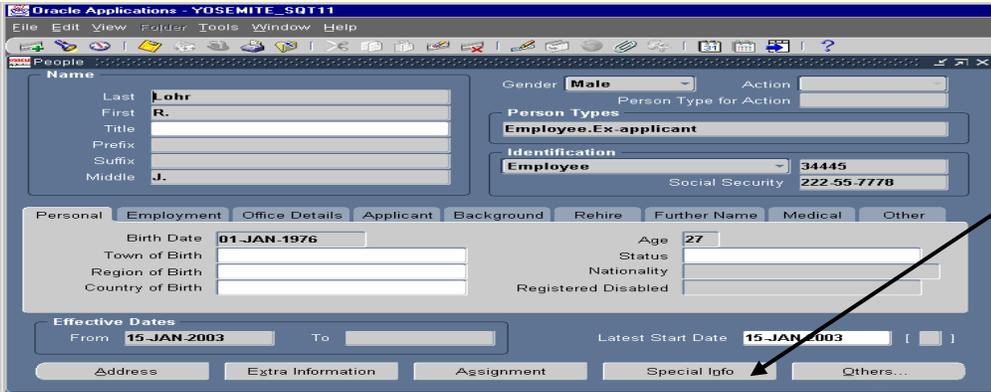
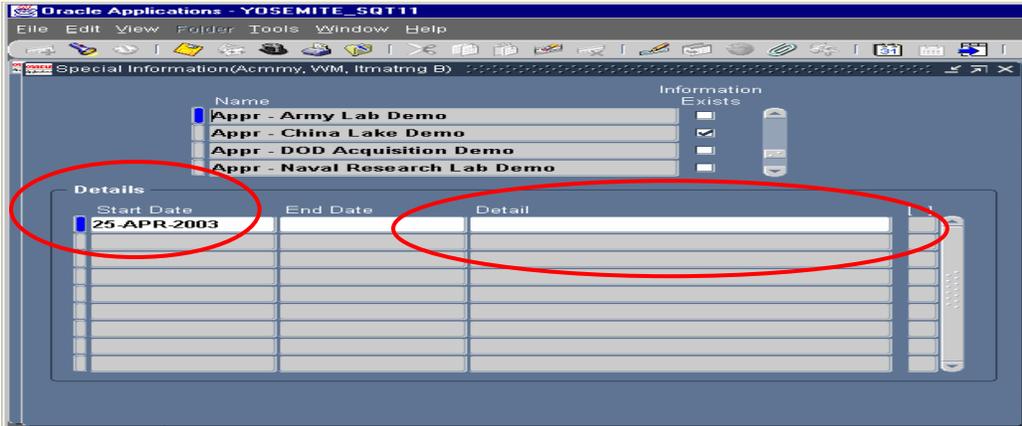
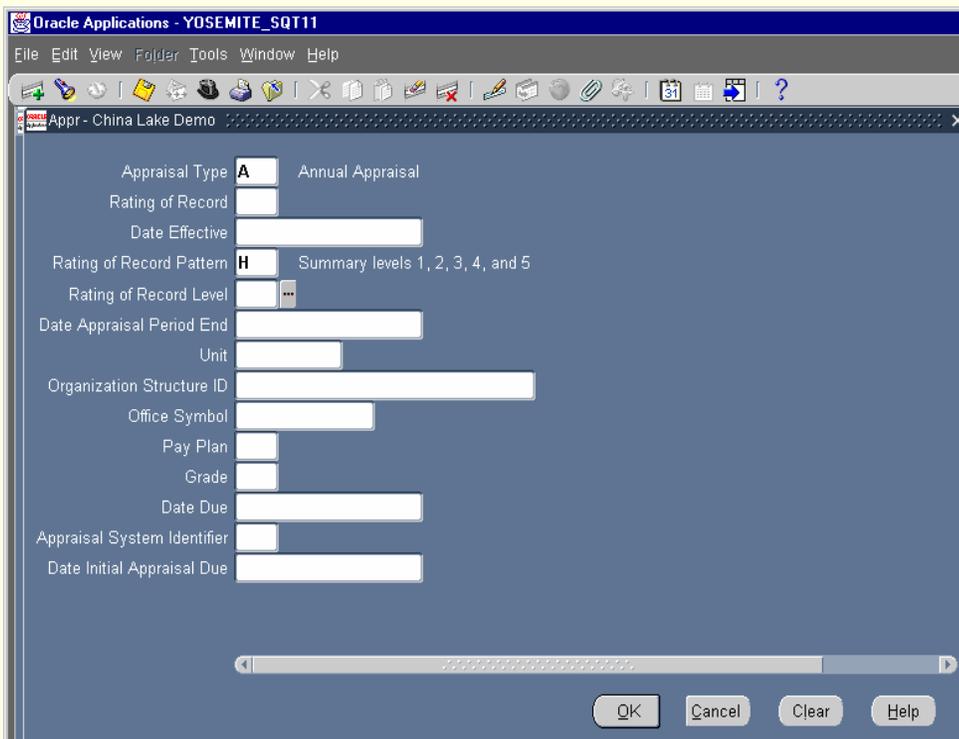


CHINA LAKE DEMO PERFORMANCE APPRAISAL INPUT

- Appraisal Input**
- This job aid guides you through the steps for updating the appraisal area for employees newly entered into a Demo position.
 - All employees newly entered into the Demo (whether a new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. The entry rating is **always** an "H" (Ineligible), effective the same day as the entry into Demo.
 - Appraisal update must be input in the **Appr - China Lake Demo** DDF. **DO NOT** enter it in the **US FED PERF APPRAISAL** DDF.

STEP	ACTION
1	<ul style="list-style-type: none"> • From the Navigation List, go to People -> Enter and Maintain and click on <Special Info>. 
2	<ul style="list-style-type: none"> • Find the DDF "Appr - China Lake Demo" and highlight. • Click on the Start Date in the Details area and change the date to the effective date of action. • Click on the white box labeled Detail and open the DDF. 

- 3 • Complete the fields in the DDF. A brief description of each data field is provided below:



- ◆ Appraisal Type = **A** (Annual Appraisal)
- ◆ Rating of Record – enter rating; if new hire or employee moving into Demo, code as “**H**” (Ineligible)
- ◆ Date Effective – enter effective date of appraisal, if new hire or employee moving into Demo, use the effective date of the assignment action.
- ◆ Rating of Record Pattern = **H** (Summary levels 1-5)
- ◆ Rating of Record Level - **Leave Blank**
- ◆ Date Appraisal Period End – Enter **31July** of current Performance year (e.g., EOD of 02-OCT-2002 = “31JUL-2003”)
- ◆ Unit – enter UIC
- ◆ Organization Structure ID – enter orgcode
- ◆ Office Symbol – **Leave Blank**
- ◆ Pay Plan – enter pay plan
- ◆ Grade – enter grade
- ◆ Date Due – enter the same date as the **Date Effective** field.
- ◆ Appraisal System Identifier – **Leave Blank**
- ◆ Date Initial Appraisal Due – **Leave Blank**

4 Click <OK> when coding is complete.

5 Click <Save> and exit the <Special Info> window.