

Fiscal Year Planning Task

Step 3: Employee Acknowledgement

When your supervisor submits the Planning task, the task will move to the *Pending Performance Task* box on the Welcome page in Cornerstone. In this step you will acknowledge goals and performance expectations for the next Fiscal Year.

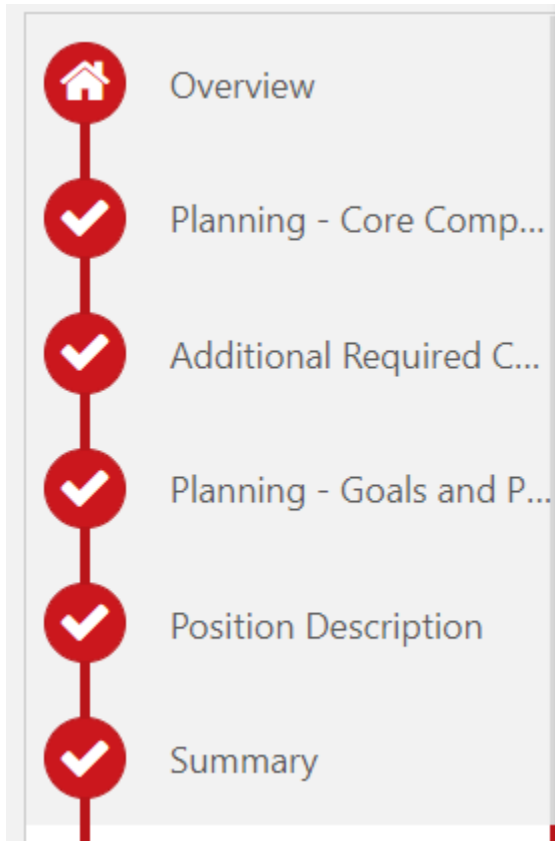
***Note:** There are two Performance tasks to complete each fiscal year. The Rating task for the previous fiscal year and the Planning task for the coming fiscal year. These instructions refer to the Planning task.

Pending Performance Tasks	
	Due Date
Performance Planning or Rating Task for FY 24/25	6/21/2024

Click on the title then click "Get Started" on the bottom right of the Overview page then "Save and Continue" on each page until you get to the signature, or Acknowledgement page.



You must access each page to get the option to submit the task.
The Planning is not complete until submitted.



The pages visited are indicated with a checkmark in a red dot.

Acknowledgement

Click box to Acknowledge then "Sign" – do not click "Redo"

By your electronic signature you acknowledge that you understand the competencies and expectations for the review period.

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

Sign

Click "Submit" on bottom right of screen to complete Planning Task.

Back

Save and Exit

Submit

The Planning portion of this task is
now Complete!

Next July, you will receive the Rating portion of the Fiscal Year 24/25 task as well as the Planning portion of the Fiscal Year 25/26 task.