </div>

The **Performance Ratings** page for the employee displays.

← Cardinal Homepage
Performance Ratings

Performance Ratings

Empl ID

Name

Empl Record 0

Business Unit 70600

Position

Performance Ratings Q | K < 1 of 3 > >| | View All

*Effective Date

*Rating Type

*Rating Contributor

Effective Sequence 0

*Rating Cycle PF YR 10/25/2023 - 10/24/2024

Supervisor

Reviewer

Re-Evaluation Status

Re-Evaluation Date

Comments

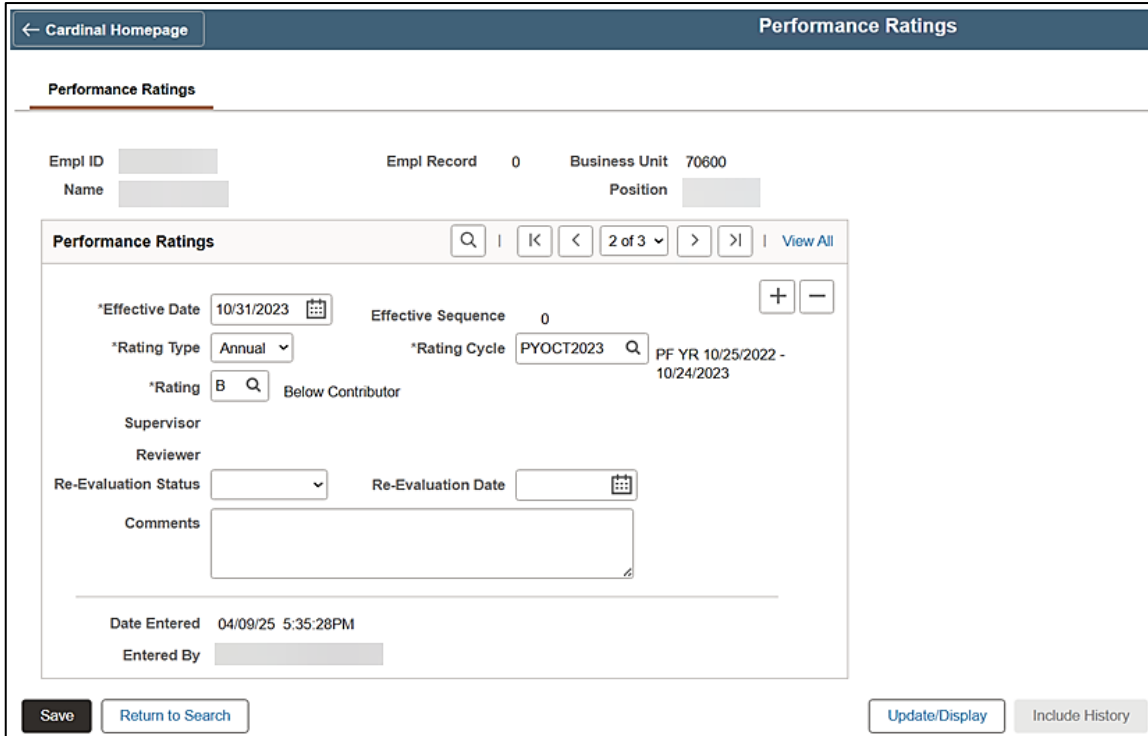
Date Entered 04/09/25 5:35:14PM

Entered By

5.	<p>Click the Dropdown button or use the Navigation Arrows to navigate to the row that needs to be corrected.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: center; align-items: center; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px;">1 of 3 <input type="button" value="⌵"/></div> <div style="border: 2px solid red; padding: 2px 10px;"><input type="button" value=">"/></div> <div style="border: 1px solid black; padding: 2px 10px;"><input type="button" value="> "/></div> </div>
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Step	Action
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The **Performance Ratings** page refreshes with the desired effective dated row displayed.



