

CHRIS Self Service

How to Delete a Performance Plan

Introduction

The current version of the CHRIS APPAS module has been built using Oracle Self-service technology. A Performance Plan can be deleted from Build Performance Plan from the Main Plan Information screen. Be careful, if you delete a Performance Plan it will permanently delete the data from Build Performance Plan. This will not affect data that has already been used to create an existing individual appraisal. Deleting an Appraisal is a separate action.

Guide Contents

This guide provides instruction on how to delete a performance plan from Build Performance Plan.

How to Delete a Performance Plan

Step 1

If you are a manager select GSA Manager Self-Service from the menu and then click on Build Performance Plan (APPAS) in the right hand column.

All other users select GSA Build Performance Plan and click on Build Performance Plan (APPAS) in the right hand column.

Navigator

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Important: The Internet Explorer or Netscape Back  button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

Step 2

The Plan Information screen appears and provides two options for searching for an employee's existing performance plan by name.


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Plan Information

To BUILD A NEW PERFORMANCE PLAN for an associate, click on 'Build Performance Plan'.
 To WORK WITH AN EXISTING PERFORMANCE PLAN, use the SEARCH function explained below to find the plan. [Build Performance Plan](#)

WORKING WITH EXISTING PLANS:

- To search for a specific Performance Plan, first select the employee's name by using the flashlight OR by entering the employee's last name, first name in the space provided and clicking on the GO button.
- To narrow your results to a specific date range, enter a date range and click GO.
- To view all performance plans for which you are the MAIN APPRAISER, leave all fields blank, check the box next to "Plans where you are the Main Appraiser" and click GO.

OPTIONS AVAILABLE FOR THE RECORDS SELECTED:

- To make changes to an existing plan click on the UPDATE PLAN/CHANGE APPRAISER icon.
- To copy an existing plan, select the COPY icon and follow the instructions.
- To view detailed information about a plan, select the DETAILS icon.
- To view or print the worksheet or form, click on the appropriate icon.
- To write comments and/or issue critical element ratings for the mid-year progress review, click on the CREATE MID-YEAR icon and then go to APPRAISALS (APPAS).
- To evaluate performance at the end of the rating period, click on the CREATE APPRAISALS icon and then go to APPRAISALS (APPAS).
- To delete the selected plan, use the DELETE icon.

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name

Rating Period End Date between

(example: 28-Jul-2006)

Plans where you are the Main Appraiser

* Effective Date

(example: 28-Jul-2006)

Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Copy Change Appraiser	Details WorkSheet	Perf. Plan Form	Create Mid-Year	Create Appraisal	Delete
No search conducted.											

[Build Performance Plan](#)

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You can enter the employee's last name in the Name field and hit the tab key or click on the Flashlight icon  .

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name 

Rating Period End Date between 
 (example: 25-Jun-2006)


 (example: 25-Jun-2006)

Plans where you are the Main Appraiser

* Effective Date 
 (example: 25-Jun-2006)

This will take you to the Search and Select: Name screen. Identify the correct employee and click on the Quick Select icon  . This will populate the Name field on the Plan Information screen.

Search and Select: Name

Search
 To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Name	Organization	Position	Grade
<input type="radio"/>		Wright,	4FB-1	Property Disposal Specialist	GS-12
<input type="radio"/>		Wright,	CX	Human Resources Specialist	GS-13
<input type="radio"/>		Wright,	3FL-B	Materials Handler	WG-06
<input type="radio"/>		Wright,	4PM-FT	Building Management Specialist	GS-11
<input type="radio"/>		Wright,	3PPDG	Realty Services Manager	GS-13
<input type="radio"/>		Wright,	FBPS	Property Marketing Specialist	GS-13
<input type="radio"/>		Wright,	9PFB	Building Manager	GS-14
<input type="radio"/>		Wright,	7FF-04	Transportation Opns Offcr(Motor)	GS-13
<input type="radio"/>		Wright,	3PA	Management Assistant (OA)	GS-06
<input type="radio"/>		Wright,	10PZ1	Realty Assistant	GS-08

To narrow your results to a specific date range, enter a starting and ending value in the Rating Period End Date fields. Click on the Go button  .

Rating Period End Date between 
(example: 25-Jun-2006)
 
(example: 25-Jun-2006)

To limit your search to performance plans where you are the main appraiser, click on the "Plans where you are main appraiser" box and click on the go button  .

Plans where you are the Main Appraiser

Based upon the criteria that you have entered the Plan Information screen will populate with Performance Plans. For each performance plan there are multiple function buttons.

Step 3

Confirm that that you have the right plan by verifying the Rating Period Start and End

Dates. Further verify that you have the right plan by clicking on the Details Icon  . This will display the details review screen. Click on the back button to return to the Search Screen

For the selected plan, click on the delete icon  on the right hand side of the row.

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name

Rating Period End Date between

(example: 25-Jun-2006)

(example: 25-Jun-2006)

Plans where you are the Main Appraiser

* Effective Date

(example: 25-Jun-2006)

Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update / Change Appraiser	Details	WorkSheet	Perf. Plan Form	Create Mit-Year	Create Appraisal	Delete
		Plan in Progress	Annual	01-Oct-2007	30-Sep-2008							
		Ongoing	Annual	01-Oct-2007	30-Sep-2008							
		Plan in Progress	Annual	01-Oct-2006	30-Sep-2007							
		Plan in Progress	Interim	01-Oct-2006	30-Sep-2007							
		Completed	Annual	01-Oct-2005	30-Sep-2006							
		Completed	Annual	01-Oct-2005	30-Sep-2006							
		Completed	Annual	01-Oct-2004	30-Sep-2005							
		Planned	Annual	01-Oct-2004	30-Sep-2005							

Step 4

You will then be asked to confirm the deletion. Click the Yes button , if you wish to delete the Performance Plan.

[Warning](#)

Do you wish to delete this plan?

Do you want to continue with the deletion?