

# GOAL PENDING MODIFICATION APPROVAL

When an employee modifies a goal that was assigned, the manager will see the screen below when they receive the work plan for approval. Note the banner **PENDING MODIFICATION APPROVAL**. To deny the modification, the manager will select **DENY** (red arrow in screenshot below).

DPS4?HR>PERSONNEL ASST V>RESEARCH & ANALYSIS

**Pending Modification Approval**

Research, support & provide solutions for assigned program area(s).

Progress:  0%

Status: On Track  
Start Date: 7/1/2015  
Due Date: 6/30/2016  
Perspective: State of NC  
Goal Category(s): Human Resources  
Weight: 25.00%

Tasks	Start Date	Due Date	Weight	Progress
Stay abreast of state, agency and CJ policies, procedures and guidelines to	7/1/2015	6/30/2016	10%	0%

Cancel Goal Deny Approve

An edit screen will open. The manager will scroll down and select **DENY**

Edit Goal

in assigned areas.

Analyze and resolve individual issues for assigned tasks/actions to incorporate review of policy and evaluation of best solution. Decisions should be made in accordance with law and policy and promote cost efficiencies to the agency.

Start Date	Due Date	Weight	Progress
7/1/2015	6/30/2016	60%	

Total Weight: 100%

Approve Deny Cancel

A comment box will open. The manager will enter a comment and select **DENY REQUEST**.

Deny Request

Comments:  
DPS goals and tasks for all positions have been calibrated for fiscal year 15-16. Goals should not be modified/edited without prior approval. Existing goals have been approved by management and this edit/modification is not authorized.

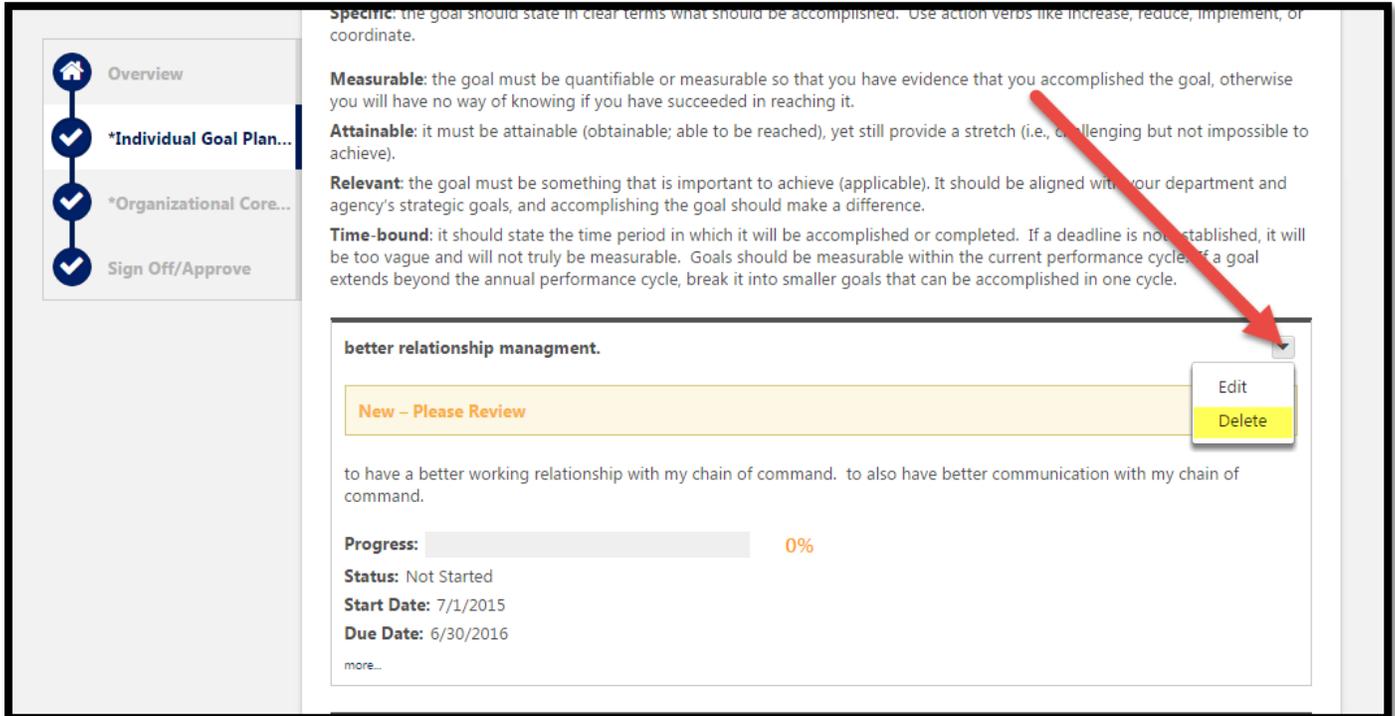
Deny Request Cancel

When the workplan returns to the employee for final signature the employee will see that the goal was denied and the originally entered goal will be on the workplan.

