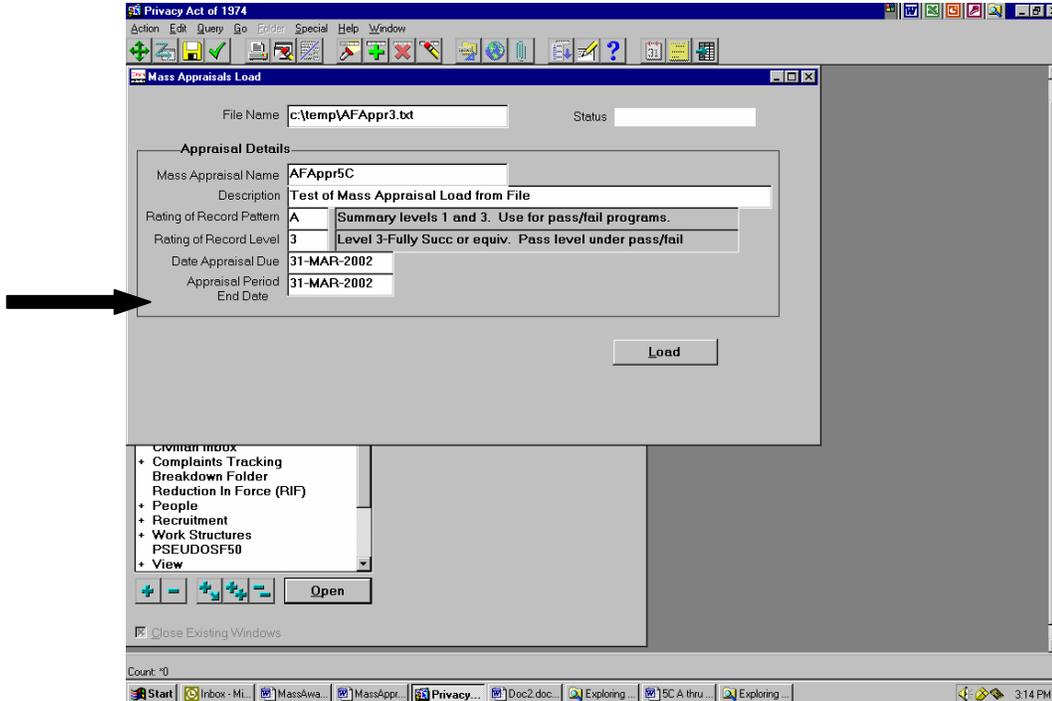
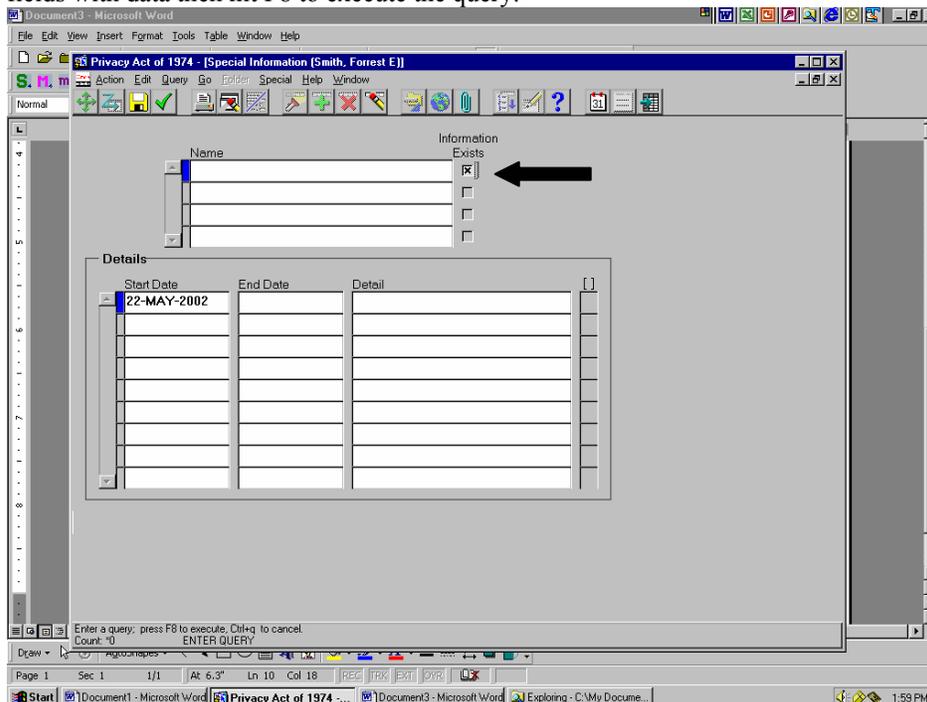


