

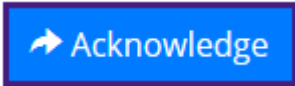
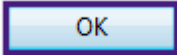



Employee Acknowledgement of PES Plan

Step	Action
1.	Click the PES Evaluation for Natanya Baines link. 
2.	Click the Down button of the scrollbar to view Work and Behavior Expectations . 
3.	Employees can provide appropriate feedback regarding the performance plan, but it is not required.
4.	Click the Acknowledge button. 
5.	A warning message displays reminding you once acknowledged, further revision may not be available. Click the OK button. 
6.	The Overview page shows that <i>Step 4: Employee Acknowledge PES Plan</i> is complete and Step 5: HR Review PES Plan is In Process .
7.	Click the Log Out link. 
8.	This completes <i>Employee Acknowledgement of PES Plan</i> . End of Procedure.