

Edit Evaluation Periods

Last Modified on 10/22/2022 10:11 am CDT

PATH: *Staff Evaluations > Staff Evaluations Setup > Evaluation Periods*

PATH: *Human Resources > Administration > Staff Evaluations Setup > Evaluation Periods (HR-enabled)*

Evaluation Periods specify the period of time during which the staff evaluation process may occur. You can edit an Evaluation Period as long as evaluations associated with the Evaluation Period are not assigned to staff members.

The Evaluation Period **Code** cannot be changed.

Complete the following steps to edit an Evaluation Period.

1. Select the Evaluation Period you want to change.

Result

The **Edit Evaluation Period** editor displays.

Evaluation Period			
Code	Description	Start Date	End Date
FALL 14	Fall 2014	10/01/2014	10/15/2014
SUM 14	Summer 2014	06/16/2014	06/27/2014
SPR 14	Spring 2014	04/01/2014	
WINT 13	Winter 2014	01/01/2014	
WINT14	Winter 2014	01/01/2014	01/15/2014
FALL 13	Fall 2013	10/01/2013	
SUM 13	Summer 2013	06/17/2013	07/01/2013

Edit Evaluation Period	
Code	FALL14
*Description	Fall 2014
*Start Date	10/01/2014
End Date	10/15/2014

2. Make the necessary changes.
3. Click the **Save** button.