

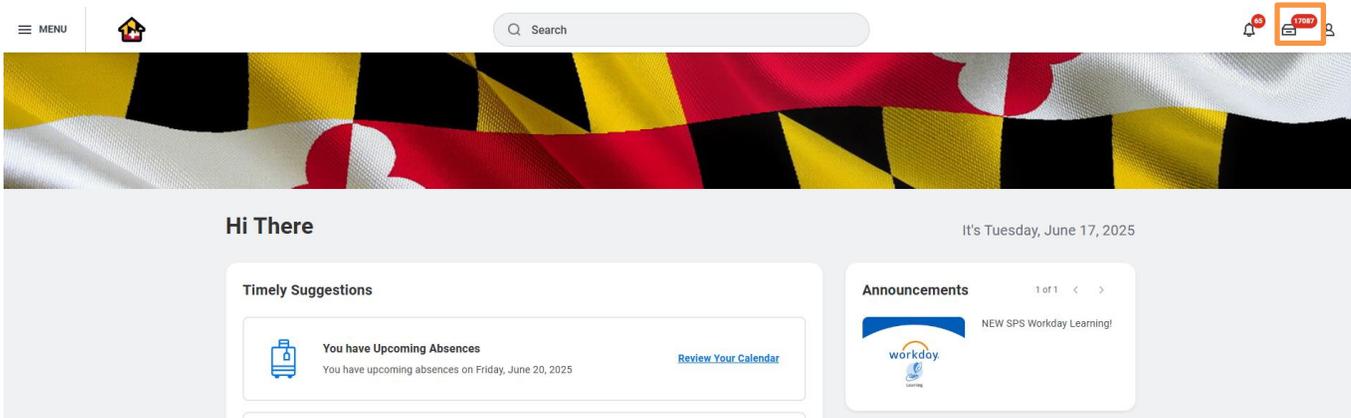
## Entering Performance Review Employee Comments

After supervisors complete performance evaluations for employees, the employee must complete tasks to move the PEP process along to final approval and to a completed record in Workday.

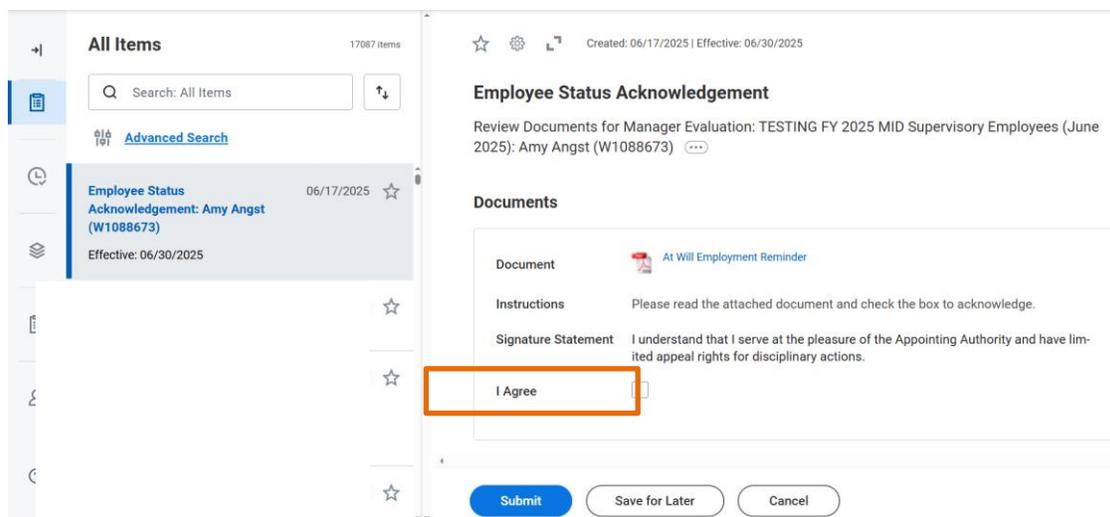
- IF the employee is Executive or Management Service or Special or Political Special Appointment then an Employee Status Acknowledgement of At Will Employment will be the first task to complete from their My Task box
- ALL employees must complete the *Employee Review Comments* task in their My Task box.

