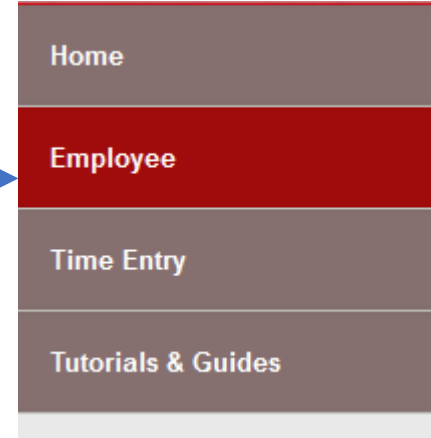


Performance Planning for Classified Employees

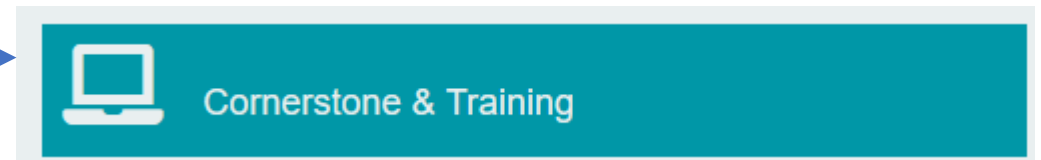
Step 4 – Employee Acknowledgement

Access Cornerstone

Log into  **ULINK**
Click on “Employee” Tab



Click on “Cornerstone & Training” on upper right of Page



View Each Page

Click “Get Started” on the bottom, right of page

Get Started

Then

“Save and Continue” after reviewing each page

No skipping

Save and Continue



Electronically Sign Your Planning

Click on the
box to
acknowledge
your Planning

Employee: By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown.



I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Click this box to Sign

Employee: By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown.

Your Name Date:6/14/2019

Redo

The screen will change to this
Do NOT click “Redo”

Updated Planning Session

**This Page Should Be Left Blank
At This Time**

Submit Step 4

[Back](#) [Save and Exit](#) [Submit](#)



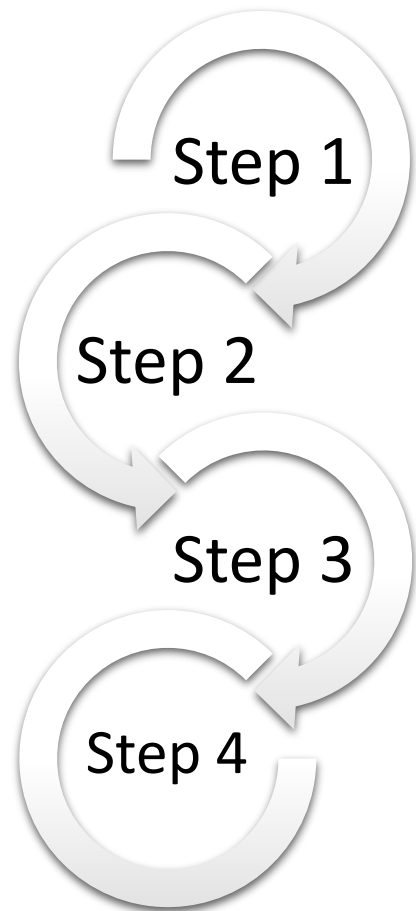
Submit Review ×

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

[Cancel](#) [Submit](#)

This box will pop up
Click **SUBMIT** here
and
Step 4 is Complete!

Workflow for PES Planning



Step 1: Supervisor enters Expectations for Employee

Step 2: 2nd Level Supervisor Reviews & Signs

Step 3: Supervisor Discusses Expectations with Employee & Signs

Step 4: Employee Signs Planning



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