PEP Transfer Instructions

 Begin by logging into <u>PantherSoft HR</u> and accessing the Managerscreen. Select the "Team Performance" tile.



2. Next, select the "Administrative Tasks" tile.



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

K Team Performance		Administrative Tasks					
🛱 Transfer Documents		Transfe	r Documents			Next	
C Reopen Documents		To transfer	a document to a different manager, select	the document(s), then select the Next button to choose the receiv	ving manager. Only current documents can be trans	sferred	
Q View-Only Documents						3 ros	
-			ame / Job Title	Document Type	Document Status	Period Begin / Period End	
_			Roary Panther	Assessment and Planning	Evaluation in Progress	07/01/2022	
	-		FIU Mascot			06/30/2023	
			and the second	Accelement and Planning	Evaluation in Progress	07/01/2022	
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			E second	Accessment and Planning	essment and Planning Approval - Submitted	07/01/2022	
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4. 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.

Select a Manager						
Sunny Blazer		Q				
Search Results Sunny Blazer			1 row			
Job Title Asst Director Mascot Development	Department Athletics	Location Charles E Perry (Primera Casa)	1			

5. Finally, click the "Save" button to complete the PEP transfer.

Transfer Documents				Previous 4	Save					
You have chosen to transfer the document(s) listed to another manager. To select or change the receiving manager, use the "Select Manager" button. To complete the transfer select the Save button.										
New Manager Sunny Blazer										
Select Manager										
					1 row					
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Name / Job Title	Document Type	Document Status	Period Begin / Period End							
Roary Panther	Account and Displace	Evaluation in Decement	07/01/2022							
FIU Mascot	Assessment and Planning	Evaluation in Frogress	06/30/2023							