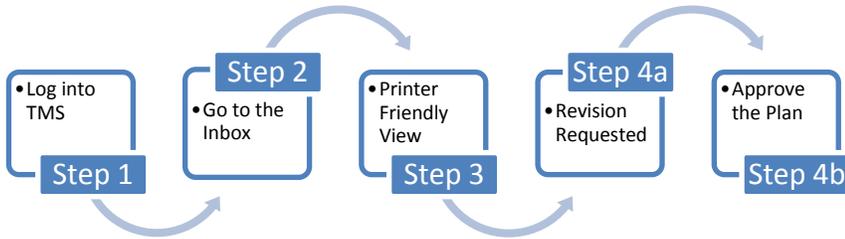# HEAR Plan: Request Revision or Approve
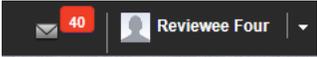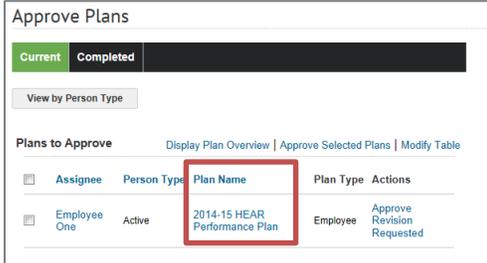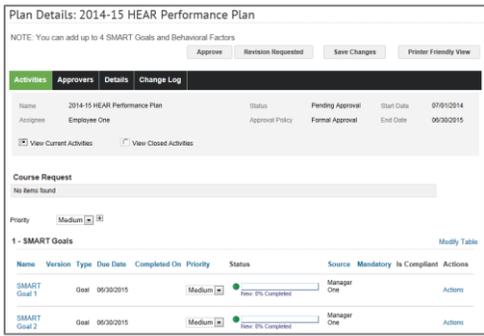
ROLE: EMPLOYEE

Purpose

This job aid is to guide the reviewing authority through the step-by-step process of how to submit a requested revision and/or approve the plan. Follow the steps below to request a revision or approve the plan.
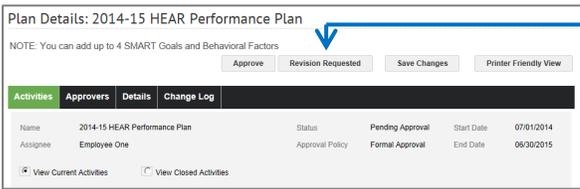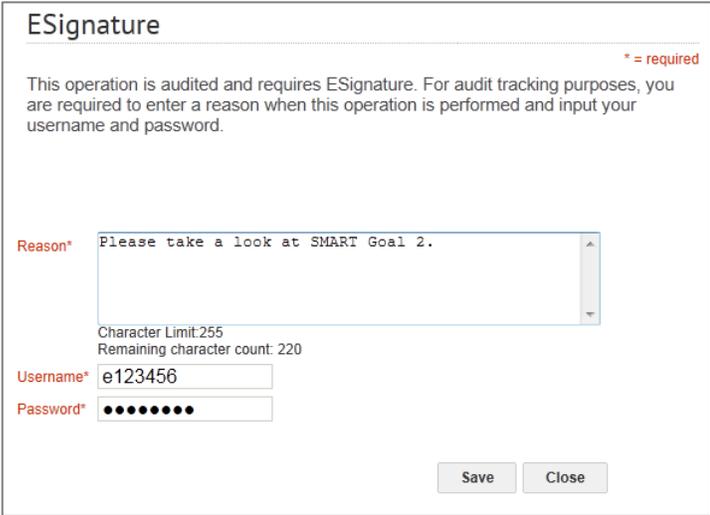
Process Flow

- Log into TMS — **Step 1**
- **Step 2** — Go to the Inbox
- Printer Friendly View — **Step 3**
- **Step 4a** — Revision Requested
- Approve the Plan — **Step 4b**

Procedure

Step	Action
1. Log into the Talent Management System (TMS) 1. Type your **Username** and **Password** 2. Click **Sign In**	• From any brower, type in https://talent.houstontx.gov. • The Talent Management System log in screen displays. Type in your **Username** and **Password** then click **Sign In**. • The homepage displays.

Step	Action
2. Go to the Inbox	• At the top main header, click on the **Inbox** icon.
	• The **Inbox** menu options displays.
	• In the navigation pane, click the **Approve Plans** link.
Click **Approve Plans**	
	• The **Approve Plans** page displays.
	• Click the plan name in the **Plan Name** column to continue.
3. Printer Friendly View	• The **Plan Details** page displays.
	• Click the **Printer Friendly View** button to view the detailed plan.
	Click **Printer Friendly View**
	• The **Printer Friendly View of Plan** window displays. You can choose to print out or view it on the screen. After you carefully review it, click the **Close** button.
	Click **Close**

Step	Action
4a. Request Revision *Note*: *If there is NO revision needed then Approve the plan (Detailed instructions are on the next page).*	• After you review the plan and there is a need for a revision, click the **Revision Requested** button. • The **ESignature** dialog box displays. • Type the requested revision in the **Reason** text box then type in your **Username** and **Password**. • Click the **Save** button. • The plan is sent to the Manager for revision. *Note*: *You must wait for the Reviewing Authority to send back a revised plan to continue to the next step.*

Step	Action
4b. Approve the Plan Click **Approve**	• The **Plan Details** page displays. After you review the plan and there is **no** need for a revision, click the **Approve** button. Plan Details: 2014-15 HEAR Performance Plan NOTE: You can add up to 4 SMART Goals and Behavioral Factors Approve Revision Requested Save Changes Printer Friendly View **Activities** Approvers Details Change Log Name 2014-15 HEAR Performance Plan Status Pending Approval Start Date 07/01/2014 Assignee Employee One Approval Policy Formal Approval End Date 06/30/2015 ⦿ View Current Activities ◯ View Closed Activities • The **ESignature** dialog box displays. • Type the reason why you are approving the plan in the **Reason** box (optional), then type in your **Username** and **Password**. • Click the **Save** button. **ESignature** * = required This operation requires ESignature. Input your username and password to confirm the change. Reason Everything looks great. I look forward to completing these SMART Goals this fiscal year. Character Limit:255 Remaining character count: 166 Username* e123456 Password* •••••••• Save Close *Note: The plan is now activated; be sure to meet with your supervisor/manager throughout the year to discuss your progress.*

END OF PROCEDURE • RETURN TO TOP