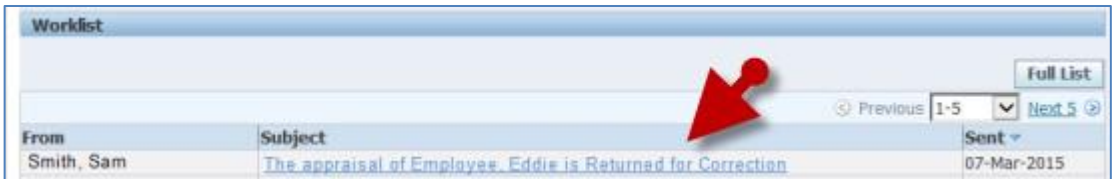




## Resubmit an Appraisal Returned by Your Approver

### Step-by-Step Instructions

- Step 1** Open an [Internet Browser](#).
- Step 2** Navigate to [portal.montgomerycountymd.gov](http://portal.montgomerycountymd.gov).
- Step 3** Sign In to [accessMCG](#).
- Step 4** Click the [Employee Self-Service](#) option.
- Step 5** Click the blue [Go to Employee Self-Service](#) button.
- Step 6** Your *Oracle eBusiness Homepage* opens.
- Step 7** Click the [Subject](#) of the Worklist Notification that indicates 'The appraisal of [employee name] is Returned for Correction.'
- Step 8** A copy of the *Appraisal* opens.



## Resubmit an Appraisal Returned by Your Approver

- Step 9** Scroll down to the **Action History** section toward the bottom of the page.
- Step 10** Review the **Notes** on the row where the 'Action' field indicates 'Return for Correction'. These notes contain any comments entered by your Approver.



Sequence	Name	Action	Date	Notes
1	Supervisor, Sam	Submit	19-Feb-2013 16:55:32	
2	Approver, Andy	Return for Correction	07-Mar-2015 10:47:16	Approver comment for reason the appraisal has been returned.

- Step 11** Click the **Continue Action** link, located at the bottom left corner of the notification in the 'Related Applications' section.



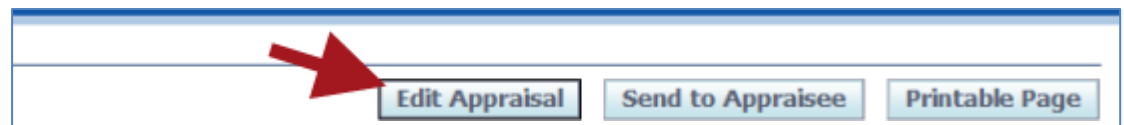
- Step 12** The **Appraisal** opens.

- Step 13** *If displayed,*

Select **MCG HR Manager Access** for the 'Switch Responsibility' field.

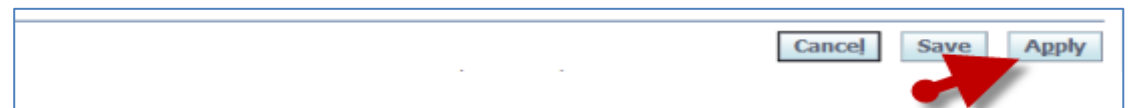
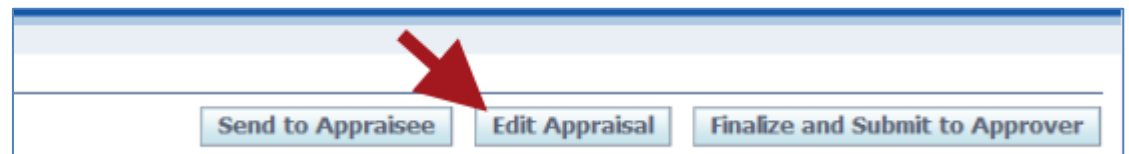
**IMPORTANT:** If you logged into Oracle and went directly to the worklist notification, you will receive a message at the top of the appraisal stating 'The current responsibility context has been switched...' along with an option to change it.

- Step 14** Click the **Edit Appraisal** button to open the **Main Appraiser Review** page.



