

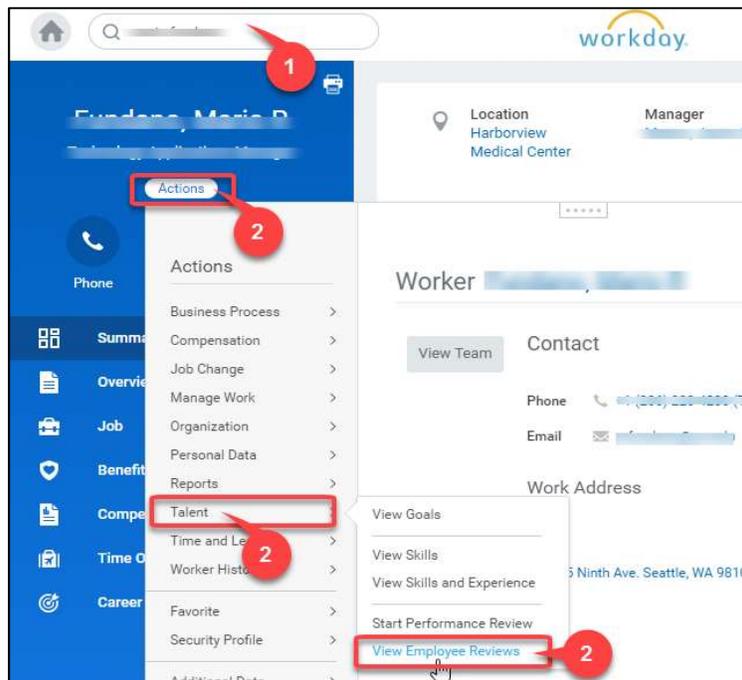
# Performance Review Management: Manual Send Back to Self Evaluation or Get Additional Reviewers Task

Manual Send Back is the process in Workday that allows the Manager or the Performance Review Alternate (if applicable) to send back either the Self Evaluation or the Get Additional Reviewers task for edits after it has already been submitted. Some reasons this may be required include: a manager inadvertently submits the peer reviewer list without making changes to the proposed list; limited feedback is received from the original list of peer reviewers and a manager wants to add more reviewers; or employees inadvertently submit the self evaluation before they are satisfied with the content.

Using Manual Send Back will not remove or resend any of the already approved and launched peer reviews, and it will not remove any content submitted by the employee in the self evaluation. However, it will remove the Manager Evaluation task from the manager’s inbox until the task that was sent back is submitted again.

Follow the steps below to process a ‘Manual Send Back’ to re-launch the Get Additional Reviewers or Self Evaluation task to the employee.

1. Navigate to the employee’s profile information by searching by name or EID in the search field and selecting the employee from the resulting list.
2. From the blue menu on the left, click on Actions, hover your mouse over Talent then click on View Employee Reviews.

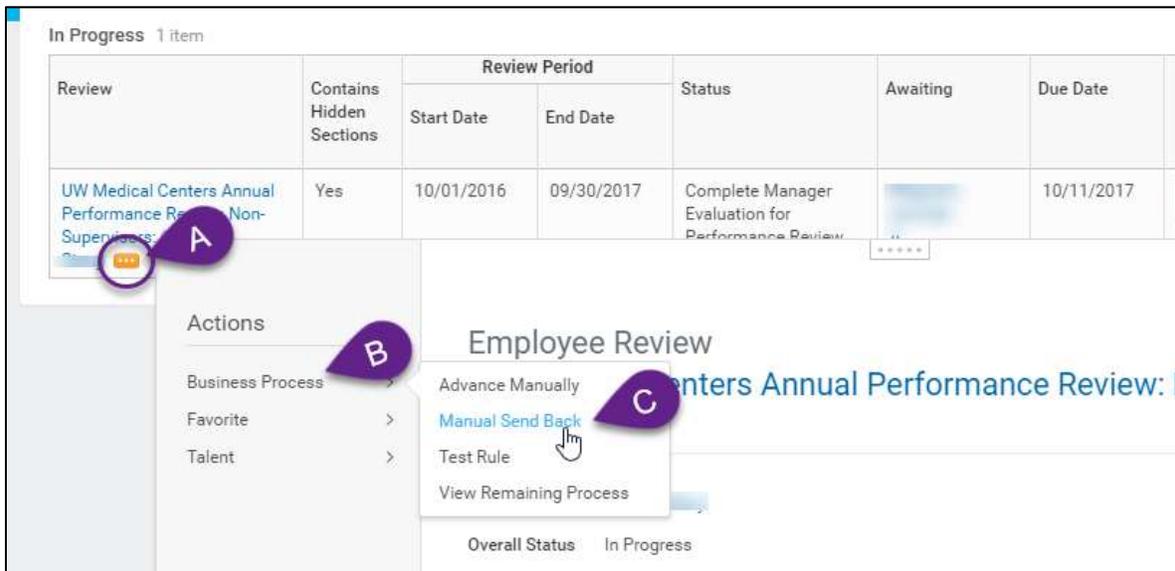


3. From the new view you’ll find the In Progress review table. In order to process a Manual Send Back, the **Status** must be ‘Complete Manager Evaluation for Performance Review’.

In Progress 1 Item		Review Period		Status	Awaiting	Due Date	View	Create New PDF
Review	Contains Hidden Sections	Start Date	End Date					
UW Medical Centers Annual Performance Review: Non-Supervisors: [blurred]	Yes	10/01/2016	09/30/2017	Complete Manager Evaluation for Performance Review	[blurred]	10/11/2017	[blurred]	[blurred]

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4. After confirming the review is currently at the Manager Evaluation step,
  - A. Hover over the **UW Medical Centers Annual Performance Review** hyperlink in the **Review** column. Click on the related actions button that looks like this 
  - B. Hover over Business Process from the Actions menu.
  - C. Click on **Manual Send Back**.



5. The Manual Send Back screen is displayed.
  - A. Select either the 'Get Additional Reviewers' task or the 'Self Evaluation' task from the Send Back To drop down options.
  - B. Enter applicable Comments. The employee will see these comments; this is one way you can indicate the reason you're sending back (e.g., if there are specific reviewers or content you'd like them to add).
  - C. Click **Submit**. The employee will now have a new Get Additional Reviewers task in their Workday inbox.

