1. Log into PeopleAdmin at 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 you will see the **Your Action Items** screen as seen below. Start the process by selecting **Off Cycle Review** by the name of the employee whose Off Cycle Review you would like to do. You may also select **View** to access the Off Cycle Review.

5. Select either **Employee Requested**, **Management Requested**, or **Transfer** from the drop down box.

6. Explain how the employee has progressed up to this point in the performance cycle and/or clarify your expectations for the remainder of the cycle in the comment box provided.

7. Select **Today's Date** from the Today's Date box.

8. Click **Complete** at the bottom right-hand corner of the screen.
9. Once you complete the Off Cycle Review it will be sent to the employee for his/her acknowledgment.

10. If there is a need to add an additional Off-Cycle review, the first steps are to log into PeopleAdmin and access your Employee Portal as seen in steps 1 and 2 in this job aid.


12. Select Off Cycle Review or View Review next to the employee’s name to whom you need to add an additional Off Cycle Review.

13. Click the Plan icon.
14. Click the **Actions** drop down box at the top-left of the screen and select Revise.

15. Click **Add Entry**.

16. Select either **Employee Requested**, **Management Requested**, or **Transfer** from the drop down box.

17. Explain how the employee has progressed up to this point in the performance cycle and/or clarify your expectations for the remainder of the cycle in the comment box provided.
18. Select **Today’s Date** from the Today’s Date box.

19. Click **Complete** at the bottom right-hand corner of the screen.

20. Once you complete the Off Cycle Review it will be sent to the employee for his/her acknowledgment.