

# Move PE to Manager Review

**Process:** If your employee will not be completing a self-evaluation, you will need to move his or her PE forward in order to begin your review process. This process describes the steps used to move a PE forward to the manager review.

**Role:** Managers

**Frequency:** When needed

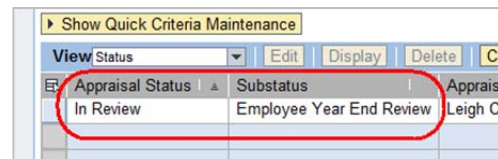
## Navigating to the Performance Evaluation

Refer to the **Entering Expectations** Quick Reference Card for navigation details to the **Status Overview** page in *myUK*.

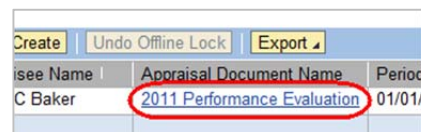


## Move PE Forward to Manager Review

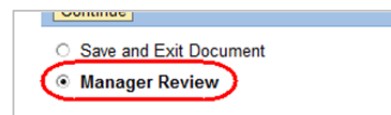
If the employees do not submit a self-evaluation, the **Appraisal Status** will be **In Review**, and the **Substatus** will be **Employee Year End Review**



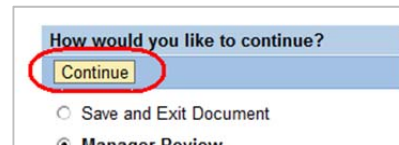
Click on the PE link



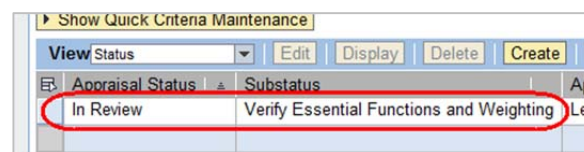
In the bottom of the left column of the form, select the **Manager Review** radio button



Click **Continue**



**Note:** The **Appraisal Status** will remain **In Review**, and the **Substatus** will change to **Verify Essential Functions and Weighting**



**Note:** The form is now ready for the rest of the year-end review process. Refer to the **Verify Essential Functions** Quick Reference Card for steps in how to complete the next step.

## Move PE to Manager Review

### Logging Off

To log out of *myUK*, click **Log off**

