Supervisor’s Quick Steps to Copying a Performance Plan

1. Log into PeopleAdmin at [https://ecu.peopleadmin.com/hr/shibboleth](https://ecu.peopleadmin.com/hr/shibboleth) using your PirateID and password.

Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.

2. Click the three dots (…) in the upper left-hand corner

3. Select East Carolina University Employee Portal located under other tools.
4. Once in the employee portal, click **My Employees’ Reviews**.

5. First select “Advanced” in the search fields area and then select Program Status type “All”. Select the employee whose Performance Plan you would like to copy by clicking the name the employee under the appropriate program.

6. Click the **Plan** table from the left side menu.
7. Click the **Actions** tab to access a drop down menu. Click **Copy**.

8. Select the **sections** you would like to copy from the list provided. The recommended sections are checked below.

9. Click **Continue**.

10. Select the **employees** for whom you would like to copy the Performance Plan or check **Select All**.
11. Select the box at the bottom of the page if you would like the copy to automatically complete the next associated step. If you do not click this box the plan will remain in the draft status.

☐ Copy Plan to selected employees and complete the associated Step. If not checked, Plan will remain in draft status.

12. Click **Copy Objective Plan**.

13. The plan is now copied to the selected employee(s). You may access that plan by clicking the employee’s name on the **Done** tab.