1. Log into UCPATH and access the performance document. Click on Performance Workcenter.

2. Then click on Teams Current Performance Docs.
3. Choose the employee whom you are sending back the document to.
4. Click Review Self Evaluation. Note that a green check icon is present. Otherwise, the performance document is still pending the employee’s submission.

5. Click View Self Evaluation
6. Click Reopen and Confirm.

7. You have successfully transferred the ePerformance Document back to your employee.
8. Below is the sample email that they will receive.

From: ucpath-notifications@universityofcalifornia.edu <ucpath-notifications@universityofcalifornia.edu>
Sent: Thursday, May 28, 2020 10:24 AM
To: David Decarr <dgdecarr@ucdavis.edu>
Subject: Your UCD Campus Staff Appraisal self-evaluation requires additional work.

This automatic notification is to alert you that your manager/HR Administrator has reviewed your UCD Campus Staff Appraisal document and is returning it to you for additional information or modification. Please review this document and modify it as necessary.

You may select this link to go directly to your UCD Campus Staff Appraisal:

(Please do not respond to this automatic notification.)

For any inquiries, please contact OCP-HR@ucdavis.edu.