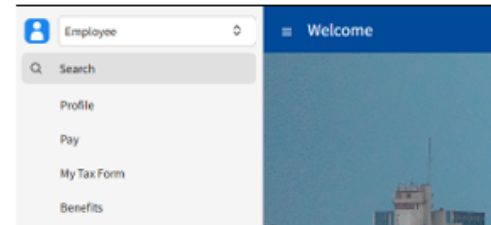


Steps to Reassign Appraisal

Fiscal Year 2026 Performance Evaluations

1

Log in to Infor PRD



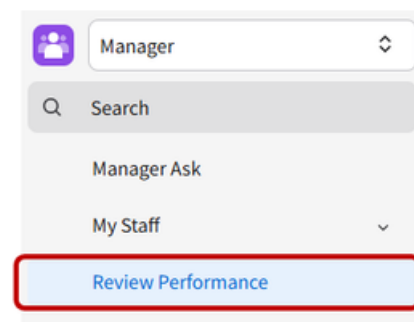
2

From the left navigation panel open Manager View



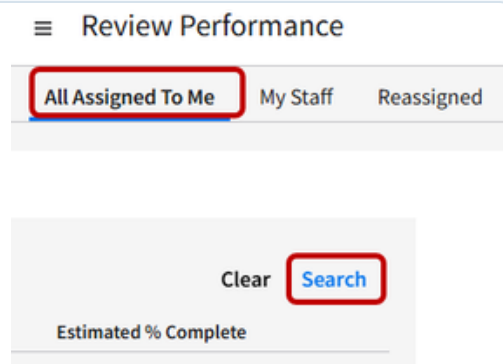
3

Select Review Performance from the left panel



4

Under the All Assigned to Me tab, Click Search

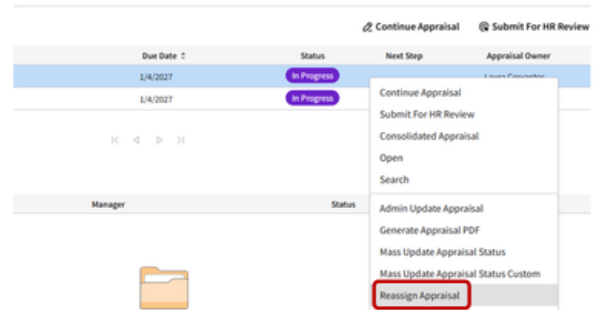


Steps to Reassign Appraisal

Fiscal Year 2026 Performance Evaluations

5

Right Click on the employee performance appraisal and Select Update Appraisal



6

Enter the Manager number or Click the magnifying glass to locate the Manager

Reassign Performance Appraisal For Michael Benavides-FY26 200 Level Non-Supervisory Performance Appra

Current Appraisal Owner: 13364 Laura Cervantes

Select New Appraisal Owner

☐ Assign To Me

OR

Assign To Manager

OR

Assign To Employee

Please Note: Only reassign a performane appraisal if the employee had a different manager during the performance evaluation period. An email will be sent to the reassigned manager.