SAP SuccessFactors

EMPLOYEE: SIGNING THE PLANNING FORM

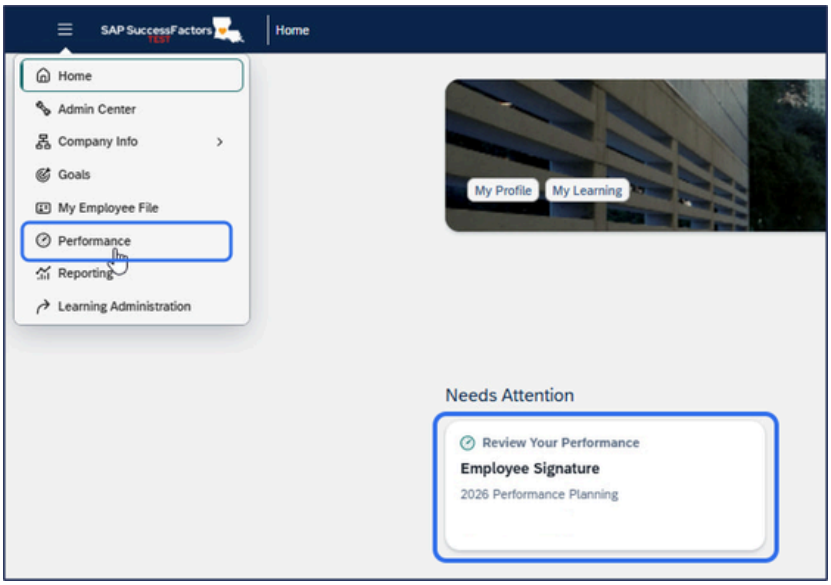
1 NAVIGATE TO YOUR PLANNING FORM

Option 1:

- From the **Main Menu**, select **Performance**.
- In your Inbox, click on the link to open the correct form.

Option 2:

On your Home page, under **Needs Attention**, click on the **Employee Signature** link.



2 REVIEW & SIGN THE FORM

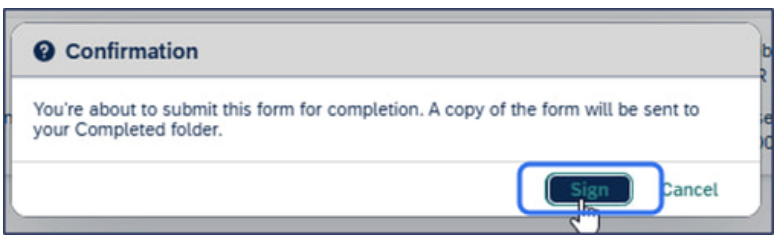
- Scroll to the bottom of the form.
- Click on **Sign**.

> ! Failure to sign will not prohibit the planning from becoming official for the performance year.



3 CONFIRM YOUR SIGNATURE

- A confirmation screen opens.
- You must select **Sign** again to complete the performance planning process.
- A copy of the form will be sent to your **Completed** folder in your **My Forms - Inbox**.



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