MANAGING
ACCOUNTABILITY &
PERFORMANCE
For a greater state of success!

TALENT MANAGEMENT
QUICK REFERENCE GUIDE – PROXY
How to Change Review Period Dates

Please note: Changes to dates can only be made for appraisals in "Active" status. Appraisals that are in "Finalized" status must first be reverted back to "Active" before the dates can be changed. Appraisals in "Historical" status cannot be changed.

Determine Appraisal Status:

Log into **MAP Proxy**
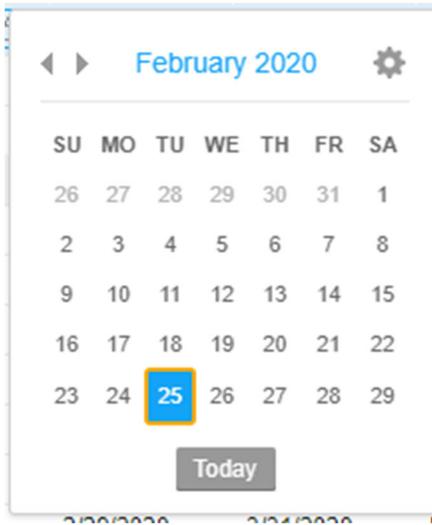
If the appraisal is on the Active tab

1. Log into **MAP Proxy** from the Talent Management launch page.

2. In the Active tab, search for the appraisal by the employee EIN by **entering the EIN** in the Employment ID field.
    a. Note: You must **wait for the Active 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. Click on the **Period Begin** date on the appraisal you would like to change.

Continue Appraisal	Finalize	Appraisal Details				
Organization Unit	Employment ...	Name	Appraisal	Period Begin	Period End	Due Date
		(A)	(A)			
No 3		THREE, TRAIN	New Appraisal Form - Non Supervisor	1/1/2020	12/31/2020	1/31/2021
No 3		THREE, TRAIN	New Appraisal Form - Non Supervisor	1/1/2020	12/31/2020	1/31/2021

5. You can now type the new **date** or click the calendar icon beside the date and select the correct "review period begin date".

Organization Unit	Employment ...	Name	Appraisal	Period Begin	Period End	Due Date
		(A)	(A)			
No 3		THREE, TRAIN	New Appraisal Form - Non Supervisor	2/25/2020	12/31/2020	1/31/2021
No 3		THREE, TRAIN	New Appraisal Form - Non Supervisor	1/1/2020	12/31/2020	1/31/2021

If you click the **calendar** icon a calendar will pop up and allow you to select the date.

February 2020

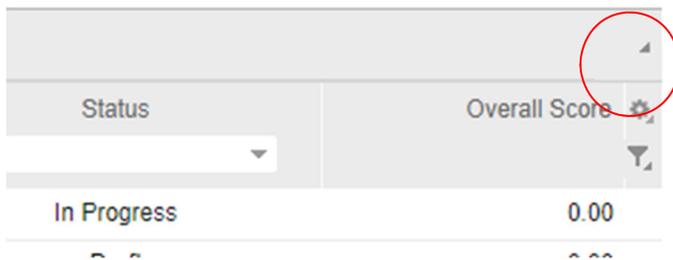| SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Today

6. Repeat the above process for all the dates you need to change on the appraisal (Period End or Due Date).

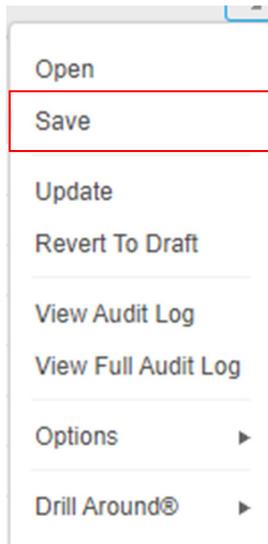7. When all the dates have been changed an orange diamond will be in the left column:

| ◆ | No 3 | | THREE, TRAIN | New Appraisal Form - Non Supervisor | 1/2/2020 | 12/31/2020 | 1/31/2021 |
| ◆ | This Row Has Pending Changes | | THREE, TRAIN | New Appraisal Form - Non Supervisor | 1/2/2020 | 12/31/2020 | 1/31/2021 |

8. In order to save the changes, you must click the **Arrow** icon at the top right side of the window.

Status	Overall Score ⚙
▼	▼
In Progress	0.00

9.

10. Click the arrow icon and select **save** from the menu.

Open

Save

Update

Revert To Draft

View Audit Log

View Full Audit Log

Options ▶

Drill Around® ▶

11. The confirmation box will appear. Click **Yes To All** to save the changes to the dates.

Confirmation Required
_____

Appraisal Period Begin Date will be changed on Employee and or Peer appraisals; continue?