The screenshot shows the 'Performance Ratings' page. At the top, there is a navigation bar with a '← Cardinal Homepage' link and the page title 'Performance Ratings'. Below this, the 'Performance Ratings' section is displayed. It includes fields for 'Empl ID', 'Empl Record' (0), 'Business Unit' (70600), 'Name', and 'Position'. A search bar is present with '2 of 3' results and a 'View All' link. The main form contains the following fields:

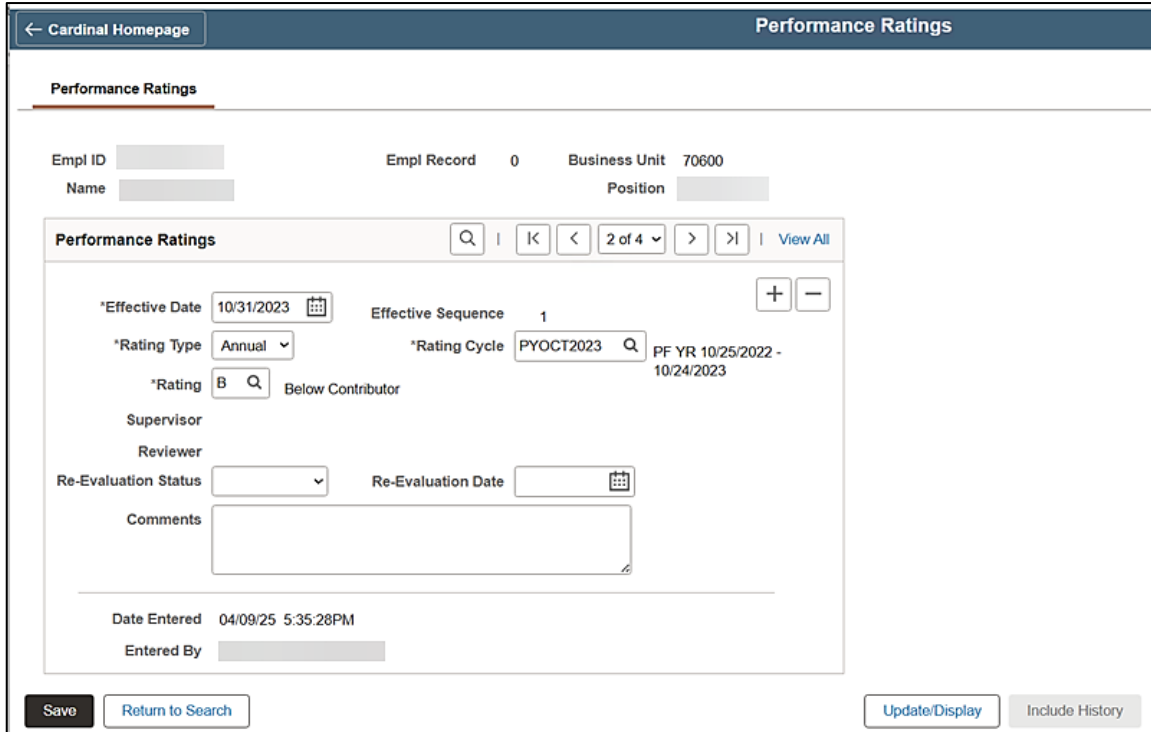
- *Effective Date: 10/31/2023 (with a calendar icon)
- Effective Sequence: 0 (with '+' and '-' icons)
- *Rating Type: Annual (dropdown)
- *Rating Cycle: PYOCT2023 (with a search icon)
- PF YR: 10/25/2022 - 10/24/2023
- *Rating: B (with a search icon) Below Contributor
- Supervisor: (empty)
- Reviewer: (empty)
- Re-Evaluation Status: (dropdown)
- Re-Evaluation Date: (with a calendar icon)
- Comments: (text area)
- Date Entered: 04/09/25 5:35:28PM
- Entered By: (empty)





 At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Update/Display', and 'Include History'.

6	<p>Click the Add a New Row icon (+) to add a new effective dated row.</p> 
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Step	Action
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The **Performance Ratings** page refreshes with a new effective dated row.



	When a new row is created, the row count increases by one and the effective date displays the same effective date. The Effective Sequence is increased by one.
	The Rating Type and Rating Cycle fields default based on the previous row and should not be updated. 
7.	Click the Rating lookup icon and select the corrected rating. 
8.	Click the Save button. 