Changing the Period Begin or End Date

Manager (Rater)
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.

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.

1. Manager (Rater) navigates to: myOhio > My Workspace > Self Service Quick Access > Manager Tasks > ePerformance Document > Period Begin and Period End Date Edit. All evaluation documents that are In Progress will display.

**NOTE**: Changing the Period Begin or End Date will need to be performed **PRIOR** to the Manager (Rater) submitting the evaluation for approval. Your agency’s ePerformance Administrator can reopen the document to allow you to change the applicable date.

**NOTE**: You can also access an employee’s Development Documents by navigating to: myOhio > My Workspace > Self Service Plus > Manager Tasks > ePerformance Development > Period Begin and Period End Date Edit and then following the rest of the steps shown here.
2. Change the dates for the applicable Employee and associated Document Type by clicking and typing within the highlighted fields.

3. Click the Submit button.

4. 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.