Common Errors

1. Workday will not let me submit the evaluation. Why is this happening?
   a. Please review the section. Major Responsibility has a rating, weight, and comment. Each Competency must have a rating and comment. If the employee has an overall Exceptional or Needs Improvement, the overall section will need a comment as well.

2. Why the employee’s Annual Evaluation blank or the 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 error, you will need to edit the Major Responsibilities.

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, the Annual Evaluation will route back to you for a final approval. After you click submit, the evaluation is considered complete.

4. Why am I receiving this error for my employee’s Major Responsibilities section?
   1. Error
      a. The sum of all weights for Major Responsibilities must equal 100. Current total is 80.
      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. When you encounter this error, it means you have a delegation of your inbox set up.