

# WORKDAY QUICK GUIDE

## PERFORMANCE REVIEW – FINAL EMPLOYEE ACCEPTANCE

1. In your Workday Inbox, select the **Manager Evaluation**.



2. Review the complete Manager Evaluation.

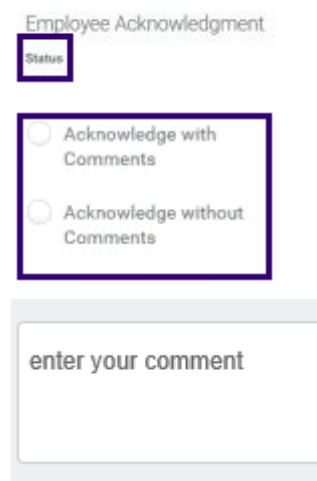
3. In the **Employee Acknowledgement** section, select the pencil icon to update the status.



4. Select the **Status** box, and select one of the following:

- **Acknowledge with Comments**
- **Acknowledge without Comments**

If you chose **Acknowledge with Comments**, add a comment.



5. Select **Submit**.

