

Once a check is placed in the Documentation Required box, the Supervisor Comments window appears and **Supervisor are required to enter the reason why the request for documentation was made in order to complete the Deems Desirable activation process successfully. Supervisor Comments should be made in a professional manner and must abide by proper business rules.** In addition, the system will automatically default to “Y”, Yes in **Share?** column.

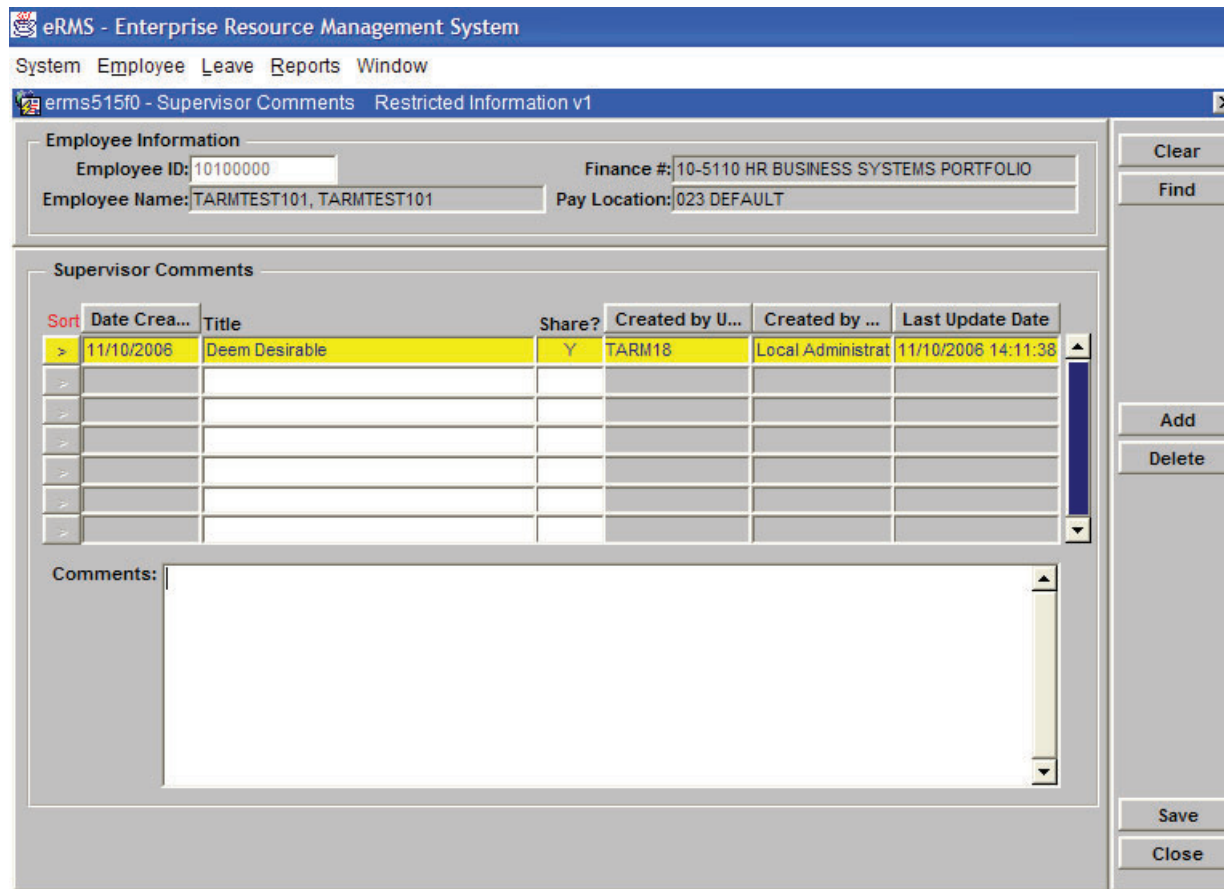


Figure 21 - eRMS Supervisor Comments Screen

Set Review Date

The Set Review Date option is now located on the Employee Management screen and has been renamed **Next Review**