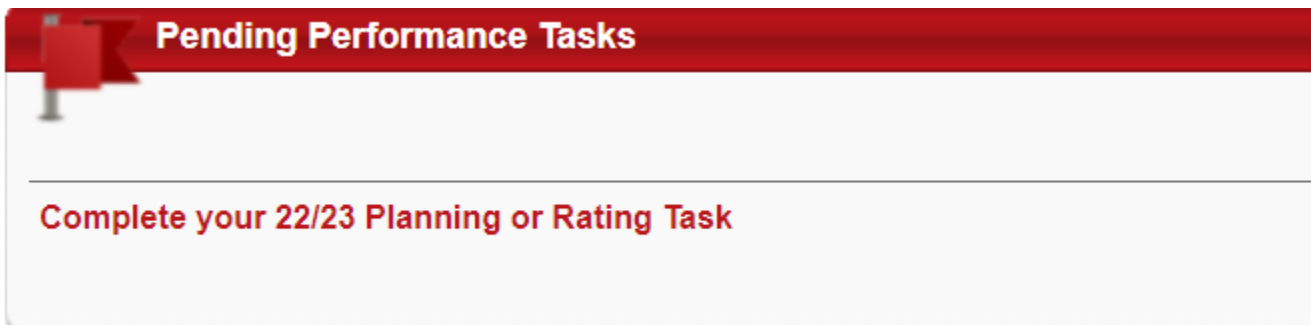


# Fiscal Year 22/23 Planning Task

## Step 3: Employee Acknowledgement

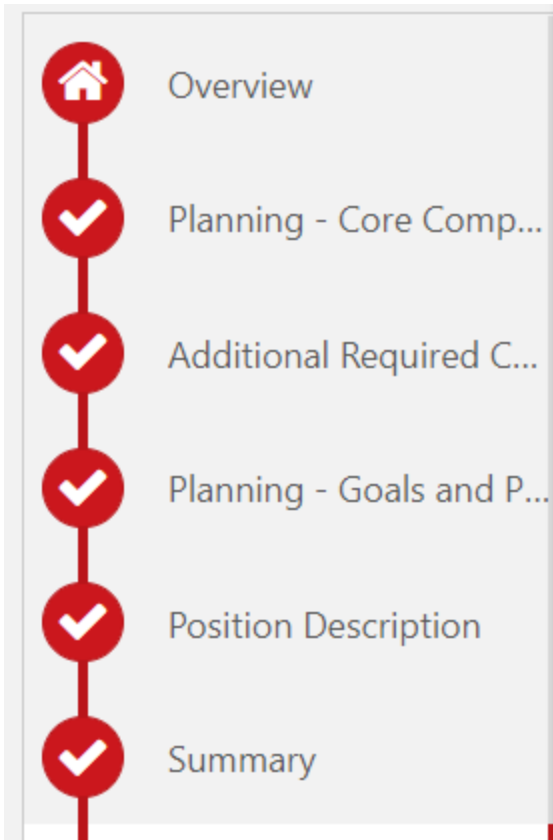
After meeting with your supervisor to review expectations for the 22/23 Fiscal Year, the Planning will move to your queue in Cornerstone for you to review and acknowledge the task.



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



You must visit 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.

Sign

Decline to 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 22/23 task as well as the Planning portion of the Fiscal Year 23/24 task.