Deleting a Document

ePERFORMANCE ADMINISTRATOR
Deleting a Document

After a performance or development document has been Canceled, it may be Deleted from the ePerformance system. Deleting is the *permanent removal* of a document from the ePerformance system. It is a function of the ePerformance Administrator and should only be done under certain circumstances.

Some common examples are:

<table>
<thead>
<tr>
<th>CANCEL</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Period start/end dates have been entered incorrectly</td>
<td>➔ ➔ Only if no content, or minimal content has been entered; otherwise retain as a Canceled document for 6 years before deleting</td>
</tr>
<tr>
<td>Evaluation Criteria marked as Complete; ratings have been made, but changes may be needed</td>
<td>➔ ➔ Only if no content, or minimal content has been entered; otherwise retain as a Canceled document for 6 years before deleting</td>
</tr>
<tr>
<td>Evaluation Template selected was incorrect (Modified or Executive)</td>
<td>➔ ➔ Only if no content, or minimal content has been entered; otherwise retain as a Canceled document for 6 years before deleting</td>
</tr>
<tr>
<td>Employee is on extended leave (e.g., Disability)</td>
<td>☒ Do Not Delete – document can be reopened upon employee’s return from leave</td>
</tr>
<tr>
<td>A test document was created for training/demonstration purposes</td>
<td>➔ ➔ OK to delete</td>
</tr>
<tr>
<td>Employee terminated before document marked as Complete</td>
<td>➔ ➔ Retain for 6 years before Deleting</td>
</tr>
</tbody>
</table>

Regardless of the reason, a **Deleted document cannot be reopened, viewed, or recovered** in the ePerformance system.

1. ePerformance Administrator Navigates to: *myOhio > Quick Icons (Four-Square symbol) > HCM > Launch App > Main Menu > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Delete Document.*

**NOTE:** You can also Delete Development Documents by navigating to: *myOhio > Quick Icons (Four-Square symbol) > HCM > Launch App > Main Menu > Workforce Development > Performance Management > Development Documents > Administrative Tasks > Delete Document* and then following the rest of the steps shown here.
2. Using the *Search for Documents* fields, type the name of the employee whose document will be Deleted and click the *Search button*.

3. Click the checkbox next to the *Employee* name and associated *Document Type* which is to be Deleted.

4. Click the *Continue* button.

5. Confirm the Deletion by clicking the *Save* button.
6. Click the **OK** button.

![Delete Documents]

**Delete Documents**

**Save Confirmation**

![Checkmark]
The Save was successful.

**OK**