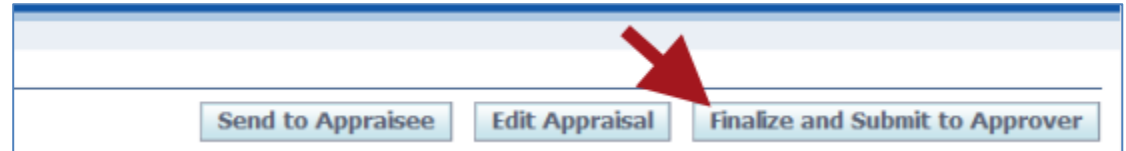
- Step 15** OPTIONAL: Click the **Edit Appraisal** button on this page if you wish to make changes to the appraisal.

When your edits are complete, click the **Apply** button then proceed to the step 16.



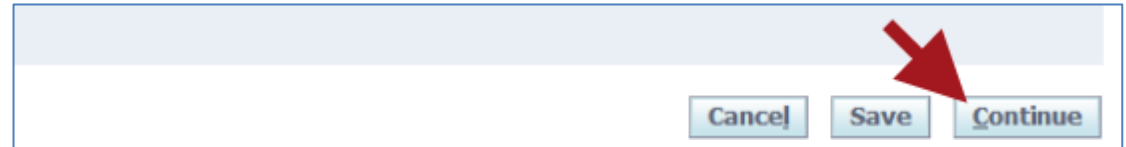
## Resubmit an Appraisal Returned by Your Approver

**Step 16** Click the **Finalize and Submit to Approver** button to open the *Give Final Ratings: Main Appraiser* page.



**Step 17** **Review** the appraisal if any changes were made.

**Step 18** Click the **Continue** button to advance to the *Give Final Ratings: Review* page.



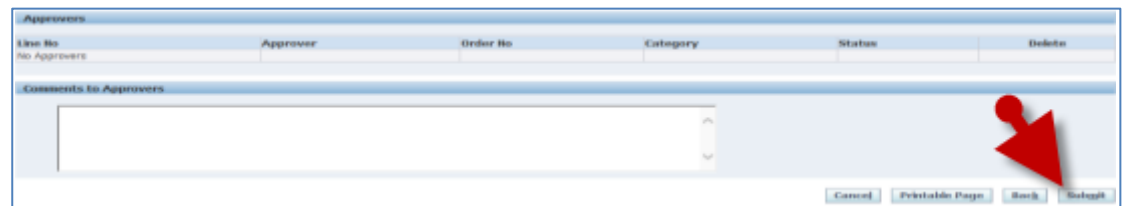
**Step 19** Scroll down to the **Approvers** section toward the bottom of the page.

**Step 20** Confirm the **Approver (Reviewing Official)** name is your current supervisor.

**IMPORTANT:** If the name is not correct, do not proceed until your supervisor is corrected.



**Step 21** Click the **Submit** button.

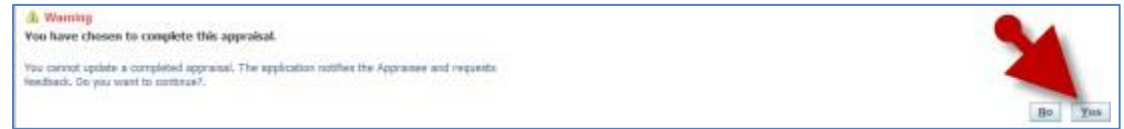


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## Resubmit an Appraisal Returned by Your Approver

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**Step 22** Click **Yes** to the warning message to re-submit the Appraisal to the Approver (Reviewing Official).



**IMPORTANT:** This default warning message is phrased poorly. Once you click 'Yes' to submit, you will not be able to edit the appraisal unless your Approver returns it to you. Also, the employee will not receive the appraisal at this time. The appraisal will be sent to them only **after** it is approved.

**Step 23** You're returned to the **Appraisals as Main Appraiser** page where a confirmation message displays.

**IMPORTANT:**

- Once the appraisal is approved, it is not yet fully completed.
- Following approval, the Appraisee (employee) receives a notification requesting final overall feedback, which is optional.
- Whether or not the Appraisee enters final feedback, they must click the 'Submit' button to change the status of the appraisal to 'Completed'.

**End of Procedure.**