Acknowledging your plan

PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your 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 (new site) in your list of options. Select this option.

2. The landing page for PeopleAdmin Select Suite has recently changed (July 18) and now incorporates more user friendly options. To access the performance management module, on the TOP LEFT of your screen you will see **three blue dots**. Click on the dots and a drop down menu will appear.

3. From this menu, select the option **Radford University Employee Portal**
4. 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. Click on the word **Employee Acknowledges Plan** or **Select View**

Review your plan again **(At this point you should have already met and reviewed your Plan with your Supervisor (required).**

If changes were discussed between the employee and supervisor, and the changes have not been updated on the plan at this point, 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