



Changing the Period Begin or End Date

ePERFORMANCE ADMINISTRATOR

Changing the Period Begin or End Date

During the life cycle of a performance or development document, the document may need to have its Period Begin or End Date adjusted or corrected. This action is primarily a function of the ePerformance Administrator or the respective Manager (Rater) and can be done for a variety of reasons. Some common examples are:

- the Review Period start/end dates were entered incorrectly;
- the Employee is on extended leave (e.g., Disability);
- the Employee's probationary period was extended.

NOTE: Changing the Period Begin / End Dates will need to be performed **PRIOR** to the Manager (Rater) submitting the evaluation for approval. You can reopen the document to allow you to change the applicable date.

Regardless of the reason, the evaluation will remain in the ePerformance system and will not affect additional cycle processes or inhibit the approval in any way.

Changing the Period Begin or End Date

1. ePerformance Administrator navigates to: [myOhio > Quick Icons \(Four-Square symbol\) > HCM > Launch App > Main Menu > Workforce Development > Performance Management > Performance Documents > Period Begin and End Date Edit](#).
2. Using the *Modify Documents* fields, type the **EMPL DEPTID** or **Name** of the employee whose document will be edited and click the **Search** button.

NOTE: You can also access an employee's Development Documents by navigating to: [myOhio > Quick Icons \(Four-Square symbol\) > HCM > Launch App > Main Menu > Workforce Development > Performance Management > Development Documents > Period Begin and End Date Edit](#) and then following the rest of the steps shown here.

Period Begin and End Date Edit

Modify Documents

Below are the employees eligible for Period Begin and End Date Edit. Change the date(s) and click on Submit button to update the document.



Search for Documents

Employee DEPTID:

Employee First Name: Last Name:



Manager First Name: Last Name:

Document Type: Empl ID:

Period Begin Date:  Period End Date: 

3. Change the dates for the applicable *Employee(s)* and associated *Document Type(s)* by clicking and typing within the highlighted fields.
4. Click the **Submit** button.

Performance Documents

Employee ID	Department	Employee	Document Type	Begin Date	End Date	Job Title	Status	Manager
				09/17/2018 	09/17/2019 			

5. Confirm changes by ensuring the selected document has the appropriate dates entered.

NOTE: Multiple documents can be changed at one time. Simply change all necessary dates and click the **Submit** button.