ACKNOWLEDGING YOUR PLAN

PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your My RU Portal.

1. Log into your RU Portal using your Radford credentials. On the Home page of your Portal, select the Employee Folder. Under Administrative Tools, you will see the PeopleAdmin SelectSuite in your list of options. Select this option.

2. The landing page will usually appear as the Applicant Tracking page, and the background should be blue. No matter what page you have landed on the “Go to Radford University Employee Portal” option should be present. Select this option to enter the Performance Management Module.

3. Once you have received an email stating that you have an action and you log in, your Home page should show that your plan is ready to be acknowledged. (Select Employee Acknowledges Plan)
4. Review your plan again (At this point you should have already met and reviewed your Plan with your Supervisor. *(See example below)* If the changes the employee and supervisor discussed and agreed upon were not made, the return button can be used to return the plan back to the supervisor to revise. **NOTE:** By returning the plan to the supervisor, the plan will go back through each step again.
5. Comments can be entered in the comment section located at the bottom of the page.

6. If no changes need to be made, **Acknowledge** the plan.

7. You will see a pop box appear to confirm, select OK

8. A message confirming your acknowledgement will appear in a blue box at the top of the screen.

*Task Completed*