### Procedure:

1. Navigate to your My Task box to find the next task to be completed in the Performance Evaluation Process.



2. IF you are in an Executive or Management Service or Special or Political Special Appointment position, open the *Employee Status Acknowledgement* task from the **All Items** tab. Review the document and check the "I Agree" checkbox and then select Submit. (*If you are not in one of these positions, continue to step 3*). *This acknowledgement and document will be added to your worker documents.*





3. Navigate to the *Provide Employee Review Comments* task in your My Task box and select “Get Started”.

My Tasks | All Items | 14528 items

Search: All Items

Advanced Search

Provide Employee Review Comments: ASHLEY LOVETT (W2015504) | 11/25/2025

Due: 11/27/2025 | Effective: 12/31/2025

Created: 11/25/2025 | Due: 11/27/2025 | Effective: 12/31/2025

**Provide Employee Review Comments** | Manager Evaluation: FY 2026 ANNUAL Non-Supervisory employees (Dec 2025): ASHLEY LOVETT (W2015504)

Evaluated By: ASHLEY LOVETT (W2015504) | Review Period: 01/01/2025 - 12/31/2025

After clicking the "Get Started" button below:

1. You may scroll down to review the performance evaluation. Click the "Next" button at the bottom to move to the next screen.
2. The second screen has two parts:
  - a. Use the drop down box to acknowledge by selecting from the available statements.
  - b. Enter Employee Comments into the box provided.

Note this process will be available for the next 10 calendar days. If you fail to submit the acknowledgment before the end of the review period, it will be considered that you refused to sign.

Also note that no personnel action shall be taken or refused as a reprisal against an employee who refuses to sign this evaluation.

Then, click [SUBMIT] on the bottom left corner of the screen.

Get Started

4. On this page, review all entered evaluation information from your supervisor. Select Next when you are ready to acknowledge the review ratings and notes.

Provide Employee Review Comments | Actions

Manager Evaluation: TESTING FY 2025 MID Supervisory Employees (June 2025): Am...

01/01/2025 - 06/30/2025 | Evaluated By: ASHLEY LOVE...

Summary | Acknowledgement

**Summary**

**Employee Status**

Question: Employee Status (Choose Employee Employment Status - if applicable)

Manager

Rating: Not Applicable

**Overall Work Quality**

Question: Overall Work Quality

Manager

Rating: Outstanding

Rating Description: (empty)

**Manager Summary**

Calculated Rating: Outstanding

Rating Description: (empty)

Back | Next | Close



5. On this page, you should select a Status response from the dropdown options. If you are entering comments, use the space provided. Once finished, hit Submit.

**Provide Employee Review Comments**

Manager Evaluation: TESTING  
FY 2025 MID Supervisory  
Employees (June 2025): Am...  
01/01/2025 - 06/30/2025  
Evaluated By: ASHLEY LOVE...

Summary  
Acknowledgement

**Acknowledgement**

**Manager**

Status: Supervisor Only - Acknowledge PEP  
Comment: as  
Acknowledged By: Mike Zoran (W1074409)  
Acknowledgement Date: 06/17/2025 10:08 PM

**Employee**

Status: [Search]  
Comment: [Employee Only - Acknowledge PEP without Comments] [Employee Only - Acknowledge PEP with Comments] [Employee Only - I have reviewed my performance evaluation (PEP) and I refuse to sign it]

**Process History**

- Mike Zoran (W1074409) Complete Manager Evaluation for Performance Review- Submitted 21 minutes ago
- Mike Zoran (W1074409) Provide Manager Review Comments- Submitted 21 minutes ago
- Amy Angst (W1088673) Employee Status Acknowledgement- Step Completed 7 minutes ago
- Amy Angst (W1088673) Provide Employee Review Comments- Awaiting Action

Submit Save for Later

Note: Employees will have the *Employee Review Comments* task in their My Task box for completion. It will be available for the next 10 calendar days or will be considered “unsigned”.

6. After the employee enters and submits their acknowledgement and comments, Workday will display a submission confirmation message and the PEP will be routed to the HR Coordinator for Approval. Other approvals will follow according to your agency’s guidelines:
  - *Appointing Authority Partner for approval IF the PEP is an End-of-Cycle PEP or Annual.*
  - *Manager’s Manager for approval IF the PEP is Mid-Cycle PEP or MID.*
7. The System Task is complete.