

Approve Pending Goals

TABLE OF CONTENTS

Approve Goals.....	1
Access Pending Goals	1
Approve or Deny Goals.....	1
LINK Help Desk Contact.....	3

APPROVE GOALS

This user guide is for managers who need to approve or deny new/updated/canceled performance goals submitted by one of their direct reports in the Employee Development Center (EDC). All performance goals created or updated by an employee must first be reviewed and approved by their manager before showing on performance evaluations.

Access Pending Goals

1. After signing into the EDC, go to the My Inbox and Action Items located in the left column on the Welcome Page and click the 'Approve Goals' link.

Inbox & Action Items

[View transcript](#)
(0 approved training selection(s))
(Registered for 21 training selection(s))

[Approve Goals](#)
(Your employees have 1 Goals pending approval)

Approve or Deny Goals

2. This page lists all pending goals submitted by your employees. Click the 'Approve/Deny' link to the right of a goal to view details and to approve or deny it.

Check / Uncheck All Include Goals for inactive users

Select	User	Title	Status	Options
<input type="checkbox"/>	Aaron Burr	Employee-create goal	Pending Approval	Approve/Deny

<< Back **Approve Request** **Deny Request**

NOTE: You can quickly approve/deny multiple goals by marking the checkbox to the left of each goal (or clicking the Check/Uncheck All button), and then clicking the Approve Request or Deny Request button underneath the list.

3. After clicking the Approve/Deny link you'll be taken to the goal where you can make any changes needed:

Edit Goals

Wizard

Options ▾

If goals have been assigned to you, you will see those on the "Goals" home page. If not, please enter your goals or Import them using the Goal Library, if applicable. You will need to select the date range and perspective for each goal entered. NOTE: A goal is in a "Pending Approval" status until it is approved by your manager.

Title *

Employee-create goal

Related Goal

This Goals is not currently aligned

Align Goals

Description

B I S U [List Icons] [ABC]

This is a goal created by the employee.

Start Date

12/31/2015



Target Date *

12/31/2016



Perspective *

Performance Goals ▾

Tasks and Targets

Add Tasks or Targets

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

Visibility

Allow other users to see and align with this Goals.

Comments

Add Comment

Cancel

Deny

Approve

4. Once you are done reviewing the goal, click the Approve button to add it to the employee's profile or the deny button to remove it or revert the changes the employee made. If you deny a goal you can enter comments to let the employee know your reasoning. After you approve or deny the goal, the employee will receive an email notifying them of such (along with comments if denied). You will be returned to the Pending Goals page to review the remaining goals.

LINK HELP DESK CONTACT

If you have questions or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234