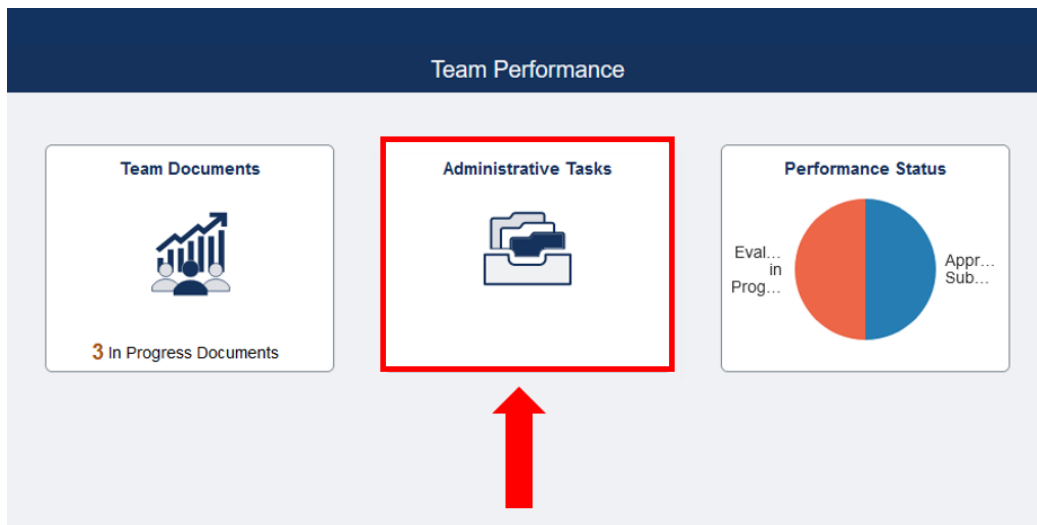


PEP Transfer Instructions

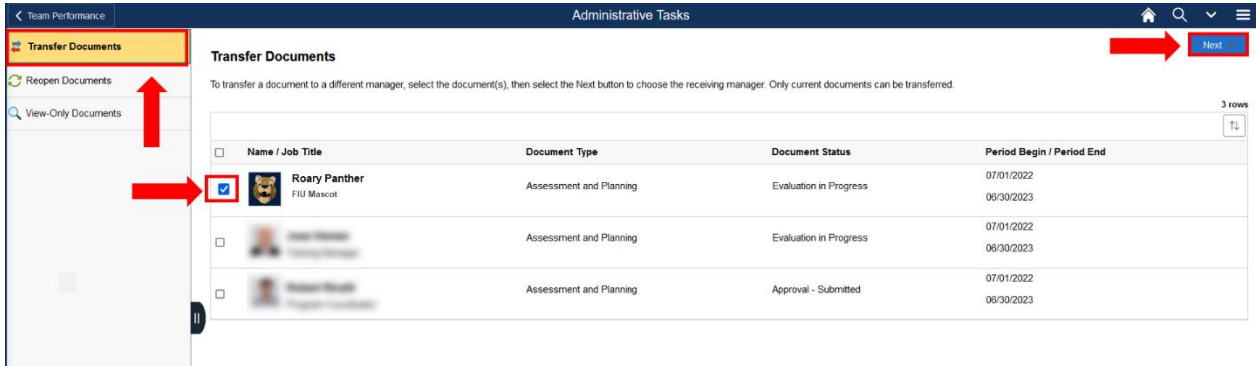
1. Begin by logging into [PantherSoft HR](#) and accessing the Managerscreen. Select the “Team Performance” tile.



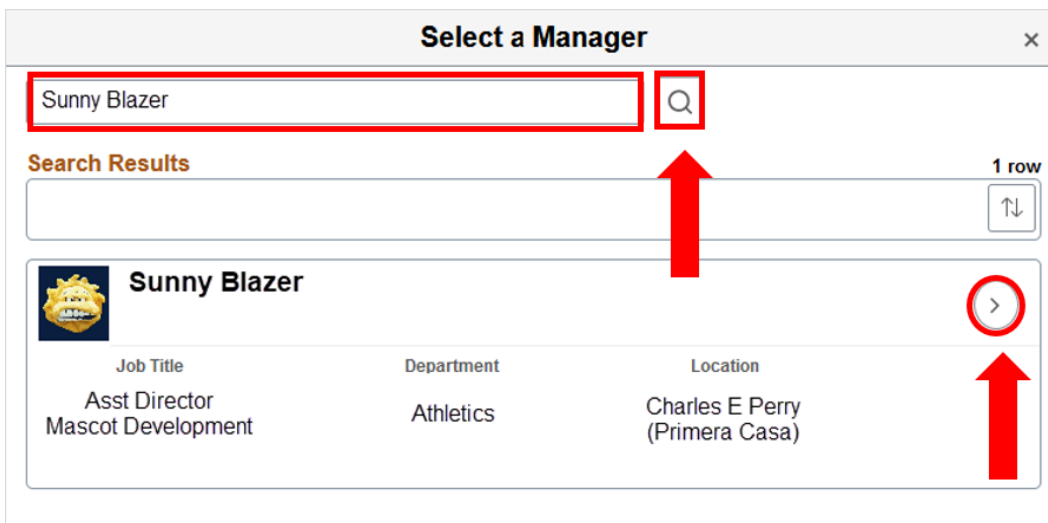
2. Next, select the “Administrative Tasks” tile.



- From the Transfer Documents menu, choose the employee whose PEP document you would like to transfer to another manager, and click the “Next” button.



- Enter the name of the manager who you will be transferring this PEP document to in the field provided and use the magnifying glass to search. Confirm your choice by using the “Select” button.



- Finally, click the “Save” button to complete the PEP transfer.

