

Document Status List for 9.2

Document Status	Status Abbrev.	Description
Acknowledged	Acknowledge	Employee has acknowledged the evaluation within the system
Shared with Employee	Share	The Manager Rater has made the evaluation available for review after the approval process
Canceled	Canceled	The evaluation has been canceled and will no longer appear within a Rater's Current Document's queue
Completed	Completed	The evaluation has been finalized and no further action required
Define Criteria	Def Criter	The evaluation has been created and the Manager Rater has begun entering the Criteria (e.g. goals, expectations, measurements etc.)
Evaluation in Progress	In Progress	The Manager Rater has completed the Criteria portion of the evaluation and has begun the rating/commenting process
Not Started	NotStarted	The evaluation has been created but has not had any Criteria entered within the sections
Approval	Aprv	The Manager Rater has submitted the evaluation for the required approvals
Pending Acknowledgement	Pend Ack	The Manager Rater has made the evaluation available for review for the Employee
Track Progress	Track Prg	The Manager Rater has opted to enter material within the Checkpoint step, a new feature within 9.2, rather than skip this section

Approval Status List for 9.2

Approval Status	Status Abbrev.	Description
Approved	Approved	The evaluation has made it through all levels of approval and is currently awaiting action from the Manager Rater to make it available for review
Denied	Denied	The evaluation has been denied by either the Manager Reviewer or HR
Not Required	N/A	The evaluation does not require any approvals, only applicable to an "Executive-Level" Annual Review template
Not Submitted	Not Submit	The Manager Rater has completed the rating portion of the evaluation but has yet to submit for approval
Submitted	Submitted	The Manager Rater has submitted the evaluation and is either awaiting approval from the Manager Reviewer or HR