

TALENT MANAGEMENT
QUICK REFERENCE GUIDE – PROXY
Cancel Acknowledgment

Listed below are a few examples of when a MAP Proxy may need to cancel an appraisal acknowledgment:

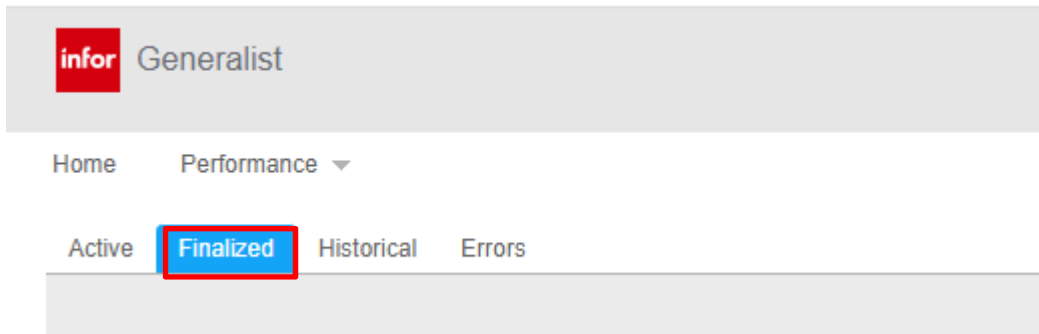
- The appraisal is not showing up in the upline manager’s or employee’s inbasket after being submitted for acknowledgment.
- The appraisal dates need to be changed or edited.
- If documentation needs to be attached to an appraisal.
- The supervisor, document owner, or upline manager may have changed after the appraisal was submitted for acknowledgment.

Please Note: To Cancel Acknowledgement of an appraisal, the appraisal needs to be on the “Finalized” tab and in “Submitted for Acknowledgement” status.

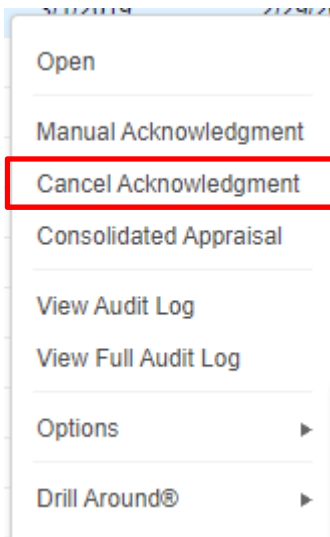
Log into **MAP Proxy**

Cancel Acknowledgment

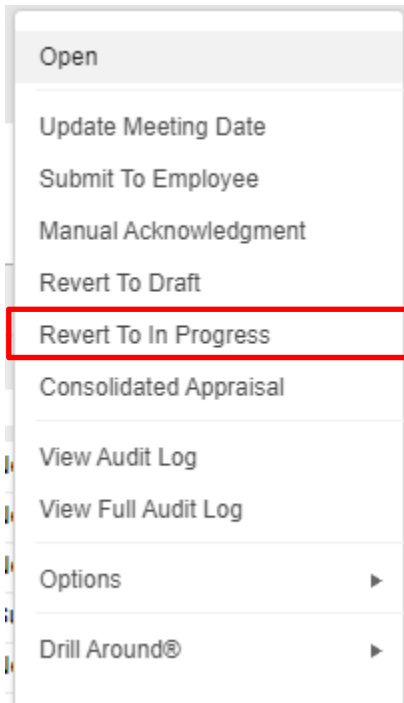
1. Select the **Finalized** tab (may take a few minutes for page to load).
2. Search for the appraisal by the employee EIN by **entering the EIN** in the Employment ID field.
 - a. Note: You must **wait for the Finalized tab to finish loading** before entering the EIN or the search may not work. You can reset the search function by clicking the Home button



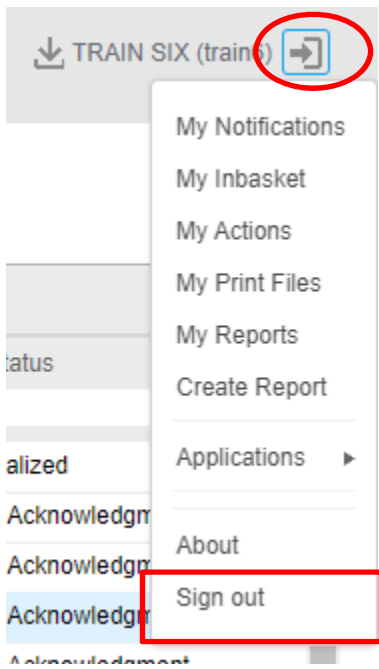
3. Press **enter** after typing the EIN.
4. Right click on the **appraisal** and then select **Cancel Acknowledgment**. The appraisal will return to **Finalized** status and any previous acknowledgments will need to be redone.



5. Once the appraisal is returned to **Finalized** status, it can be “Re-submitted” or “Reverted To In Progress” by right clicking on the appraisal so that it may be edited or changed.



6. To log out of MAP, click the Arrow next to your name in the upper right hand corner and then select Sign Out.



If you have any questions regarding MAP, please contact your Human Resources Department