INSTRUCTIONS FOR FIXING APPRAISAL PERIOD END DATE

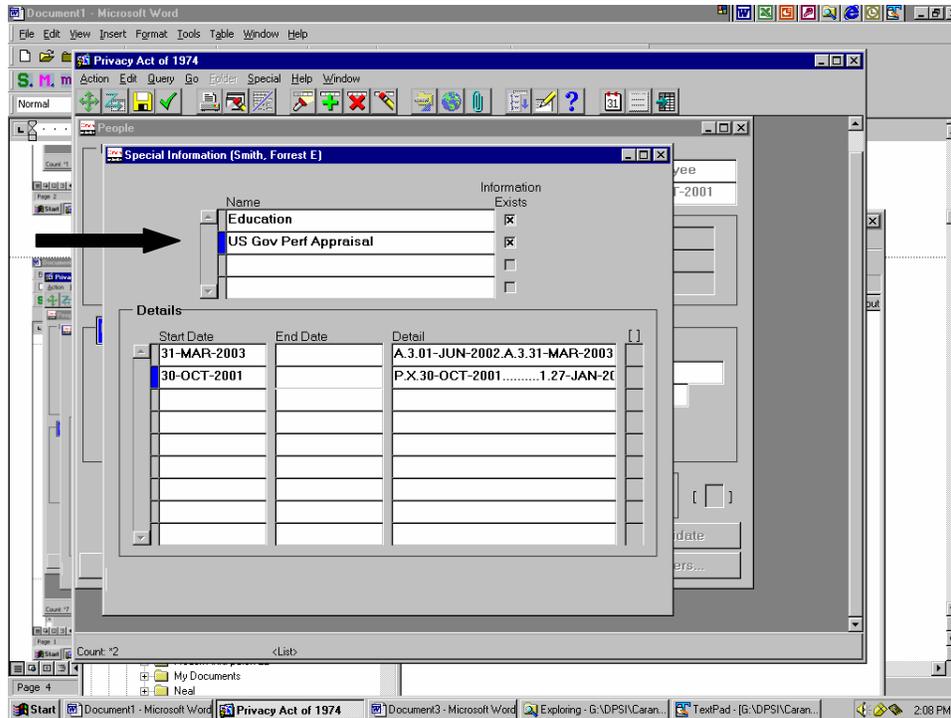
It has come to our attention that a few installations have input an erroneous date in the “Appraisal Period End Date” while processing the mass appraisals. The majority of these were input with 31-MAR-2003 instead of 31-MAR-2002. There are a few where the year appears to have been transposed (0202 and 0220 instead of 2002). This field is updated on the initial load screen and is not part of the uploaded text file. This may cause problems with the award salary if a percentage is used instead of a flat dollar amount. Each of these appraisals will need to be corrected.