# NEW GOAL PENDING APPROVAL

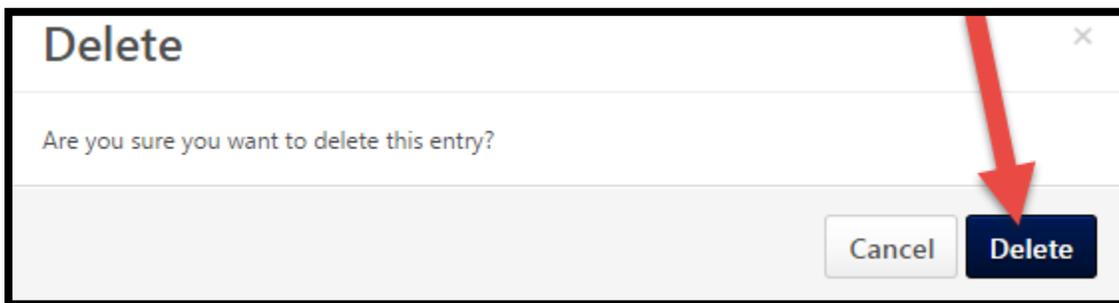
When an employee creates and adds a new goal to their workplan the manager will see the screen below when they receive the work plan for approval. Note the banner **NEW - PLEASE REVIEW**.

To deny the addition, the manager will select the drop down box and select **DELETE** (red arrow in screenshot below)



The screenshot shows a web interface for goal management. On the left is a navigation sidebar with four items: 'Overview', '\*Individual Goal Plan...', '\*Organizational Core...', and 'Sign Off/Approve'. The main content area displays a goal titled 'better relationship management.' with a yellow banner that says 'New - Please Review'. To the right of the banner are two buttons: 'Edit' and 'Delete'. A red arrow points from the top right towards the 'Delete' button. Below the banner, the goal description reads: 'to have a better working relationship with my chain of command. to also have better communication with my chain of command.' Below the description is a progress bar at 0%, and the status is 'Not Started'. The start date is '7/1/2015' and the due date is '6/30/2016'. There is a 'more...' link at the bottom left of the goal card.

A confirmation screen will appear. Select Delete.



