There may be instances when Managers or Performance Review Alternates need to bypass the self evaluation step in the Performance Review process. Typically, this will be necessary when either the self evaluation is not completed in a timely manner by the employee OR it is determined by leadership that the self evaluation is not required. Below are the steps to ‘manually advance’ the review process to the manager evaluation step.

1. Navigate to the worker’s profile by entering the name or EID in the search bar and selecting the link.
   A. Click on the Actions button below the employees name and profile on the left side of the display.
   B. Hover your mouse over the Talent menu
   C. Select the View Employee Reviews option

2. The next screen will display in progress performance reviews at the top.
   A. Click on the related actions button next to the review template name in the first column
   B. Hover your mouse over the Business Process menu
   C. Select the Advance Manually option
3. The next screen will display options for the manual advance process.
   A. Check the **Suppress Notifications** box
   B. Type in the Reason field one of the following reasons:
      - Employee did not complete self evaluation in timely manner
        --OR--
      - Self evaluation is not required for this employee
   C. **DO NOT** check the **Send to Completion** box
   D. Check the **Confirm** box in the Business Process table
   E. Click **OK**

4. The manual advance process is complete.
5. Navigate to your Workday Inbox. You will now see the Manager Evaluation task for the employee waiting for your (or the Performance Review Alternate’s) action.