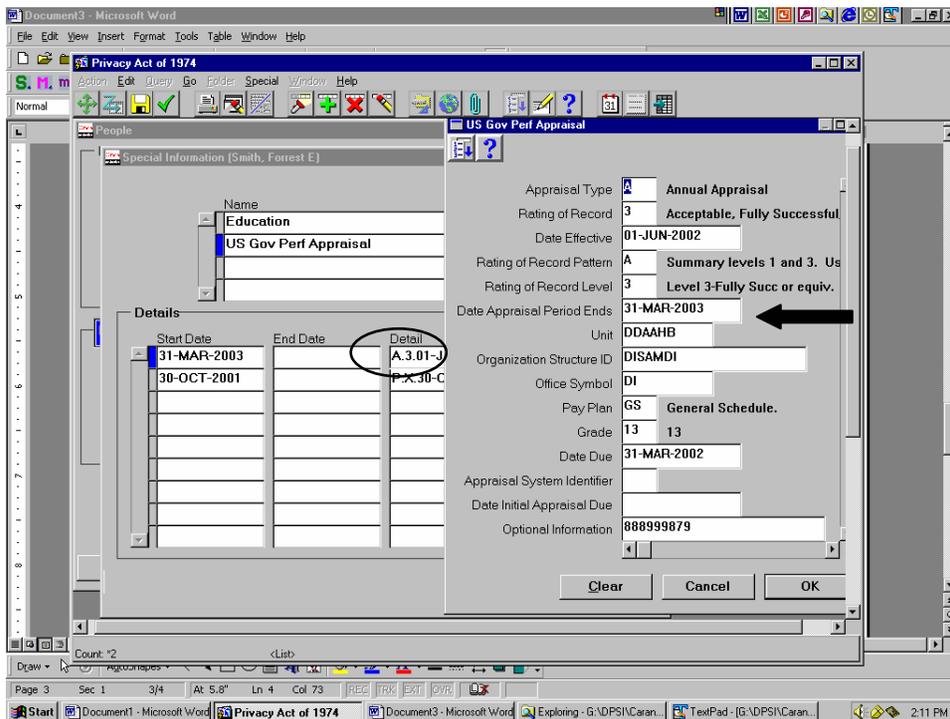
Navigate to People>Enter and Maintain>Special Information and hit F7 and “X” the block to query for fields with data then hit F8 to execute the query.



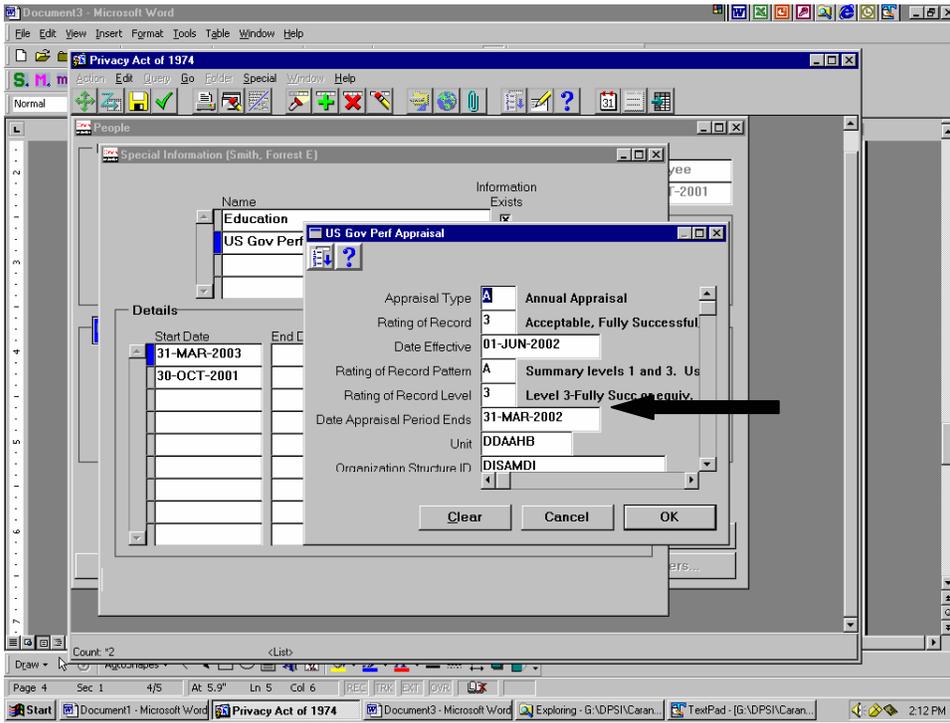
Click on the line next to “US Gov Perf Appraisal” and then click in the “Detail” column to display all the data.