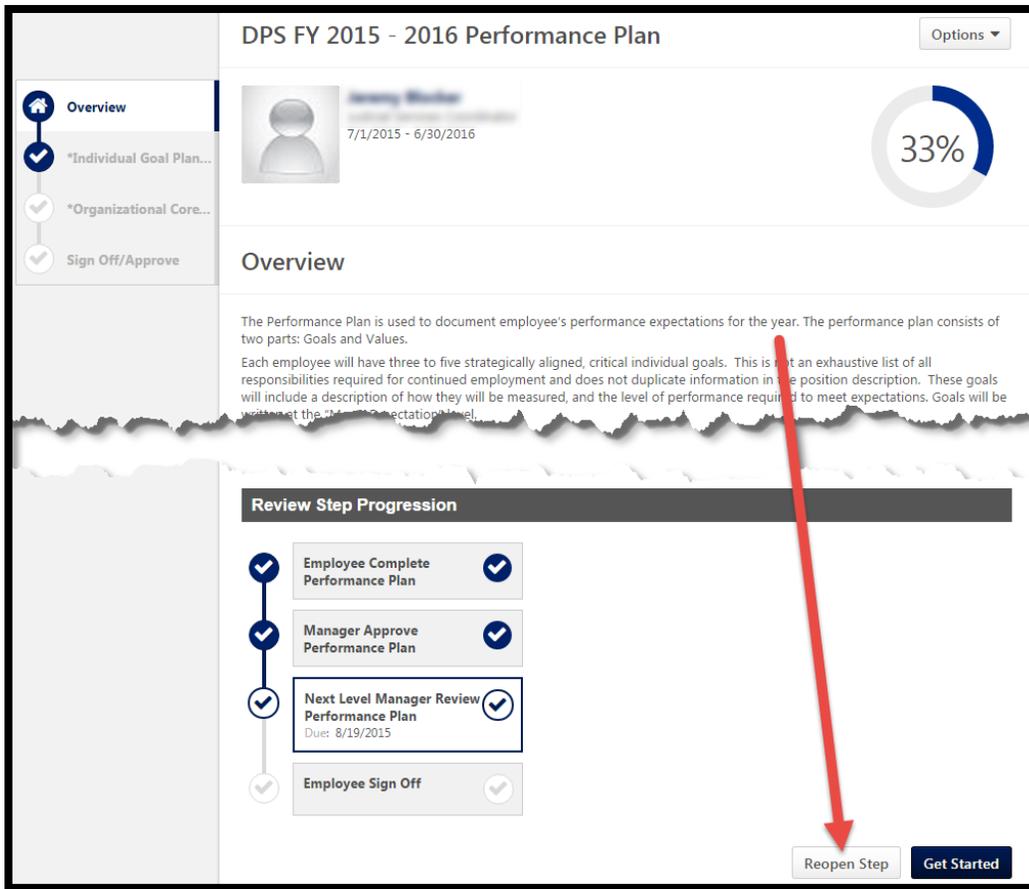
The screenshot shows a confirmation dialog box titled 'Delete'. The text inside the dialog asks 'Are you sure you want to delete this entry?'. At the bottom of the dialog are two buttons: 'Cancel' and 'Delete'. A red arrow points from the top right towards the 'Delete' button.

This removes the goal. It will not appear when the workplan returns to the employee for final signature.

## RE-OPENING A STEP

If a manager approves a modification or goal addition in error, the indirect manager can re-open the previous manager approval step. This sends the workplan back to the manager for action.

To re-open a step, the indirect manager simply selects Reopen Step (see read arrow below).



DPS FY 2015 - 2016 Performance Plan

Options ▾

Overview

\*Individual Goal Plan...

\*Organizational Core...

Sign Off/Approve

7/1/2015 - 6/30/2016

33%

Overview

The Performance Plan is used to document employee's performance expectations for the year. The performance plan consists of two parts: Goals and Values.

Each employee will have three to five strategically aligned, critical individual goals. This is not an exhaustive list of all responsibilities required for continued employment and does not duplicate information in the position description. These goals will include a description of how they will be measured, and the level of performance required to meet expectations. Goals will be written at the Minimum Expectation level.

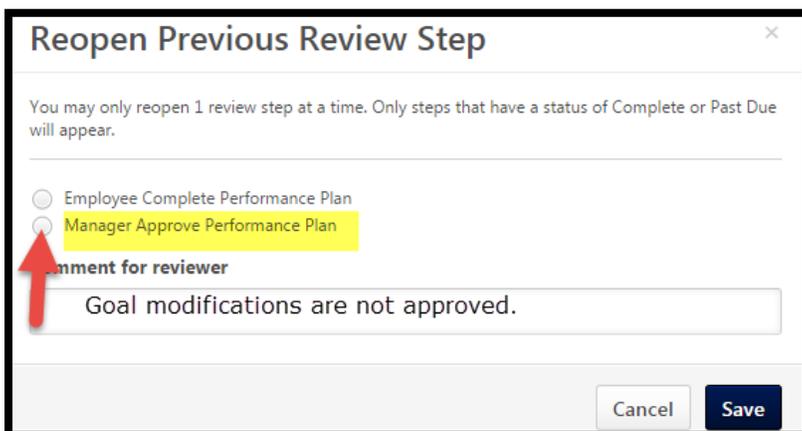
Review Step Progression

- Employee Complete Performance Plan
- Manager Approve Performance Plan
- Next Level Manager Review Performance Plan  
Due: 8/19/2015
- Employee Sign Off

Reopen Step

Get Started

Then the indirect manager selects the **MANAGER APPROVE PERFORMANCE PLAN** step to reopen and adds comments.



Reopen Previous Review Step

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

- Employee Complete Performance Plan
- Manager Approve Performance Plan

Comment for reviewer

Goal modifications are not approved.

Cancel Save

Then select **SAVE**. This sends the workplan back to the Manager where they can deny the modification or delete the goal addition.