**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**.