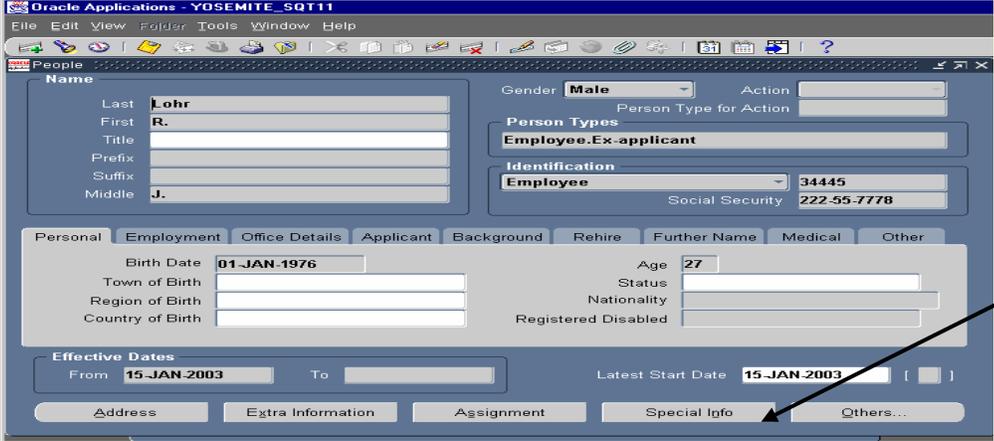
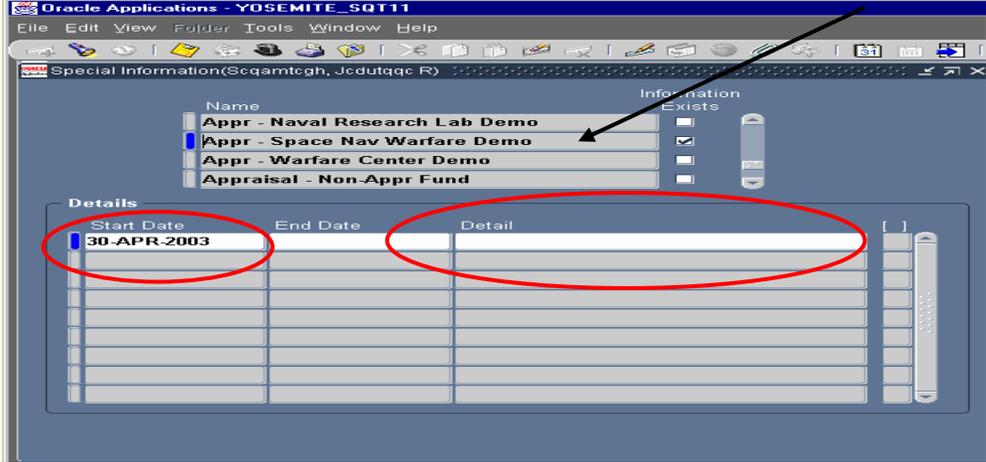


SPAWAR DEMO PERFORMANCE APPRAISAL INPUT

- Appraisal Input**
- 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** a "V" (Successful with 0 Pts), effective the same day as the entry into Demo.
 - Appraisal update must be input in the **Appr – Space Nav Warfare Demo 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 – Space Nav Warfare 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:

The screenshot shows a window titled 'Oracle Applications - YOSEMITE_SQT11' with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main area is a 'Space Nav Warfare Demo' window containing the following fields:

- Appraisal Type: **A** Annual Appraisal
- Rating of Record: []
- Date Effective: []
- Rating of Record Pattern: **H** Summary levels 1, 2, 3, 4, and 5
- Rating of Record Level: []
- Date Appraisal Period End: []
- Unit: []
- Organization Structure ID: []
- Office Symbol: []
- Pay Plan: []
- Grade: []
- Date Due: []
- Appraisal System Identifier: []
- Date Initial Appraisal Due: []

At the bottom right of the window are buttons for OK, Cancel, Clear, and Help.

- ◆ Appraisal Type = **A** (Annual Appraisal)
- ◆ Rating of Record – enter rating; if new hire or employee moving into Demo, code as “**V**”
- ◆ 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 **30 June** of current Performance year (e.g., EOD of 02-OCT-2002 = “30-JUN-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.