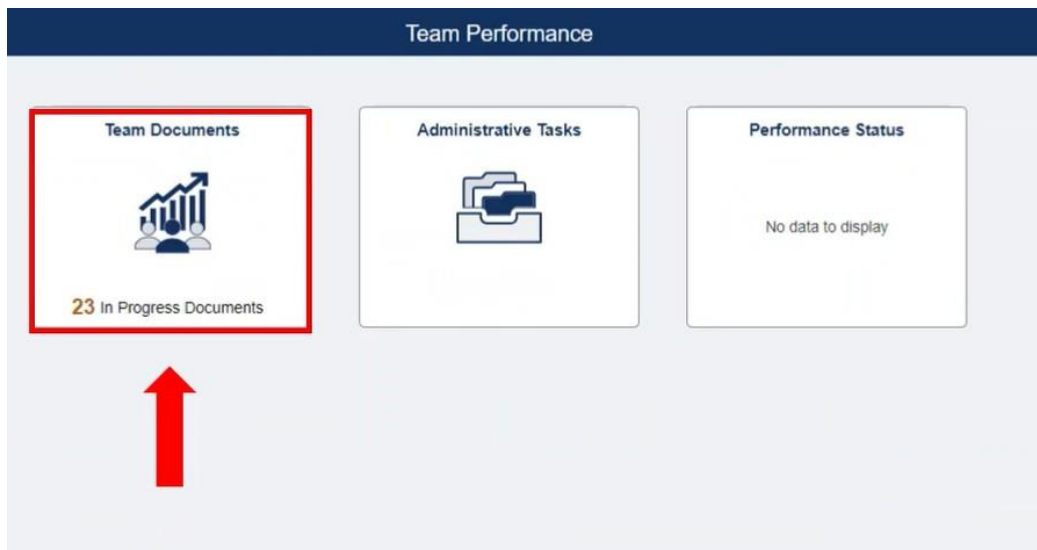# PEP Reopen Employee Evaluation Instructions
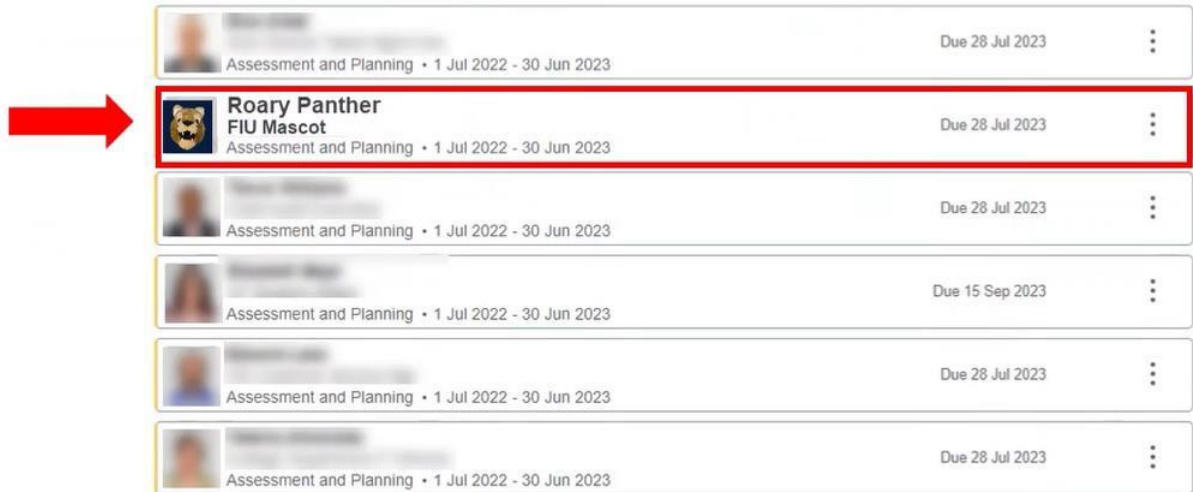
1. Begin by logging into [PantherSoft HR](#) and accessing the Manager screen. Select the "Team Performance" tile.
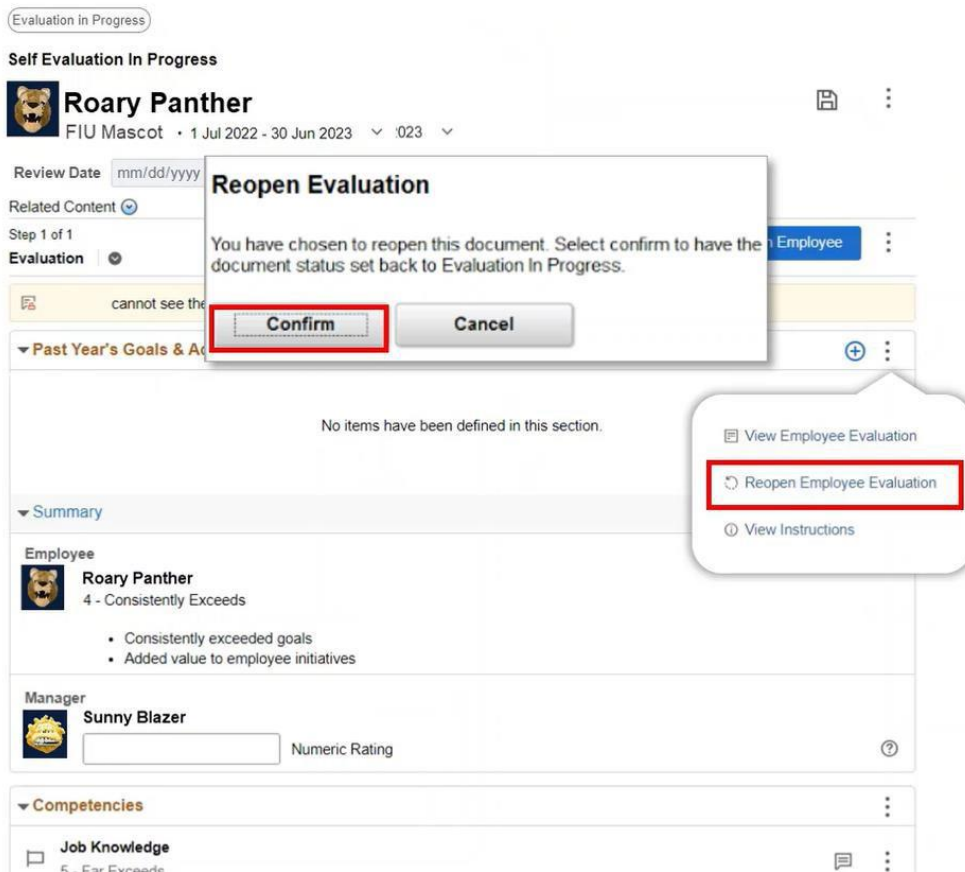

2. Next, select the "Team Documents" tile.

3. Now choose the employee whose PEP document you want to work on by clicking on their name which is hyperlinked.

4. Click on the three-dot-menu and select "Reopen Employee Evaluation". Then, click "Confirm" to finalize the transaction.