1. **Workday will not let me submit the evaluation. Why is this happening?**
   a. Please review each section. You will want to make sure that each Major Responsibility has a rating, weight, and comment. In addition, each Competency must have a rating and comment. If the employee has an overall Exceptional, Successful orNeeds Improvement, the Overall Evaluation section will need a comment as well.

2. **Why the employee's Annual Evaluation blank or their information is incorrect?**
   a. The information provided in the Planning Session or Mid-Year Review is transferred to the Annual Evaluation. If you did not complete a Planning Session or a Mid-Year Review for your employee, the Annual Evaluation will be blank
   b. In order to correct this evaluation, you will need to edit the Major Responsibilities. Please refer to the Manager Annual Evaluation job aid for step-by-step instructions.

3. **I had the Annual Evaluation Conversation with my employee and clicked Submit. Why does my employee's Annual Evaluation show still "In Progress" but there is nothing in my Workday inbox?**
   a. After you meet with your employee and click submit, the Annual Evaluation routes to your employee for their approval. Your employee will receive a task in their Workday inbox to acknowledge the conversation was held. Once your employee submits this task, you will receive a notification in Workday that the Evaluation is completed.

4. **Why am I receiving this error for my employee's Major Responsibilities section?**



   a. The sum of the Major Responsibilities must equal 100%. This sum is calculated by the percentage entered for each Major Responsibility.
   b. While the Major Responsibilities section accounts for 60% of the overall Annual Evaluation. The sum of the Major Responsibilities must equal 100%.

5. **I have been attempting to complete my employee's evaluation, but it appears it is not accessible.**
   a. If you encounter this issue, please reach out to the Performance Management team at hrmperformance@lsu.edu.

6. **Why am I receiving any of the following errors?**



   a. A Comment is required in the overall comment section of the Major Responsibilities, Competencies, and Overall Evaluation Rating.