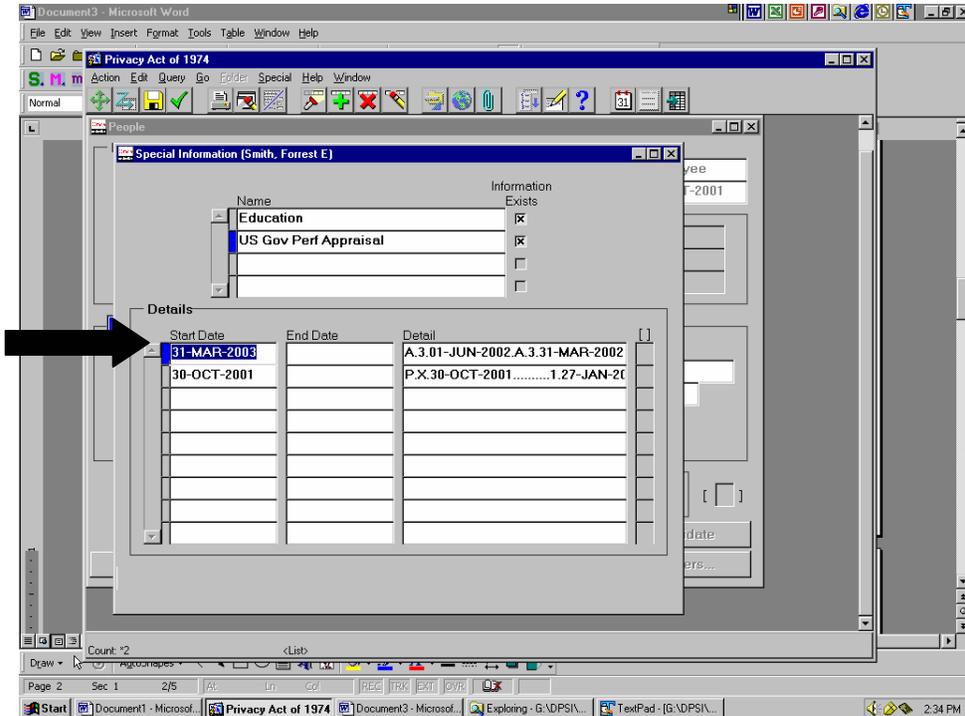
Click in the detail area of the line entry that needs correcting to display all the data fields for that entry.



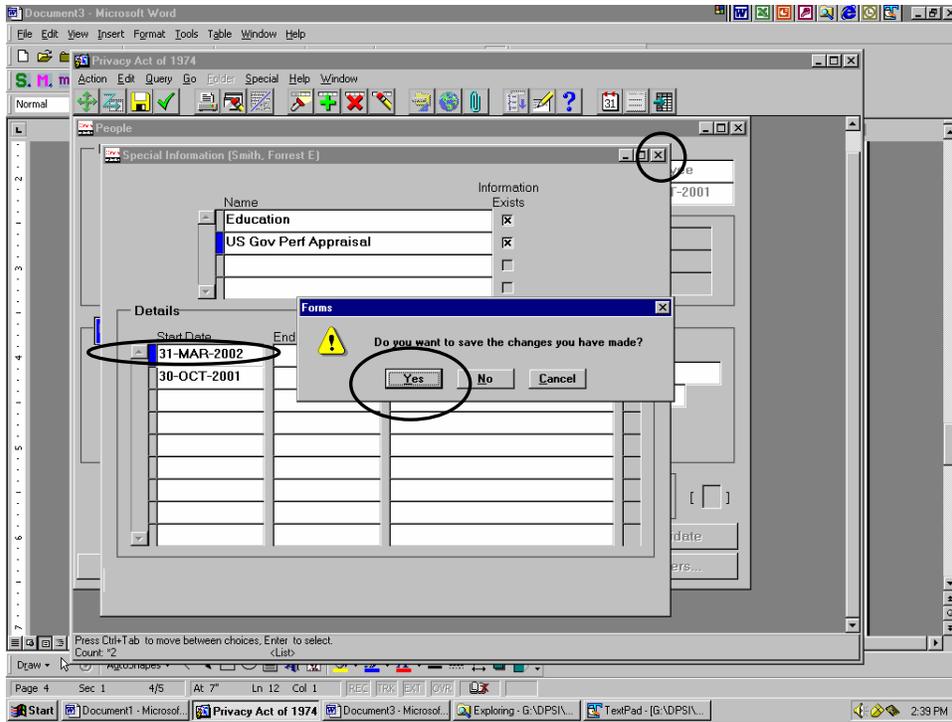
Make your correction to the “Date Appraisal Period Ends” field to change date to 31-MAR-2002 and click “OK”. Field will now reflect the correct date.



Now click on the “Start Date” column that still reflects a 2003 date and change the date to 31-MAR-2002.



After you change the date, close the window by the “X” in the upper right corner of the screen. You will be asked if you want to save the changes.



Chose “YES” and the record will update and display completion notice.