Yes To All   Yes   No

12. Your date changes will now be displayed for the appraisal.

If the appraisal is on the "Finalized" tab and the status is "Submitted for Acknowledgment"

1. Select the **Finalized** tab (may take a few minutes for page to load).

Home   Performance ▼

Active   **Finalized**   Historical   Errors

Update Meeting Date   Submit To Upline Manager   Appraisal Details

Employment ID ▲	Name	Appraisal
=,	(A)	(A)

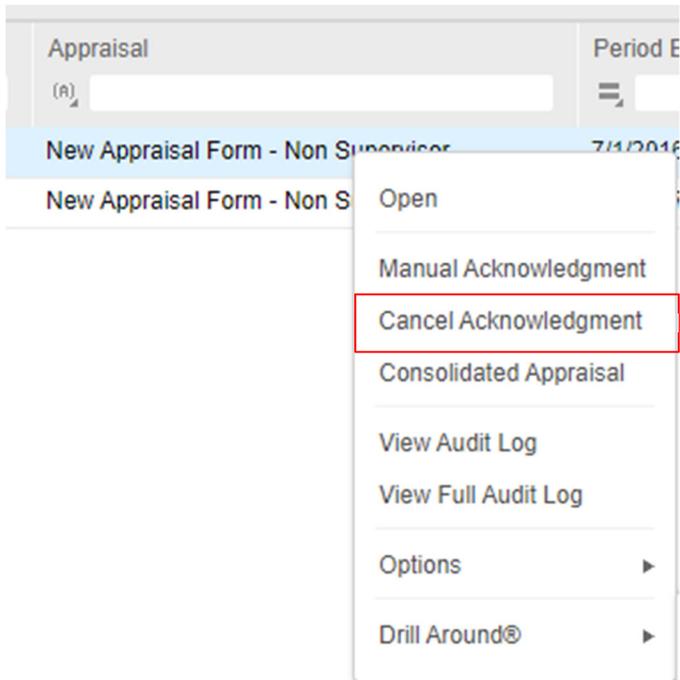2. Enter the **EIN** in the **Employment ID** and press **enter**.
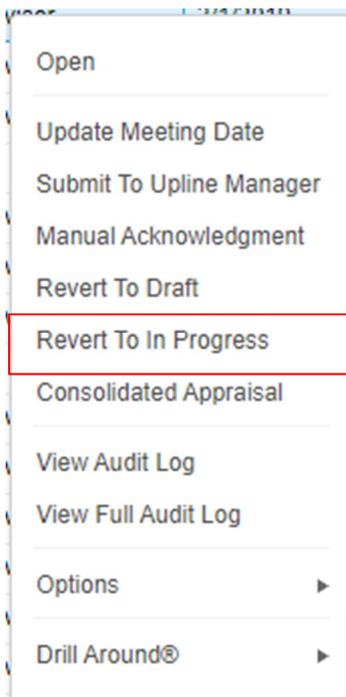
Active   **Finalized**   H

Appraisal Details

Employment ID ▲
=,   12345

3. Right click the **appraisal** and select **Cancel Acknowledgment**. The appraisal will return to Finalized status.
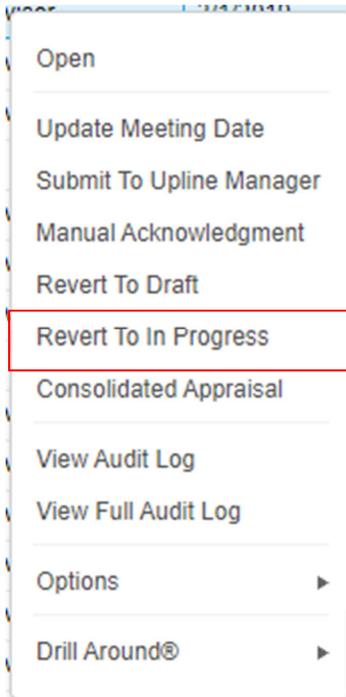
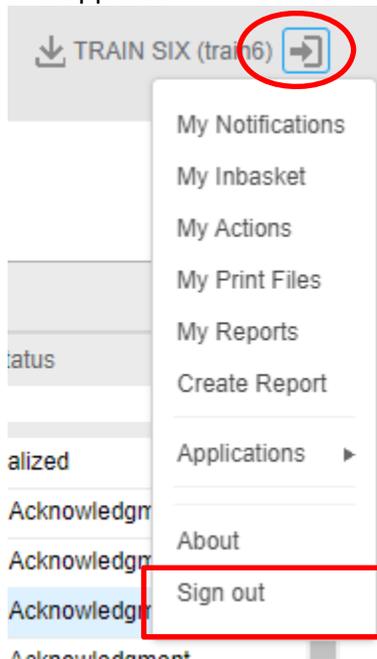4. Right click the **appraisal** and select "**Revert To In Progress**".

5. The appraisal will now be found on the Active tab where the dates can be changed.

If the appraisal is on the Finalized tab and the status is "Finalized"

1. Right click the **appraisal** and select "**Revert To In Progress**".

Open

Update Meeting Date

Submit To Upline Manager

Manual Acknowledgment

Revert To Draft

Revert To In Progress

Consolidated Appraisal

View Audit Log

View Full Audit Log

Options ▶

Drill Around® ▶

2. The appraisal will now be found on the Active tab where the dates can be changed.

TRAIN SIX (train6)

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About

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