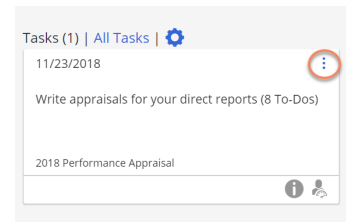


# Task Status

Access Task Status from the Menu  or by clicking the three dots on a task on the homepage.



Tasks Overview **1**


2018 Performance Appraisal Viewing: 2018 Performance Appraisal

2018/11/05 Write appraisals for your direct reports **3** 2 To-Dos

2018/11/07 Employee sign-off 2 Not Ready

2018/11/09 Sign-off appraisals for direct reports 2 Not Ready







2018/11/14 Second level supervisor sign-off **2**


Search First and/or Last Name Search Show All Advanced Search 

Process Tasks **6** Assign to Other Manager...

Page 1 of 1

First Name	Last Name	Write appraisals for your direct reports	Process Status	Modified Date	Due Date	Completed Date
Employee #1		Edit Form	<b>4</b> View Status	2018/11/15	2018/11/05	
Employee #1		Edit Form	View Status	2018/11/09	2018/11/05	

**5** Legend:  Overdue  My To-Do  Their To-Do  Sent for Review  Not Ready  Completed

- 1.** Two views: Tasks or Overview. Task view shows more detail.
- 2.** Bar shows each step of the process—currently in the first step “Write annual appraisal” and due date. Slide the bar to view tasks associated with each step.
- 3.**  My To-Do Indicates the status of *your* tasks – See the legend. Click on the task to perform the task.
- 4.** Click on “View Status” to see the progress of each employee through the process.
- 5.** Legend
- 6.** Assign to Other Manager -- select an employee (click the box in front of their name), and click "Assign Other Manager." In the pop-up box enter the name of the supervisor who should do the performance appraisal.