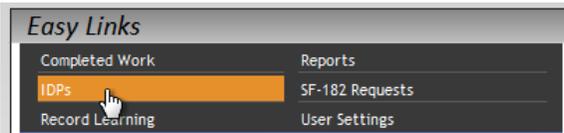
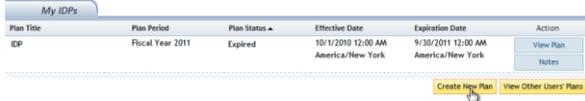
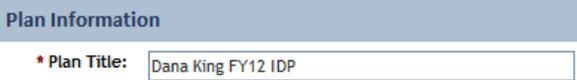
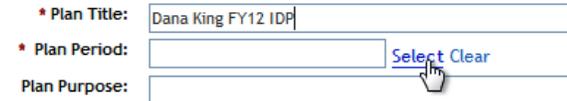
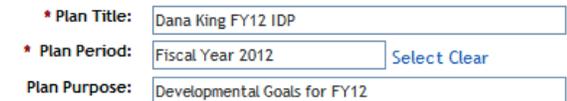


Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Creating an IDP On Behalf of a Subordinate

Supervisors can create an IDP on behalf of a subordinate using the procedure below. Keep in mind, however, that the supervisor must submit the IDP for approval and the subordinate must then approve the IDP so that both parties are aware of the plan's details.

Step	Activity	View
1.	From your AgLearn Home Page, select Subordinates from the My Employees list.	
2.	Locate the employee for whom you will create an IDP. Select the Home icon.	
3.	From the subordinate's AgLearn Home Page, select the IDPs Easy Link.	
4.	From the My IDPs page, select Create New Plan .	
5.	Enter a plan title.	
6.	Select the Plan Period Select link.	
7.	Select the corresponding Select link for the desired plan period. Note: the Effective Date and Expiration date will be filled in for you.	
8.	Enter a Plan Purpose, if desired.	

Remember, this is the My IDPs page of your subordinate.

Creating an IDP On Behalf of a Subordinate

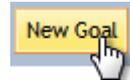
9. Select **Add**.



10. Review the fields to make sure you have entered the information correctly.

Plan Title : Dana King FY12 IDP (Select Other Plan) Plan Period : Fiscal Year 2012 Select | Clear
 * Plan Title : Dana King FY12 IDP Plan Purpose : Developmental Goals for FY12
 Plan Status: Draft Version : 0 (current) |
 Effective Date: 10/1/2011 * Expiration Date: 9/30/2012

11. Click **New Goal**.



12. Enter a Goal Name and Goal Description.

Note: Of the three fields shown here, only the Goal Name is required.

Goal Number:
 * Goal Name: Identify developmental goals for FY12
 Goal Description: Identify at least three developmental goals for the upcoming year.

13. Click the calendar icon to select a Target Date for the goal.

* Target Date:
 Target Value: (1000.001) Select Date

14. If you have additional goals to add, select **Save and Add Another**. Repeat steps 12 -14 for each goal you wish to add to the plan, and then click **Finished**.

Finished Save and Add Another
 Priority:
 * Target Date: 10/31/2011

15. Observe that the plan is in Draft status at this point.

Plan Title : Dana King FY12 IDP (Select Other Plan) Plan Period : Fiscal Year 2012
 * Plan Title : Dana King FY12 IDP Plan Purpose : Developmental Goals for FY12
 Plan Status: Draft Version : 0 (current) |
 Effective Date: 10/1/2011 * Expiration Date: 9/30/2012

A message appears that indicates the plan contains changes that have not been approved.

16. Click **Submit for Approval**.

This plan contains changes that have not been approved.
 Print Plan List all Plans View/Add Notes Save Submit for Approval

17. Observe that the Submit for Approval button is gone and an alert message appears recommending that no additional changes be made.

This plan contains changes that have not been approved.
 Currently this plan is pending approval. We recommend you make no additional changes until the submitted version is either approved or denied.

18. Note that the current status of the plan is **Submit Pending**.

Plan Status: Submit/Pending
 (Submitted for approval on 10/12/2011) +

Creating an IDP On Behalf of a Subordinate

19. Select the Plan Status icon (+) to view the name of the person who must take the next action.

Plan Status: Submit/Pending
(Submitted for approval on 10/12/2011)
Effective Date: 10/1/2011

Version: 0 ()

Expiration Date: 0/0

View Plan Approval Status

20. Note that the name of your subordinate is at the bottom of the list, indicating your subordinate must take the next action and approve the plan that you submitted on his/her behalf.

Step No.	Action?	Name	Approved Date
1	Submitted	Fallow, Kathy T	10/12/2011
2		King, Dana	

21. Your subordinate will shortly receive an email from AgLearn System instructing him to log in to AgLearn and review and approve the plan.

From: AgLearn System
Sent: Wednesday, October 12, 2011 12:12 PM
To: King, Dana
Subject: AgLearn Plan Review

Fallow, Kathy T has submitted a new Plan. This new plan (Dana King FY12 IDP) is for King, Dana and requires your Review and Approval. Please log in to AgLearn and review this plan as soon as possible. Contact your AgLearn System Administrator if you have any questions.

22. Once your subordinate logs into AgLearn, he will see an alert message providing a direct link to the approval page

You have a Plan that requires Review and Approval

23. Once your subordinate approves the plan, the plan will then move to Active Approved status.

Plan Title	Plan Period	Plan Status	Effective Date	Expiration Date	Action
Dana King FY12 IDP	Fiscal Year 2012	Active-Approved	10/1/2011 12:00 AM America/New York	9/30/2012 12:00 AM America/New York	View Plan Notes

24. After your subordinate approves his plan, you will receive a CC of an email sent to your subordinate from AgLearn System. At this point you can continue to add goals and activities and update the status of goals in the plan. Keep in mind that significant changes requiring approval by the other party must be submitted for approval.

From: AgLearn System
To: King, Dana
Cc: Fallow, Kathleen
Subject: AgLearn Plan Approved

Sent: Wed 10/12/2011 12:46 PM

This email is to inform you that your Plan, Dana King FY12 IDP, was reviewed and approved by King, Dana on 10/12/2011 12:45 PM America/New York. Your plan is now Active.

TIP: IDP plans should be created, submitted and approved early in the plan period so that the employee has ample time to record and mark progress. Make sure all of your subordinates have plans in an Active Approved status within the first two months of the plan period (By the end of November in a fiscal year cycle). Additional goals and activities can be made throughout the year to a plan in Active Approved status. Plans should never remain in Submit Pending status, because the status indicates that one party has not yet reviewed or approved the initial plan.